

HOUSING POLICIES

Housing services are administered out of the Office of Residence Life. The Residence Life staff, including RAs, is responsible for ensuring that students understand and abide by all housing policies.

STUDENT RESIDENCY REQUIREMENT

All full-time students (12 credits or more) are required to live on-campus unless they meet the following requirements and choose to commute:

- Commuting from parent or legal guardian's home.
- At least 21 years of age by September 1.
- Have 90 or more units by September 1.
- Have established residency within a commutable distance for 12 months or longer.
- Married.
- Serve as the primary caregiver for a dependent child under 18 years old.

Students choosing to commute must complete a Commuter Living Option form and supporting documents, e.g. proof of residence requirement (lease), proof of marriage, etc. to the Housing Coordinator in Student Life prior to the semester start date. Students who live on campus are required to live in the residence halls unless they are over 20 years old or have earned at least Junior-level status (60 units) by September 1 of the given academic year.

HOUSING ASSIGNMENTS

Residence Life housing assignments are made as follows:

Returning Students: Returning students who participate in the housing lottery have first priority and opportunity to secure housing for the following academic year. Students who do not meet the deadline for the housing lottery will have the opportunity to sign up for housing after the lottery is complete. In order to secure the space, a housing contract must be completed on time. If a contract is not completed by the deadline, the student(s) will forfeit their opportunity to their desired space until after the lottery is complete. The Office of Residence Life reserves a limited number of spaces for incoming married students and students with children. Contact residencelife@warnerpacific.edu for more details about registering for housing.

New Students: New students are placed throughout the summer preceding the academic year. Most first and second year students who live on campus are required to live in the Residence Halls and participate in the Platinum Board Plan. Third and fourth year students who choose to reside in the Residence Halls are also required to purchase a Platinum Board Plan. Students qualify for placement once the Office of Residence Life has received a Housing Placement Form and notification that the \$250 housing deposit has been made. The Office of Residence Life and Admissions work together to place students who are compatible based on the information in the completed Housing Placement Form. Requested accommodations and roommate preferences are

honored whenever possible. The Office of Residence Life reserves a limited number of spaces for incoming married students and students with children.

All new and returning students must fill out either a Housing Placement Form or a Commuter Living Option form prior to the semester start date.

MARRIED & FAMILY HOUSING

Beginning July 1, 2019, WPU will no longer offer married and family housing within traditional student housing. Any student currently approved for married or family housing will be granted an extended approval for up to four additional semesters, but no new requests will be approved. For those students, the policy below still applies.

Students who are married or are the primary caretaker for dependent children under 18 years old are eligible to request an exemption for the student residency requirement per the standard housing policies. The Housing office may also help married students and students with families locate area rental resources if desired.

Student married and family housing is reserved for full time students who are married or are single parents. Those permitted to live in married and family housing include the student, their spouse and their children. Extended family members are not permitted to reside in University housing facilities. Guests are allowed for a limited duration. *See Guest Policy on pg. 48*

Married students are eligible for one or two bedroom apartments however, households with children will take precedence when placing in two-bedroom housing. Apartment availability is limited; married and family housing is issued based on available space.

Eligibility for married and family housing requires that proof of the previously noted qualifications be provided and approved by the housing coordinator prior to housing placement. Proof may include marriage certificates, birth certificates of any children or other documentation giving adequate proof of these relationships.

Keys for Married and Family Housing

A key will be supplied to both the student and to their spouse. If additional keys are needed for children in the household, an application may be completed and upon approval, additional keys will be provided. Please note, a \$15 fee will be charged to the student's account for each key unaccounted for upon check out. Additional fees to change locks for lost keys may apply. See Building Access and Security for key policies.

CHECK-IN/CHECK-OUT

Students may not move in to University housing before the posted date and must vacate their rooms or apartments on the date in the housing contract. Any exception must be cleared with the Office of Student Life prior to finals week. Failure to abide by check in or check out dates may

result in additional housing costs. Contact the Office of Student Life or refer to the housing contract for specific information about check in and check out dates.

