

# 2018-2019 SOUTH HALL HOUSING GUIDE

Residential Life ♦ Pacific Lutheran University

## INTRODUCTION

The South Hall Housing Guide is incorporated into and is part of the Master Housing & Meal Agreement. The provisions currently pertain to PLU's 2018-2019 Academic Year. The purpose of the South Hall Housing Guide is to provide detail in addition to that in the Master Housing & Meal Agreement and its Terms and Conditions.

## I. ELIGIBILITY GUIDELINES

South Hall accommodations are provided for use by eligible students who are currently matriculated and actively taking classes. Accommodations at South Hall are similar to an apartment-type setting\* and as a result, eligibility guidelines differ from other traditional on-campus housing accommodations. In order to be eligible for living in South Hall, one of the following criteria must be met:

**On or before** September 1, 2018 for Fall Semester or February 1, 2019 for Spring Semester:

1. **The student has attained a minimum of Junior standing (60 semester hours); or**
2. **The student is at least 20 years of age; or**
3. **The student is married or in an approved domestic partnership (meeting the criteria set forward in the PLU Residential Life Domestic Partner Policy & Guidelines).**

Priority for new assignments to South Hall is based on a points system. Points are awarded for the factors listed below. For additional details reference the Residential Life webpage ([www.plu.edu/residential-life/priority-points](http://www.plu.edu/residential-life/priority-points)).

- Number of complete semesters a student has resided on campus at Pacific Lutheran University. (No points are awarded for J-Term and Summer.)
- Number of semesters a student has participated in a PLU authorized study away program (No points are awarded for J-Term and Summer.)
- Class standing
- Birth date
- Number of semesters a student has resided in South Hall
- Married students or students in an approved domestic partnership will receive priority over non-married/partnership students for the one bedroom townhouse apartments

Accommodations at South Hall are offered to students who have shown themselves to be responsible members of the PLU community. Residential Life reserves the right to refuse assignment of a student to South Hall as a new or returning resident, regardless of priority point totals, based on significant prior or ongoing involvement with the Office of Student Rights and Responsibilities. Additionally, current occupants who violate PLU policy or disrespect the community in other significant ways may be required to vacate South Hall.

Space in University residence halls is made available to the student only for his or her personal use and the student may not transfer the use of such space to any other individual.

\* In providing housing and meal accommodations, the legal relationship between the Student and the University is that of a guest and an innkeeper, respectively, and nothing in this Guide or elsewhere shall be construed to give the student any additional possessory or property rights, including, but not limited to, those of a tenant under a residential lease.

## II. AVAILABILITY OF SOUTH HALL ACCOMMODATIONS

- A. **New PLU students are approved to check into South Hall at the beginning of Fall Semester are eligible to do so after 8:30 a.m., Friday, August 31, 2018. Returning PLU students may check in after 11:00 a.m. Friday, August 31.** Students may not occupy or leave personal belongings in any apartment or common area before this date unless they are participating in a University scheduled program and have prior approval from the Director of Residential Life or designee. An additional fee may be required.
- B. **Students newly approved to check in to South Hall at the beginning of January Term (J-Term) may do so on or after 1:00 p.m., Tuesday, January 1, 2019.**
- C. **Students newly approved to check into South Hall at the beginning of Spring Semester are eligible to do so on or after 1:00 p.m., Monday, February 4, 2019, unless earlier check in is approved by the Director of Residential Life or designee.**
- D. **Fall semester residents who cancel housing for January Term and Spring Semester must check out prior to 6:00 p.m. on Friday, December 14, 2018.**
- E. **South Hall residents may stay in their assigned accommodation at no additional charge during Winter Break.**
- F. **January Term residents who cancel housing for Spring semester must check out prior to 6:00 pm on Wednesday, January 30, 2019.** Students who live on campus for January Term without also residing on campus for a concurrent Fall or Spring semester will be charged a daily rate for housing accommodations.
- G. **January Term: No student may stay in South Hall during January Term unless enrolled for an approved course of study** (or have filed a plan of action with Residential Life), even if the student has been in South Hall during the fall semester and/or will be in the hall for the spring semester. Students found in violation of this policy will be charged for housing and may be subject to disciplinary action.
- H. **Spring Semester check out must occur no later than 6:00 pm on Saturday, June 1, 2019.**
- I. **Summer housing will NOT be available in South Hall, unless approved by the Director of Residential Life or designee.** South Hall will house university conference attendees during the summer. Residents who wish to stay for the summer will be provided accommodations in an alternate residence hall.

