



## **Housing & Residence Life Overview of Policies & Procedures**

### *Introduction*

Housing & Residence Life at Thomas More University is a functional unit within the Department of Student Affairs. This addendum to the Saints Community Standards specifically addresses expectations of students within the residential living-learning community. The policies outlined in this section apply to any individual in the residence halls whether they are a resident, student, family member, guest, etc. All policies, procedures, and guidelines outlined in the Saints Community Standards supersede any policies outlined here.

### *Saints Community Standards & the Code of Student Conduct*

All individuals at Thomas More University are expected to conduct their behavior in the classroom, outside the classroom, and online in a manner that reflects the community commitments described in Thomas More University's Saints Community Standards. The standards identify five community commitments - *individual worth, personal integrity, critical thinking, self-control, and community responsibility*. Our community is expected to uphold and portray these commitments in all aspects of their life while enrolled at Thomas More University and post-graduation. As a student at Thomas More University, you are expected to understand and know the policies and procedures as outlined in the Saints Community Standards.

## **Damages & Fees**

### *Residence Hall Damages*

Residents are responsible for *any* damage(s) done to the residence hall facilities. Additional charges may be added to a student's account to pay for repairs or replacement of damaged properties. In collaboration with Facilities and Maintenance, Housing & Residence Life will assess the cost of repair(s)/replacement(s) of damaged properties as well as the cost of labor to determine the amount of the fine.

### *Thomas More University Damages*

Students are responsible for *any* damage(s) done to Thomas More University facilities. Additional charges may be added to a student's account to pay for repairs or replacement of damaged properties. In collaboration with Facilities and Maintenance, Student Conduct will assess the cost of repair(s)/replacement(s) of damaged properties as well as the cost of labor to determine the amount of the fine.

### *Lost Key(s)*

Students are required to inform any member of Housing & Residence Life if they have lost the key to their residence hall room. Students will be charged to replace the lost key. If Facilities and Maintenance express that the room's door core needs to be changed, the student may incur an additional fee for the replacement. Fine for Lost Key(s):

- Room Key = \$100
- Room Core = \*varies

### *Lost Student ID*

Students are required to inform any member of Housing & Residence Life if they have lost their student ID card. Students will be charged to replace the student ID. To get a replacement, students should go to the IT department located on the lower level of the Administration Building. Fine for Lost Student ID:

- Student ID = \$25

### **Emergency Preparedness**

It is important to be familiar with how to respond to various emergency situations. Please visit <http://www.thomasmore.edu/emergency/> to review all protocols and procedures for different emergency situations. These include: reporting an emergency, during an emergency, medical emergency, alcohol & drug poisoning, general fire evacuation, residence hall fire, evacuation procedures, active shooter/armed hostile person, weapon(s) on campus, hostage situation, civil disturbance, severe weather, psychological crisis/suicide, violent, threatening, or suspicious behavior, bomb threat or suspicious package, if you find a suspicious object/material, utility failure, and hazardous materials.

***Please Call 911 from an on-campus phone or your cell phone to report an emergency that needs immediate assistance from police and rescue personnel. The Campus Safety Office should also be contacted as soon as possible, 859-341-4867.***

In the event of an emergency, Thomas More will notify the community through one or all the following methods: Thomas More University website, mass text and/or voicemail messages, emails, or social media. These notifications include instructions as to how to proceed.

To remain updated for unforeseen emergencies, update your contact information whenever it changes on MyTMU under the Personal Information link. After registering you can download the notification app to your smartphone.



### **Parking Policies**

All residential students are expected to park in the residence parking areas. Residents are expected to follow all Campus Safety Parking Guidelines. Students found to be non-compliant with parking policies may incur fines and may have their car towed or booted at the owner's expense. Some common parking policies include but are not limited to:

1. Any motor vehicle not parked in accordance with rules and regulations will be ticketed.
2. Any motor vehicle with three or more unpaid tickets are subject to be towed at the owner's expense.
3. Any motor vehicle parked in a fire lane is subject to be towed at the owner's expense.
4. Any motor vehicle parked in a handicap spot, not displaying an approved permit, is subject to be towed at the owner's expense.
5. Any motor vehicle illegally parked in a reserved parking/designated parking spot is subject to be towed at the owner's expense such as faculty, staff, visitor, or commuter
6. Any motor vehicle parked in an unloading/loading zone area for longer than 15 minutes is subject to be towed at the owner's expense.
7. Any motor vehicle parked in the grass or on sidewalks are subject to be towed at the owner's expense.