Check-In Procedure: Students must complete all paperwork in the student housing file before receiving a room or apartment key. This includes reading and signing the housing contract, and signing for the key(s) to the residential facility. When you receive your key, Residence Life will also provide a copy of the Room Condition Inventory (RCI) for your room/apartment. The RCI is an inventory of your unit completed by Residence Life prior to your move in. It is essential that students verify the reporting of all damage on this form within 24 hours of moving in. Students will be charged at check out for damage not reported on this form that exceeds normal wear and tear.

Check-Out Procedure: Each student is responsible to check out of his or her room/apartment for all room changes and at the end of the housing contract's lease term. Check-out forms will be available outside the office of student life and emailed to all students before their check-out deadline. Check-Out includes four steps.

1. Removing all items and cleaning the unit
2. Reporting any damage or maintenance concerns
3. Confirming damage and other issues with remaining roommates
4. Turning in keys and Check-Out form.

Students are not considered checked out of housing until the Res Life office has received their keys and check out form. Late fees apply if a resident does not complete all steps by the deadline.

Damages

After the room or apartment is vacated, a Residence Life representative will complete a damage and fines assessment for each room or apartment. All housing related charges will be posted to student accounts, and the bill will be mailed to the forwarding address. Students with fines exceeding \$50 will receive an email from Residence Life including the specifics of the charges.

Abandoned Items

All students are responsible for removing everything from their unit when they check out. Any personal property, including but not limited to, goods, bicycles, or motor vehicles, left after termination of the occupancy for any reason, will be considered abandoned and students waive any right to any recovery from the University, either of the abandoned property or compensation for such abandoned property. Residence Life will remove any items left over and charge a dumping fee when a student moves out.

HOUSING DEPOSIT

Each resident is required to place a refundable \$250 Housing Deposit on his or her account before the occupancy date in order to reserve the premises he or she wishes to lease. During the

occupancy of the leased premises, the deposit shall remain on the account, without accruing interest, as surety for any damage or cleaning charges. The resident agrees to maintain the deposit amount at all times during the term of this lease and for any subsequent lease period for as long as the resident remains a student at Warner Pacific University. The deposit will be refunded after the leased premises have been inspected by a Residence Life staff member and damages and fines have been assessed.

BALCONIES AND PORCHES

Students are responsible for the appearance and upkeep of their balconies and porches. If a Residence Life staff member or University official determines that a balcony or porch is in an unacceptable condition students will be notified and given an opportunity to fix the problem. If the problem is not fixed within the given time period the student(s) responsible may be fined or subject to further disciplinary action.

BICYCLE STORAGE

You may have a bike on campus, but it cannot be stored or kept in a residence hallway, lounge, hall, stairwell or entryway. There are bike racks inside the residence hall laundry rooms, outside of the residence halls, in front of the library, Schlatter Chapel, and the gym. Bicycles should be locked when stored or parked on campus. The University accepts no responsibility for the safekeeping of bicycles. Campus Safety personnel will remove bicycles left in stairwells or any other common area within a residence hall.

BUILDING ACCESS AND SECURITY

It is critically important that the University maintains the security of the residential facilities. Therefore, it is required that students keep their apartment or room locked. Students are responsible for their University issued key(s) until they check out. No resident may loan his or her residence key(s) to anyone for any purpose. All housing keys are checked out at the Office of Student Life and returned at check out. If a key is lost or stolen please report it immediately to the Office of Student Life and receive a new key. Replacement keys and ID cards are \$15. In some circumstances it may be necessary to replace the lock when a key is lost. In such cases the student responsible may be charged for replacing the lock as well. Residents who fail to return keys at checkout will be charged for the replacement of both the lock and the key.