## III. CANCELLATION OR TERMINATION OF SOUTH HALL LIVING ARRANGEMENT

**Individuals and/or South Hall roommates of an individual contemplating cancellation of a South Hall Housing Agreement should re-read and understand the following:**

- Terms and Conditions, paragraph 3;
- Cancellation Fee Schedule (paragraph A below);
- Roommate Vacancy Options (paragraph B below);

- A. **CANCELLATION FEE SCHEDULE. Students may only cancel an executed South Hall Housing Contract by providing written notification to the Office of Residential Life. Email or online submission will also be considered written notice. The individual will be responsible for a "Cancellation Fee" according to the following guidelines:**
  1. A student who no longer wishes to be considered for accommodations initially requested must cancel that request, in writing, to the Office of Residential Life. This includes students who are graduating, studying away, withdrawing from the university, living off campus or living at home.
  2. A student who has already been selected for a new living accommodation but would like to return to a former University living option must apply for the former space via the appropriate Residential Life process. Students canceling a South Hall accommodation to remain on campus in another University accommodation will not be charged a cancellation penalty. Should such a student subsequently cancel their traditional housing assignment prior to occupancy, the South Hall Cancellation Fee Schedule outlined in this section will be implemented.

3. Students selected for a space in South Hall who cancel PLU housing entirely before occupancy for the semester in question will be subject to a Cancellation Penalty Fee. If written cancellation is received by Residential Life:
  - a. Before April 1, 2018 (for the academic year) or before December 1, 2018 (for Spring semester), **no fee will be assessed.**
  - b. On or after April 1, 2018 (for the academic year) or before December 1, 2018 (for Spring semester) a cancellation penalty rate based on the monthly equivalency of that space, will be assessed. This penalty begins on the first day cancellation occurs. See the Cancellation Penalty Fee table below.

<b>Cancellation Penalty Fee</b>
Studio A = \$731.11
Studio B = \$742.22
Studio C = \$772.22
1 Bedroom Townhouse = \$804.44
2 Bedroom Apartment = \$716.67
2 Bedroom Townhouse = \$722.22
4 Bedroom Apartment = \$711.11
5 Bedroom Townhouse = \$714.11

4. If a cancellation occurs during a semester, daily housing charges accrue beginning the day housing is first available. The effective refund date will be determined at the discretion of Residential Life from one of the following: Room Inspection Process (completed by staff once resident has vacated apartment), Official Withdrawal Form, Housing Cancellation Form, or written cancellation notice received in the Office of Residential Life. Students having signed a Master Housing & Meal Agreement but not returning to PLU must complete one of the above for a refund. Refunds are not provided for unused services except as provided above.
- B. ROOMMATE VACANCY OPTIONS:** The Office of Residential Life requires all apartments in South Hall to remain at capacity throughout the academic year. Vacancies can occur for many reasons, but a factor that should especially be taken into consideration is if anyone in a group plans to study abroad or graduate in December. The Roommate Vacancy Options Policy provides the following options to the remaining roommate(s) after a roommate terminates their South Hall Housing Contract. The residents will have at least 5 business days to reply in writing to the Office of Residential Life with their selection(s). All selections must be mutual. If no selection is made at the end of the 5 days Residential Life will fill the vacancy (see Roommate Vacancy #3).
1. Pay for vacant room: All remaining residents agree to remain in their current apartment and pay for the vacant bedroom. The remaining residents will split the pro-rated contract cost for the space and the door to the vacant bedroom will remain unlocked. The remaining occupants will be responsible

for the condition and belongings in the “vacant” bedroom. Keys to this vacant bedroom will not be provided. This option is only available for one academic semester.

2. Roommate(s) fill vacancy: All remaining residents assume responsibility for filling the vacancy and will pay the prorated cost of the vacant bedroom until a replacement is secured. A pro-rated fee will not be charged if the vacancy is filled during the 5 business days outlined above or before the start of the academic semester. The replacement roommate must be mutually agreed upon by all remaining roommates(s). All roommate candidates must meet Eligibility Guidelines set forth in Section I.

