BATES COLLEGE
RESIDENCE HALL REGULATIONS
SUMMER 2005

I. OVERVIEW

On-campus housing is limited to students employed during the summer to conduct research supervised by a faculty member, participating in a Bates sponsored internship program, or working for the library or an administrative office of the College. This housing is arranged and supervised by the Office of the Dean of Students. Access to this housing is limited to the term of employment only and not available until the day following graduation.

Students are charged a fee set by the Financial Office that covers the College's costs. The fee is $55.00 per week for a double and $65.00 per week for a single. This is to be paid through the Payroll Department as a payroll deduction. Due to this payment procedure, it is required that students work a total of 32 hours per week to ensure adequate funds in their accounts to cover the cost of housing. Delinquent bills will be assessed to the student’s tuition bill and if unpaid may affect registration, graduation and/or continued attendance at Bates. Any Bates graduate wishing to stay in summer housing must pay for that housing in advance (in 6 week increments) according to the dates you provide to the housing office in your contract.

To ensure proper record keeping, it is required that there be no changes to the contract. There will be no break in the dates given for summer housing. If there is a change in either the end date of employment or type of employment, a new contract is to be filed at the Housing Office and copies will be dispersed to the Payroll Department and the Summer Grants Program Office. You are only allowed to change the end date on your contract once.

II. RESIDENCE HALL REGULATIONS

STUDENTS’ RIGHTS, PRIVILEGES, AND RESPONSIBILITIES

DORMITORIES AND LIVING SPACE

Room Assignments will be made through a lottery system to enable fair allotment of singles to those who wish to live alone. If you choose a double without a roommate during this lottery process, please be aware that a roommate will be assigned over the course of the summer if space is needed. If you are in a double room alone you will be charged for a single. The matching of roommates will be done on the basis of gender and smoking habits only. The housing office will not be available during the summer for mediation of roommate disputes/conflicts. These must be worked out between the occupants of the room. Unless the Office of the Dean of Students specifically approves a room change for reason of extenuating circumstances, students must reside in assigned rooms.

This contract requires continuous rental from the first to the last day of residency and rental is charged on a weekly basis only. (Sunday - Saturday)

The College maintains the right to move students to facilitate work by the Physical Plant and to remove students who do not adhere to this contract.

Outside and inside maintenance to the buildings may take place during the hours of 8:00 a.m.- 4:00 p.m. This may cause some inconvenience to the residents.

Furnishings - Each resident student is furnished with a bed, bookcase, desk, desk chair, bureau, and wastebasket. All furniture must remain in the room. Physical Plant will not remove furniture during the summer and neither may the occupant. Students should bring their own lamps, curtains, linens, blankets and towels.

Waterbeds are not permitted and will be removed if installed. Alterations in the structure or painting of rooms, including lofts and other built-in furniture, are prohibited. If furnishings are missing when assessment of the room is made, the occupants will be charged a replacement fee.

Room decorations - Students who wish to hang wall decorations are encouraged to do so from molding hooks, picture nails, or sticky dough (available from Physical Plant). Tacks, tape, or pastes are damaging and their use will lead to charges. No articles may be draped from sprinkler pipes or cover light fixtures. No decorations may be placed on doors or hallway walls. If any of these articles are deemed hazardous to life safety, they will be removed.
**Electrical Appliances** - Electric line load limitations prohibit the use of heavy-demand appliances in students' rooms. **Air conditioners are prohibited.** Light-demand items, such as radios and stereos, may be used within limitations of safety standards. The Physical Plant staff should be consulted to ascertain the feasibility of several appliances in the same room. Refrigerators are permitted in students' rooms or in common areas, but only when they do not exceed the electric line load limitations. Keg-refrigerators are not allowed due to damage, spillage, and upkeep, as well as legal concerns.

**Telephones in Student Rooms** - The college-wide telephone system provides a telephone in each student room. There are no installation fees, no fixed monthly charges, and no charges for local calls.

**Custodial Services** - Custodial workers are responsible for the upkeep of the lounges and the common areas.

**Damage to College Property** - The Physical Plant Department conducts periodic building and room damage checks and bills students accordingly.

At the beginning and end of the summer, and whenever there is a change of occupancy, each room will be specifically checked for damages by a representative of the Physical Plant staff. A checklist will be prepared and all items needing repair or replacement (caused by other than normal wear) will be charged to the last occupant unless the charges have been previously assumed by the person or persons responsible. Students are invited to review the checklist with the Physical Plant Department at any time.

Activities that require additional cleaning in the residences, or elsewhere on campus, will necessitate special charges made to the appropriate group or person.

Damage to common areas will be assessed and repaired by the Maintenance Department at an appropriate time and charges will be made in the fairest possible way. If the person or persons who have caused the damage remain unidentified, the cost of the repairs will be divided equally among residents living in the house at the time the damage occurred.

**Sunbathing** - Sunbathing on roofs is forbidden; the roofs are unsafe for occupancy.

**Pets** - Pets, including cats, dogs, mice, birds, gerbils, snakes, etc., are not allowed in residence halls.

### III. SECURITY AND SAFETY

**Safety and Privacy** - In taking a room in a residence hall, a student assumes responsibility for the use and general care of the room and its furnishings. The College respects the students' right to privacy and their desire to control their own living environment. The College, however, has the responsibility to provide quality in residential facilities to both present and future occupants. Therefore, the College retains the right to enter students' rooms, but only in cases of emergency or with cause, and only in accordance with the following procedures: Before examination of College premises occupied by students, application must be made to the Dean of Students or his/her designate and the application must indicate the reason for the examination and the objects or information sought. Except in cases of imminent danger, the occupant of the premises will be invited to be present during the examination, and will be informed of the reason for the examination and the object or information sought.