ID CARDS

Every Warner Pacific University student is issued a Student ID Card, which serves as an identification card, a meal card, library card, and admission to campus events. It is also your key to gain access to certain buildings on campus. Because it is also an access card, there are some guidelines you must follow in order to maintain a safe and secure campus.

- Do not bend or punch holes in Student ID Card.
- Keep Student ID Card away from cell phones.
- Do not loan your card to anyone – student or otherwise. If found doing so, you may face the loss of certain areas' access privileges.

- If your card is lost or stolen, contact the Office of Student Life, 503.517.1007.
- Replacement Cards: If a replacement card is needed for any reason (lost, stolen, damaged, name change, etc.), the cost to replace is \$15.

DISABILITY ACCOMMODATIONS

Students wanting reasonable accommodations due to a disability must submit a request with acceptable documentation to the Office of Student Life prior to requesting housing. Students are asked to include any supporting documentation regarding their need for accommodations. The Office of Student Life and the Warner Pacific University disability services representative will make an assignment based on the availability of space, the individual's needs, and the University's ability to reasonably accommodate the student.

ELECTRICAL USE

Due to the limitations of electrical circuits and for a variety of safety reasons, electrical appliance usage must be limited. **Acceptable electric appliances with proper care and usage within student rooms are:**

- Small refrigerators (up to 4.1 cu. ft.)
- Microwave
- Coffee Pot
- Hot-air popcorn popper
- Hairdryer
- Curling irons/curlers/flat iron
- Clothes iron
- Televisions
- Radios and stereos
- Computers
- Fans
- Blu-ray/DVD Players

All heat producing electrical appliances must be plugged directly into the wall outlet and need to be U/L approved. Residence hall rooms are not equipped to support the use of cooking appliances with the exception of microwaves. However, a community kitchen is available in the Warman Hall 24-hour lounge. The use of extension cords is prohibited although students may use power strips that contain surge protectors. If you are unsure about a particular electrical item please inquire with the Office of Student Life. Students may request the use of other appliances through the Office of Student Life. Accommodations will be made when possible, although an extra fee may apply.

FIRE AND LIFE SAFETY

Once each semester the Office of Residence Life, in cooperation with the Maintenance Department, conducts Fire and Life Safety Inspections. These inspections are to find fire

hazards, maintenance issues, and other facility related problems. University personnel are not looking for infractions of the community agreement or other campus and Residence Life policies. However, personnel are required to report any infraction he or she sees as a result of the inspections.

Flammables

At no time may any flammables be stored in or around living areas including fireworks, open candles, and incense. Open flame or combustibles, including but not limited to open candles, incense, oil burning lamps, and potpourri pots may not be burned in any residential unit. Fuel driven engines (e.g., motorcycles, mopeds, etc.) may not be stored in student housing. Safety concerns prohibit real Christmas trees and boughs as well as the large decorative Christmas lights in residence halls. Small, decorative, artificial Christmas trees are permitted in apartments and houses. Fire safety reasons also prohibit posters, tapestries, etc., to be hung or placed on ceilings. Barbeques are not permitted in campus housing.

FURNITURE

University owned furniture must not be moved in or out of rooms or apartments. This includes exchanging furniture with another residence. There may be a fine for such removal even if the item is returned at a later date. In addition, students with lobby/lounge area furnishings in their possession may also be subject to a fine and possible further disciplinary action. This furniture is to remain in the lobby/lounge area for everyone to use and enjoy.

Although most apartments and houses come unfurnished, a limited amount of furniture is available for rent. Beds, including a mattress, are available for \$125 per academic year. Dressers and desks are available for \$50 each per academic year. The set of three may be rented for \$200. No refunds are available regardless of early departure. Furnishings provided are to be used in a manner for which they are designed. Removal, damage, or destruction of furniture may result in a fine and a replacement charge. At check in and check out, it is the renter's responsibility to contact a Residence Life staff member and return the furniture to storage.