In order to support this process, Residential Life will keep a list of PLU students who have expressed interest in being considered as a “replacement” roommate. Students on this list have no obligation to move into South Hall, and remaining resident(s) have no obligation to choose someone from the list. It is possible that no one will identify themselves as a candidate to Residential Life.

The door to the vacant bedroom will remain unlocked and the remaining occupants will be responsible for the condition and belongings in the “vacant” bedroom. Keys will not be provided.

3. Residential Life fills vacancy: The remaining resident(s) waive the right to choose their replacement roommate and Residential Life assumes this responsibility. The door to the vacant bedroom will remain locked until the vacancy is filled and the remaining occupant(s) will not be responsible for the condition and belongings in the “vacant” bedroom. The remaining resident(s) do not have the option to refuse an assignment once made. If a roommate has concerns about a roommate placement they should note those concerns on their Student Roommate Questionnaire. Residential Life will review Student Roommate Questionnaires during the assignment process.
4. Roommate(s) relocate: All remaining residents request to be re-assigned to one of the traditional residence halls on campus or cancel their South Hall Housing Contract in order to move off campus. The cancellation penalties stated in Paragraph III Section A of the South Hall Housing Guide apply at all times and to all residents who cancel their South Hall Housing Contract.

#### IV. ADDITIONAL RULES FOR ROOM USAGE ARRANGEMENT

- A. **Alcoholic Beverages** - Alcohol possession and use is permitted in South Hall under the following guidelines. The following policy has been established in recognition of, and coordination with, Washington State law and PLU’s university policy on Alcoholic Beverages.

1. Possession of an open container of alcohol and/or consumption of alcohol in South Hall common areas (hallways, lounges, etc.) is prohibited.
2. Alcoholic beverages are only permitted in South Hall common areas as they are being transported to an apartment where alcohol is permitted.
3. Possession and/or consumption of alcohol in a unit is permitted if all assigned residents of a unit are 21 years of age or older.
4. In units where alcohol is permitted, all guests present when alcohol is open must be 21 years of age or older.
5. Prior to moving in, all residents of the unit must complete an on-line alcohol education session provided by Residential Life staff. This requirement must be fulfilled prior to each academic year for continued residence.
6. Activities and devices facilitating or promoting excessive consumption of alcohol, including but not limited to: drinking games, funnels, beer bong, common-source containers (kegs, pony kegs, party balls, etc.), are prohibited.

7. This policy is intended to allow for personal, responsible use; therefore, the possession of large quantities of alcohol is prohibited, including, but not limited to: multiple cases of beer, wine or liquor, and stocked bars.

Reported violation of this policy will result in a referral to the Office of Student Rights and Responsibilities. Students found responsible for violating this policy will face possible sanctions including loss of privilege and possible removal from South Hall. Students who choose to consume alcohol under the terms of this policy are solely responsible for any consequences that may occur as a result. PLU disclaims any responsibility for actions or consequences resulting from individual alcohol consumption in South Hall regardless of whether consumption is in accordance with or violation of this policy.

Also see:

Student Code of Conduct, Alcoholic Beverages.

- B. **Assignment Notification and Waiting Lists** - Students are notified of their South Hall status via email. Assignments and waiting lists for South Hall will be generated for each type of unit with moves occurring through the beginning of the semester in question.

If an opening occurs prior to or after the semester in question has begun, a student who has moved to the top of the waiting list will be contacted and given the option of moving.

A student who applies for South Hall after the application deadline will have his or her application added to the bottom of the waiting list in the order received.

A student who no longer wishes to be considered for an assignment to South Hall must submit that request, in writing, to the Office of Residential Life prior to being chosen for a spot in South Hall. A new process will occur each semester. Waiting lists are not transferable.

- C. **Illegal Drugs** - The use, possession, or distribution – or in any way assisting anyone to use, possess or distribute – any dangerous and/or illegal drugs, narcotics, hallucinogens, or acids (as defined by Federal Law and the R.C.W. Controlled Substance Act F) is prohibited in South Hall. Prohibited substances and/or paraphernalia will be confiscated and disposed of by University staff members and/or representative(s) from the Pierce County Sheriff's Office and appropriate disciplinary action initiated.

