

## Study Courtesy / Quiet Hours

Consideration for other residents should be observed at all times, especially with regard to noise. The observed Quiet Hours will run from 8 pm to Noon 7 days a week. During these hours, any noise that can be heard outside of the room which can disturb others is not allowed. Each resident should remember that good judgment should be observed at all times regarding noise. Disciplinary actions may be taken against students who violate this policy.

## Residence Hall Visitation

Residents in the residence halls may have visitors between noon and 10pm Sunday -Thursday and Noon to Midnight on Fridays and Saturdays. All visitors must be accompanied by a resident student assigned to the room in which they are visiting. Violation of the visitation hours will result in disciplinary action and loss of visitation privileges. Guidelines for visitation hours may be altered upon recommendation of the Director of Student Life.

## Holidays

Clarendon College residence halls are officially closed for holidays and certain breaks in accordance with the Clarendon College Calendar. Students may leave personal belongings and furniture during these breaks and holiday periods. However, students are encouraged to remove valuables from the residence halls during these periods to reduce the opportunity for theft. When the College is closed for Thanksgiving Break, Christmas Break, and Spring Break all students must vacate the residence halls. Exceptions to this policy require the approval of the Director of Student Life.

## Keys

All keys are the property of Clarendon College and may not be duplicated or shared. Every resident will receive a key upon check-in. Each resident is responsible for their own key. Missing keys should be reported to the Office Student Services immediately. A replacement key will be issued and a \$50 fee will be assessed. Sharing of keys is prohibited and is considered a security violation. Upon check-out, all keys must be returned to the Office of Student Services. Failure to return keys at that time will result in a \$50 fine.

## Living Off-Campus

If space is not available in the College's residence halls, approval must be given by the Director of Student Life to reside in other housing. Should a student have approval to live off-Campus and a room becomes available in the residence halls, the vacant room will be filled according to these procedures:

1. A chronological list of those receiving approval for off-Campus housing will be kept.
2. As space becomes available, the last off-Campus request will be the first to move into the residence halls.
3. Filling on-Campus room vacancies may be done on the first of each month.
4. The room-and-board charges will be prorated on the total cost for a semester.

## Damages

After all residents are completely checked out, additional inspections will be conducted by student services staff members to note missing or damaged furniture, damage to floors, walls, doors, closet doors that have been removed, ceilings, electrical fixtures, windows, mini-blinds, locks, phones, and/or custodial services required to return your room, suite, or bathrooms to its original condition. If any damages are noted, you will receive a bill for the damages. All room or suite occupants will be held financially accountable for the condition of the semi-private common areas, such as suite living room, shared bathrooms or hallways. Unless specific individuals accept financial responsibility for damage, missing furniture or dirty conditions in these areas, each resident of that room or suite will receive a bill for the charges.

## Litter

Please help us keep our campus clean and safe by taking all waste to the appropriate trash areas located in close proximity to each residence hall. Any individual caught leaving trash outside their door, in common areas, and/or littering will be held accountable through the Director of Student Life (Student Services).