The procedures noted above may be dispensed with in unusual circumstances or if dangerous, illegal, or unsanitary materials must be removed from the premises. Whenever possible, the student will be notified in advance, unless imminent danger prohibits such a delay.

This regulation in no way precludes normal maintenance care of students' rooms, including house cleaning service and review of residences for the assessment of loss and damage.

**Keys** - To insure personal safety and to protect against theft, students are provided with keys to their house and rooms. Keys are issued at the Physical Plant Department. Lost keys require a lock change of $150.00 paid through your student account. Loss of a key causes a serious threat to security of resident students. Duplication or unauthorized possession of keys to College properties is a serious infringement and will lead to disciplinary action.

**Personal Property** - The College assumes no responsibility and is not insured for the loss of or damage to personal property of students.
Fire Protection, Firearms, and Combustible Materials - A fire in a college residence is a disaster that can be avoided by joint effort. The use of firecrackers, flares, or explosives as well as the misuse of fire escapes, fire extinguishers, and fire alarms are serious offenses and will result in probable suspension or dismissal. Firearms (including air guns), ammunition, and combustible materials are not permitted anywhere on-campus, except in locations provided by the Security Office. Please make arrangements for storage with the Security Office to avoid violation of local ordinances and College regulations.

IV. SOCIAL RESPONSIBILITY

Any student who becomes disorderly and is involved in a disturbance, interferes with the rights of others, damages property, or is involved in unacceptable social behavior, individually or as a member of a group, will jeopardize his/her privilege of living on-campus. Serious or multiple violations of this contract will result in removal from College housing. Neither the College nor any of its members shall be under any liability whatsoever for such removal.

Students are reminded that excessive noise does often interfere with the rights of others.

V. VISITATION IN RESIDENTIAL ROOMS

Guest Policy - Guests who are not residents of the College and who use campus facilities for more than 48 hours will have to face financial penalties and/or legal action. The host must report the name and car license of the guest to Security. Any resident student who does not report guests or who provides extended residence to a non-student or an off-campus student is in violation of this contract and will lose the privilege of living on campus.

VI. PAYMENT POLICY

The charge for summer 2005 is $55.00 per week for a double and $65.00 per week for a single. The week designation is from Sunday to Saturday. Students specify beginning dates and ending dates of residency, and so indicate on their rooming contracts. There will be no break in the dates of stay (i.e. vacations). These dates shall be considered a binding agreement between the student and the college, and only one change to the dates of stay will be permitted after the contract is signed. Students will pay for their rooms ONLY at a weekly rate, for example, if a student wishes to live on campus for 3 1/2 weeks, she/he must pay for four weeks or pay for three weeks and find alternate accommodations for the remaining days. If you have specific questions regarding the payment policy they can be directed to the Housing Office.

Room charges will be paid through payroll deduction. The weekly rates will be deducted from students’ biweekly paychecks. Students will be charged according to the beginning and end dates on the contract they have signed. Questions about dates and terms of residency may be directed to the Housing Office. Any additional money owed to the college from summer housing will be assessed to the student’s tuition bill. Seniors must pay in advance in six-week increments for the summer. Money for the first 6 weeks must be paid in advance or keys will not be issued.

VII. MAIL

During the summer months the Bates College Post Office will be available to Bates students for mail pick-up. All mail being sent to you during this period of time should be addressed to your permanent box number. Graduated seniors should contact the post office to request that their mailbox remain open for the summer.
This contract initially covers the period from ____________, 2005 through ____________, 2005 for those students who are employed to conduct research supervised by a faculty member, participating in a Bates sponsored internship program, or working full-time for the library or an administrative office of the College and who are residing on campus at Bates College. The contract can be amended by mutual agreement of the student and the Dean's Office in the case of drastically changed circumstances only. However, the contract must be amended whenever there is a change in employment type or duration over the course of the summer. This can occur only once a summer. If any questions arise as to when your summer contract ends we will use the date that you returned your keys to physical plant and any additional information provided by the custodian. Any questions should be addressed to the Housing Office.

I hereby agree to reside on campus throughout the period stated above at the rate of $55.00 per week (Sunday-Saturday) for a double and $65.00 per week (Sunday-Saturday) for a single. I understand that this commitment implies a residence agreement subject to all of the regulations outlined in the attached document entitled "Residence Hall Regulations, Summer 2005" and in those portions of The Bates College Student Handbook that are relevant. Violation of any of the conditions contained therein will terminate the College's obligation with respect to this contract.

I understand I will need to move out of summer housing on the date that the Housing Office sets. This provides Physical Plant an opportunity to clean the room before fall semester occupancy.

I agree that my room charges will be paid through payroll deduction and hereby authorize the Payroll Office to withhold the appropriate amount from my paycheck. If I am a graduated senior, I understand that I will pay my housing room charges in advance of choosing a room. This money will be paid on a monthly schedule. If I do not pay in advance I understand this contract may be terminated by Bates College.

I also understand that the laws of the State of Maine govern this contract.

THIS CONTRACT MUST BE COMPLETED PRIOR TO ROOM ASSIGNMENT. NO STUDENT WILL BE ISSUED A ROOM WITHOUT SUBMITTING A SIGNED CONTRACT.

NAME________________________________________ PHONE____________________

ID #_____________________________ EMAIL________________________________

DATE____________________________ SIGNATURE____________________________

SUMMER EMPLOYER (Department)
________________________________________________

DATES OF ABOVE EMPLOYMENT____________________________

OR

NAME OF GRANT SUPERVISOR
________________________________________________

DATES OF GRANT WORK_______________________________________________