To review the Thomas More University parking policy, please visit <https://www.thomasmore.edu/wp-content/uploads/Parking-Policies-Manuel-01-13-2023.pdf>

## Residence Hall Living Guidelines

### *Visitors & Overnight Guests*

Residential students can have guests and overnight guests during certain times and days of the week. They are as follows:

- Visitors (All days of the week):
  - 12pm (noon) - 12am (midnight).
  - Residents must accompany their visitor(s) at **all** times.
  - Visitors of the opposite sex may only visit during posted visitation hours.
  - Visitors must exit the residence hall(s) each night at midnight using the main entry and exit door, **no exceptions**.
  - If guests do not leave by this time, a member of Housing & Residence Life and/or Campus Safety will escort them out of the residence hall.
- Overnight guests:
  - 6pm (Friday) - 6pm (Sunday).
  - Residents are **required** to register overnight guests **no later than 12pm (noon) on Thursdays**.
  - Overnight guests must be the same gender as the resident, over the age of 16, and must always be with the resident.
  - Overnight guest forms are available at the front desks of the residence halls and in the Office of Housing & Residence Life between the hours of 9am – 5pm Monday through Thursday.
  - If a resident is discovered to have an unregistered overnight guest, the guest will be escorted out of the residence hall and asked to leave campus.

\*Residents who fail to continuously follow visitor(s) and overnight guest(s) policies will be subject to the Student Conduct process and may lose their visitor and/or housing privileges.

### *Courtesy Hours*

The residence halls are under courtesy hours 24 hours a day. Any behavior or noise that is disruptive to student learning should cease upon request by another resident.

### *Quiet Hours*

The residence halls have designated quiet hours. During quiet hours, no students may play amplified or excessively loud music or audio. No musical instruments may be played or practiced. Conversations and activities in communal spaces should be kept at a low volume. These hours are as follows:

10pm – 10am (Sunday – Thursday)

12am – 10am (Friday & Saturday)

\*During midterms and finals of the academic year, 24-hour quiet hours are designated and enforced.

### *Resident Mail*

Residents will receive letters/mail from their RA when it is received by the mailroom. Residents should go to the mailroom to receive packages between the hours of 8:30am – 4:00pm, Monday – Friday to retrieve their package. Thomas More University is not responsible for providing students with their packages over official University breaks/holidays, weekends, or outside of regular business hours. Students must change their billing address with off-campus businesses upon moving out of the residence halls, graduating, and/or during the summer.

### *Community Areas*

All communal areas such as but not limited to lobby areas, living room spaces (e.g. suite-style housing) lounges, and study rooms are furnished with chairs, couches, tables, and other furnishings for use by all residential students. Thomas More University furniture is to remain in these areas. Communal area furniture may *not* be removed from these shared areas. Students who remove communal area furniture and place it in their room, suite, or other non-approved area will be charged to replace the furniture and may be subject to further disciplinary action. Thomas More University cannot store furniture to make room for personal belongings.

### *Room Inspections/Cleanliness (Health & Safety Checks)*

Residents are responsible for maintaining rooms in a neat and clean condition. Two (2) health and safety checks will be conducted by staff of Housing & Residence Life per semester (fall & spring). The inspection ensures safe and sanitary conditions in residential rooms and the maintenance of residence hall policies. If necessary, damage charges may be assessed for documented issues. If a residential room contains conditions that need to be corrected, staff will provide resident(s) with notice of corrections to be made and will re-inspect the room within 2-3 business days. If the corrections have not been made, the resident(s) assigned to the space may be subject to disciplinary action. Any prohibited items found during these inspections will be immediately confiscated by Housing & Residence Life staff members or Campus Safety. For questions, students should email [housing@thomasmore.edu](mailto:housing@thomasmore.edu).

### *Trash*

Large trash dumpsters are located outside of each residence hall. Residents are required to dispose of all garbage in the proper waste receptacles. Trash left outside rooms/suite or in communal area bathrooms, laundry rooms, study areas, lounges, etc. will result in a cleaning/removal fee (\$25 per bag).

Students are encouraged to recycle items as appropriate to reduce waste. In a group living situation, pest control can become a major problem. Students are required to report concerns or issues related to pests to immediately.

### *Heating & Cooling*

Privately owned air-conditioner units and space heaters are not allowed in the residence halls. Each residence hall has central heat and air that are on a system of heated and chilled water that cannot be switched back and forth quickly. Facilities & Maintenance, in conjunction with Housing & Residence Life evaluate long term weather patterns to determine when to switch the system to heat/air conditioning. During these times, residents may be asked to keep their windows closed to help balance out the air flow in the building and to keep moisture from entering the building (causing the humidity to increase and condensation to build up on furniture).

### *Insect Infestation*

A resident must promptly notify a member of Housing & Residence Life of any bug infestations. The resident must permit Facilities, Maintenance, and Housing & Residence Life staff to access the room at reasonable times to inspect for and/or treat the infestation. The resident must cooperate and not interfere with inspections or treatments. Housing & Residence Life has the right to select licensed pest control professionals to treat the living area and building or adjacent living areas or buildings as necessary. The resident is responsible for having resident's own personal property, furniture, clothing and possessions treated accordingly to accepted treatment methods established by a licensed pest control firm that Facilities and Maintenance approves at the time of inspection. If the resident fails to follow these provisions, they may be liable for any damages. Housing & Residence Life has the right to terminate the resident's right of occupancy and exercise all rights and remedies under the Housing Agreement.