Also See:

Student Code of Conduct, Illegal Drugs

- D. **Furnishings and Responsibility for Institutional Property** - The University will furnish each resident with a bed (single except in 1 bedroom townhouse apartments where double beds are standard), desk, chair, bookcase, overhead light, dresser, closet, and blinds in each bedroom. Common areas (kitchens, bathrooms, and living rooms) in South Hall units are also adequately supplied with a trash can, recycling bin, dining room furniture, and "soft seats." With the exception of bathroom and kitchen areas, all apartment rooms are carpeted. Students must provide their own study lamps, linens, and other furnishings.

Each apartment in South Hall is equipped with an outlet dedicated to the use of a microwave oven. The University does not provide microwaves, but it is permissible for South Hall residents to provide their own microwave oven.

Lute Card debit laundry facilities are available in South Hall.

University furnishings **may not be removed** from students' apartments nor moved from one apartment to another, nor from South Hall. No furniture from lounges may be moved to student apartments or to other areas of the hall without approval from the Director of Residential Life or designee. Penalties for moving such furnishings may include fines and/or disciplinary proceedings.

At check-in, each student is required to complete the Room Inspection process to note the starting condition of the apartment and its furnishings. Failure to complete the Room Inspection with the South Hall Staff will result in an improper check-in charge. Moving into an apartment without prior approval will result in an improper check-in charge. Upon check-out, the occupant(s) of the apartment will be charged if inspection by University staff reveals damage or uncleanliness beyond normal wear to the apartment and/or its furnishings.

At any time, if individual responsibility for damage, loss or defacement cannot be determined, charges may be assessed equally to floor residents for damage to their floor facilities or to all hall residents for damage to hall facilities.

No storage space is available to residents during the academic year. However, limited space is available to students who will be returning in the fall for storage of personal items during the summer months. Only space for boxed personal items will be available. Student owned furnishings must be removed from the building. The University will not be responsible for any property left unattended or put in storage.

Non-PLU lofts/bunks are prohibited on-campus. All lofts/bunks must only be University provided. The University has a limited amount of loft/ bunk pieces available for check-out through the hall staff. Each student who checks-out loft /bunk pieces from the University is required to sign a form taking responsibility for these pieces and their proper assembly during the time period the pieces are issued.

Also see:

Terms and Conditions, Paragraph A.5.

Paragraph K. below for partial listing of prohibited possessions.

Student Code of Conduct: Firearms, Explosives and Weapons.

- E. **Guests** - Apartments are to be occupied by the student(s) for whom they are reserved except in the case of temporary guests, who must abide by all University regulations. Guests may stay no more than: four consecutive days/nights, any four days/nights out of seven, or any eight days/nights out of thirty. The University reserves the right to ask guests of residents to leave if they are violating University regulations, federal, state or local laws, and/or disturbing other residents. PLU students are responsible for their guests' behavior.

Also see:

Terms and Conditions, Paragraph A.1.

Student Code of Conduct: Guests on Campus and at PLU events

Student Code of Conduct: Visitation and Guests in Residence Halls

- F. **Keys** - Keys will be issued upon check-in at no charge. Students must promptly return keys whenever their South Hall housing contract is terminated or they change rooms during the academic year. When a room, apartment entrance, or mail key is reported lost or stolen, the student will be charged for a lock change. Room, mail, or apartment entrance keys may not be duplicated or given to other students. A student who illegally possesses, issues, uses, or duplicates a University key will be referred to the Office of Student Rights and Responsibilities.

Also See

Terms and Conditions, Paragraph A.6.

- G. **Married/Domestic Partner Student Housing** - South Hall has a limited number of one bedroom townhouse apartments that are reserved as married/domestic partner student housing.

Proof of marriage (a valid marriage license) or state registered Domestic Partnership must be presented to the Office of Residential Life prior to occupancy.

A student who is awarded a married/domestic partner student housing apartment, but is unable to provide proof of marriage or domestic partnership prior to occupancy will forfeit the apartment.

Children are not permitted to reside in married/domestic partner student housing except under the guidelines stated in the Residential Life guest policy. (Section IV E).

