

Community Member Agreement & Acknowledgement of Housing Terms

Living in independent housing assignments is a privilege. Students who choose to live in such residential areas are expected to know and abide by ALL university policies. Due to the uniqueness of these living environments, Muskingum University has high standards for those who choose to live in the independent houses on campus. Therefore, students should take/assume responsibility and respect the community that they live in. In addition to signing a Housing License & Food Service Plan Agreement to live in a Townhouses or Lakeside House, you are required to read and sign the following document to affirm your role as a member of these communities.

Health and Safety Inspections

Health and Safety Inspections are conducted in Townhouses/Lakeside Houses in the same manner as the rest of the residential complex. Residents will receive at least a 24-hour notice that the inspections are nearing. Residence Life Staff will then come and inspect all common areas and individual rooms. If residents are not present, houses/rooms will be entered, and notification will be left that indicate whether residents have passed or failed their inspections. All policy violations in plain view will be documented. Health and Safety Inspections can happen at any time on any day of the week after the 24-hour notice is posted.

Initials of Housemates:

Fire Drills

Federal regulations require colleges/universities to conduct two fire drills per semester for all residential facilities. The dates and times of these drills are unannounced. NCFD, Student Life Staff, University Police, and Physical Plant will be present for the drills. Staff will knock on the front doors to announce themselves and the fire drill. If residents are present, they are asked to evacuate the building once the alarms are set off. If there is no one home, the alarm will be set off just the same. Once residents have evacuated, staff are required to ensure all rooms are vacant. If there should be any policy violation in plain sight it will be documented, and appropriate notification will be left in the event something is confiscated.

Initials of Housemates:

Areas of Townhouse/Lakeside House that ALL Residents are responsible for in the event of damages, Health/Safety, etc.:

Examples would include, but are not limited to the following:

- o Kitchen
- o Bathroom(s)
- o Living Room
- o Front/Back Porches & Yards
- o Common area closets
- o Hallway(s)

Areas of Townhouse/Lakeside House that INDIVIDUAL Residents are responsible for in the event of damages, Health/Safety, etc.:

Examples would include, but are not limited to the following:

- o Individual bedrooms
- o Closets within assigned bedrooms

Initials of Housemates:

Damages within the Assigned Living Area(s):

While living in an independent living space, damages may occur. Please note the following policies/procedures if damages are incurred:

- When damage is made by someone who is **not** assigned to your residence, please call University Police (x8155) to file a report of said damage and the individual(s) responsible within 24 hours of the damage being done. Failure to report damages may result in the residents assigned to that area being responsible for the cost of repair.

- When damage is done by someone assigned to the residence, please report damage to either the Area Coordinator or the Resident Assistant (1B for Townhouses or 135 Lakeside), within 24 hours. Failure to report damages may result in all residents assigned to that area being responsible for the cost of repair.
- Damage that is not reported but found during a health and safety check will result in an incident report being filed by the Resident Assistant and/or Area Coordinator.
- Excessive damages, that are estimated to cost \$1,000 or more may be repaired over winter/spring break without prior notice given to residents and charged to student accounts.
- Physical plant will repair all damages done in residential areas. **DO NOT** attempt to fix or repair any damages on your own (i.e. patch holes, re-paint, fix dry wall, replace doors, etc.). Failure to comply with this may result in an assessed charge.

Initials of Housemates:

Common Policy Violations seen in Townhouses/Lakeside Houses

Please note that this is ***not an exhaustive list*** of residential life policy violations, but merely a reminder that these policies are still valid for Townhouses/Lakeside Houses.

- No open heating elements (i.e. candles, incense, hot plates, etc.).
- No pets (other than fish). Possession of pets may result in residents being placed on Housing Probation.
- No liquor is permitted, including empty bottles, regardless of legal age.
- Regardless of legal age, there are also reasonable limits to how much alcohol is/should be present in any given Townhouse/Lakeside House (i.e. 6 beers per resident of age; same alcohol policy as other residential facilities). If an Area Coordinator is addressing a non-alcohol related concern and an alcohol violation is found in plain sight, the Area Coordinator will address the violation. Empty alcohol containers may not be used as decorations (i.e. boxes as wallpaper, glowing alcohol bottles, etc.).
- All residential facilities are NON-SMOKING, including e-cigarettes, vapes, hookahs, and/or similar devices.
- **Tampering with fire safety equipment, including but not limited to, fire extinguishers, smoke detectors, and emergency exit signs will go through the student conduct process and may result in fines or removal from the house.**
- Residents are responsible for the behavior of any guests (students and/or non-students) in their house.
- Occupancy policy: The appropriate number of people that can be in a Townhouse or Lakeside house at any given time is 3x the number of assigned residents to the unit. Example: 6 residents = 18 people (including the residents assigned to the unit). Exceptions are made for approved, registered events ONLY. **Please note that visitation policies may be different due to COVID; addendums and changes made to the visitation policy will be distributed to students at the beginning of the semester.**

If your Townhouse or Lakeside House is documented for policy violation(s) you may be placed on Housing Probation by the assigned conduct officer. Further violations while on Housing Probation may result in removal from the Townhouses/Lakeside Houses with reassignment to traditional housing and/or additional sanctioning or conduct processes. This is based on the severity of the policy violation(s)

Initials of Housemates:

Occupancy Expectations in Townhouses/Lakeside Houses

As stated previously in this agreement, it is a privilege to live in a Townhouse or Lakeside House. It is an expectation that should a vacancy occur during the year (graduating senior, transfer, withdrawal, etc.), the alternate will fill the space. If the alternate is no longer available, residents must work with the Residence Life Office to fill the space. If a Townhouse or Lakeside House falls to half its occupancy (i.e. 3 remaining in a 6-person house), the residents may be required to move out of the house into traditional residence halls.

Initials of Housemates:

Closing Statements and Signatures

We have read the information provided in the previous pages regarding policy and conduct as a member of the Townhouse/Lakeside House Community and I understand that I must abide by all policies laid out in the Code of Student Conduct (located online at <https://www.muskingum.edu/campus-life/division-student-affairs/student-handbook>).

We understand that should any incident occur that violates any of the aforementioned items, then this document can be used as reference during any conduct meetings or hearing processes.

We understand that if we would like a copy of this agreement, we can obtain it in the Student Life Office.

Unit/House: _____

Print Name

Signature

Date

Alternate (not required to sign unless moving into space)

Print Name

Signature

Date