HALLWAYS

Hallways and stairwells must remain free of debris, personal items, and decorations. Students found in violation of this policy will be notified of the infraction and be given an opportunity to remove the items. If the problem is not resolved within the given time frame, students may be fined or subject to further disciplinary action.

LAUNDRY

Personal laundry may be done in the washers and dryers installed in the laundry rooms. Inoperable machines should be reported to the Office of Student Life (ext. 1088) immediately. The University is not responsible for lost or stolen items in the laundry rooms. To view machine availability, please visit www.laundryview.com/lvs.php?s=611 and click on the laundry room you wish to view. Students may also request text message notification for when his/her laundry cycle is complete.

MAINTENANCE

Malfunctions/Tampering/Alterations: Students must report all equipment malfunctions, failure of essential services, or repair needs to the Housing Coordinator. Please report emergency malfunction situations to the on duty Residence Life staff member immediately, 503.729.4150. Students or student's guests must not tamper with the heating system, refrigerator (or other appliances), locks/doorknobs, entrance or hall doors, lights, smoke detectors, or make any alterations of any kind to the leased premises. Pests: Students must report the existence of pests in or around the leased premises (i.e. insects or rodents) to the Office of Student Life immediately.

PARKING

Parking on the University campus is limited. All students wanting to park a car on the campus must purchase a parking permit that allows access to two common parking areas, the McGuire/C.C. Perry Gymnasium lot and the Otto F. Linn Library lot. Residents of the Tabor Terrace, Division St., and Saxon apartments each have their own parking lot. However, apartment residents must obtain and display a unique sticker on their parking permit. Apartment residents may visit the Office of Student Life to receive their sticker during Welcome Week or once they arrive on campus. Visitors to campus are welcome to park in any of the assigned visitor spaces, or can get a visitors pass from the Office of Student Life. The University is not responsible for damage, loss, or theft of students' or visitors' cars. **Warner Pacific employees, students and their visitors are not permitted to park on the street in front of the neighboring properties at 2325, 2315 and 2245 SE 66th Avenue at any time.**

PETS

Students are not allowed to keep pets of any kind on campus. This also includes feeding and temporarily housing animals in or around living areas. In the event a pet is discovered in a house, apartment or the residence halls, each resident will incur a fine. Residents will also be held accountable for any damages found upon check out, including but not limited to, extra cleaning charges or the replacing of carpet. Residents who require an animal to treat a disability should consult with the Disabilities Resource Center.

- If an animal is discovered in unit, even temporarily, the student receives a \$50 fine and must remove the animal.
- If the animal is an emotional support or service animal the resident will have two weeks to bring documentation to the Disabilities Resource Center or remove the animal until they can provide documentation. Please see the disability services section for information about emotional support or service animals.
- If they have not removed the animal or brought sufficient documentation in two weeks, the fine is increased to \$300. No refunds or deductions will be given.

- An additional \$200per-month fine is charged until documentation is received or the animal is removed. The monthly fine is calculated from the day the animal was discovered.
- Continued violations of the pet policy may be referred to student conduct to adjudicate as non-compliance with university policy.

RELOCATION AND TERMINATION

The University reserves the right to relocate student(s) to another housing assignment or terminate a student’s housing contract and remove him or her from campus housing under the following conditions:

- If a resident fails to make any rent or other payment under the housing contract within 10 days after written notice to the resident that it is due, the University may terminate the housing contract with 3 days’ notice to the resident.
- For the benefit of an individual resident and/or the community, behavior that disrupts individuals or the community will be grounds to relocate a resident to another assignment or to cause the resident to vacate the leased premises and terminate the housing contract (i.e. disorderly conduct, harassment, unreasonable noise, violation of Residence Life policies or expectations) with 3 days’ notice. If a resident threatens to inflict, or actually inflicts, personal injury or substantial damage to the leased premises, commits an act that is a significant disruption to the community, or commits any act that is outrageous in the extreme on the leased premises or on campus, as “outrageous in the extreme” is defined by ORS 90.396(f)., then on behalf of the University the Director of Student Rights and Responsibilities has the right, in his/her discretion, to immediately terminate the offending resident’s housing contract with notice and require the resident to vacate.
- Failure to comply with instructions to vacate after termination or relocation by University may result in the removal and storage of the noncompliant resident’s possessions at the resident’s expense.
- The housing office will frequently consolidate room assignments at semester. If a room or apartment is occupied at 50 percent or less, the student may be asked to move into a new assignment at semester.

ROOM/APARTMENT MAINTENANCE

Student Repair and Upkeep of the Leased Premises: Students in campus housing are required to keep and maintain their apartment or room in good and sanitary condition, to properly dispose of all rubbish, garbage, and other organic or flammable waste regularly; not to intentionally or negligently destroy, deface, damage, repair, or remove any structure or fixtures located on the leased premises and surrounding property belonging to the University, nor permit any invitee, licensee, or any other person under the resident’s control to do so. Students are responsible to repair clogged waste pipes, bathtubs, toilets, or washbasins and for replacing light bulbs.

Students are also responsible for the condition of his or her living area at the termination or expiration of the housing contract. The Residence Life Staff reserves the right to enter University property, including individual rooms or apartments leased from the University, to ensure that each unit is being maintained properly and that no damage has occurred beyond normal wear and tear. Extra cleaning and additional checkout fees may be assessed for failure to comply with maintenance and sanitation expectations.

Damage/Destruction: Students are responsible for all damages to his or her apartment or room, equipment, and appliances that is caused by the student's willful misconduct or negligence, or by the student's guests or invitees. Damage or loss within a room, house, or apartment is the joint responsibility of the occupants. Any cost incurred to repair and/or clean public or shared areas will be equally split and assessed to the entire living group of students if the person(s) responsible is/are not identified. Each resident is responsible for reporting any damages or maintenance needs to their Residence Life staff member immediately so repairs can be made in a timely manner. All fines and costs for repair of damages will be assessed according to the Damage Repair/Replacement Cost Sheet, a copy of which is attached to the RCI and is available upon request.

Malfunctions/Tampering/Alterations: Students must report all equipment malfunctions, failure of essential services, or repair needs to their Residence Life staff member. Please report emergency malfunction situations to the on duty Residence Life staff member immediately, 503.729.4150. Students or student guests shall not tamper with the heating system, refrigerator (or other appliances), locks, entrance or hall doors, lights, smoke detectors, or make any alterations of any kind to their leased premises.

Decorations: Fewer than 10 small nail holes per wall are permitted for hanging pictures and other items on your walls. Masking, scotch, double-sided tape, adhesive hooks, and screws are strictly prohibited as these often leave damage when removed. Any pictures or decorations that are sexually or racially inappropriate, or drug and alcohol related, are prohibited in all the University housing units

STORAGE

There is limited storage space available for the residence halls and the apartments. Those wishing to use any storage space must contact the Student Life Coordinator. All stored belongings are to be in boxes or suitcases, if stored in the residence halls, with name and contact information attached. The SAC must approve any items that cannot be boxed or put in suitcases. Apartment storage spaces may be rented during the academic year and summer months. Storage of personal belongings in University facilities is at the individual's risk. Articles will be discarded or donated if not removed at the completion of the storage agreement term. Carpets, furniture or any other item may not be stored outside of locked storage spaces. Any items left in the open areas will be considered abandoned and will be discarded or donated by the University.

WEAPONS

The possession of dangerous weapons is prohibited including slingshots, firearms (including BB guns), knives, and explosives (firecrackers, fireworks, dangerous chemicals, or propulsion devices). A dangerous weapon includes: a) any item or instrument defined as a weapon by local, state, or federal law, b) an item designed to cause injury or incapacitate another person, c) any item used to harass, threaten, intimidate, assault, or batter another person, or d) any item the University deems as dangerous.