An individual residing in married/domestic partner student housing who becomes divorced/separated, or has a child during occupancy, may be required to vacate the apartment. Residential Life will work with any such student on an individual basis. The spouse/partner of any student may be required to vacate the apartment, as more fully set out in the Married/Domestic Partnership Contract, which is incorporated by this reference as though fully set out herein.

Also See

Terms and Conditions, Paragraph A.1.

Student Code of Conduct: Guests on Campus and at PLU events

Student Code of Conduct: Visitation and Guests in Residence Halls

- H. **Meal Plan** - Students residing in South Hall are not required to take a meal plan. South Hall residents are eligible to purchase any University meal plan option or add Dining Dollars to their LuteCard account. Meal Plans are automatically cancelled upon cancellation of housing. Dining Dollars remain on account until the forfeiture date on the Dining Dollars Contract.

Also See

Terms and Conditions, Paragraph B.1.

- I. **Payment of Room & Meal Charges** - Each student is responsible for all charges related to his or her use of the accommodations and meal plan provided by PLU. Although the student's parents or legal guardian may serve as co-signer with the student, the student remains primarily responsible and legally obligated to Pacific Lutheran University.

A student's failure to pay University bills shall release the University from any obligation to continue to provide the applicable educational benefits and services. Such benefits and services include, but are not limited to, statements of honorable dismissal, grade reports, transcripts of records, diplomas, letters of recommendation, pre-registrations, admittance to classes, housing in the residence halls and the use of University facilities. Under certain circumstances the University may apply student paychecks to unpaid balances.

Also see:

Terms and Conditions Paragraph A.4.

University Catalog

- J. **Pets** - Fish are the only pets allowed in University housing. Fish tanks larger than 25 gallons are not permitted. Any resident found with other pets will be referred to the Office of Student Rights and Responsibilities. Minimum consequences will include immediate removal of the pet, submission to random apartment checks for unauthorized pets for the remainder of the resident's South Hall occupancy, and restitution for any cleaning charges resulting from having the pet. Additional consequences may include termination of the resident's South Hall contract.

Also see:

Terms and Conditions, Paragraph A.8.e.

Student Code of Conduct, Pets in the Workplace Policy.

- K. **Prohibited Possessions** - The following is a partial list of items prohibited in South Hall apartments: space heaters, non-PLU lofts/bunks, exterior antennas, ham radio sets, candles with a burned wick, incense, electric blankets, dishwashers, air-conditioners, firearms, weapons, and explosives. Prohibited items will be confiscated and student may be subject to disciplinary action.

Also see:

Student Code of Conduct: Firearms, Explosives and Weapons.

- L. **Roommate Relationship** - Residential Life will not knowingly pair individuals with a non-platonic or romantic relationship as roommates. Reported violation of this policy will result in a referral to the Office of Student Rights and Responsibilities. Students found responsible for violating this policy may be relocated or have their South Hall contract terminated. The cancellation penalties stated in Paragraph III Section A of the South Hall Housing Guide may apply.

- M. **Need for Special Housing** - South Hall is equipped with several units designed to accommodate wheelchair users. Once a student has been assigned to South Hall, special consideration for apartment choice may be given to students who meet this criterion. Such requests should be directed to Disability Support Services and Residential Life through completion of a Need for Special Housing Application, and must be made in accordance with the application and assignment timeline. Whenever possible, at the sole discretion of the Need for Special Housing process, special housing needs will be met in the traditional residence halls.

- N. **Students Wishing to Return to South Hall Accommodations** - As noted earlier, all Master Housing & Meal Agreements terminate by June 1 of each academic year. All students wishing accommodation for a subsequent academic year must reapply for campus accommodations. Applicants who want to return to the same unit in South Hall:

1. Will be given priority if 50 percent or more of their roommates wish to return to that unit.
2. All applicants must be admitted to or enrolled in PLU at the time of application.
3. A group that does not meet these criteria may submit new applications for consideration with other new applicants.

- O. **Tobacco use** - The use of tobacco products is prohibited on the PLU campus.

Also see:

Student Code of Conduct: Smoking

- P. **University's Right of Entry** - The University respects the privacy of the student, but reserves the right to re-enter and take possession of the accommodations upon the occurrence of any event set out in paragraph 3 of the Terms and Conditions for the Master Housing & Meal Agreement. The University may enter the accommodations during reasonable hours to provide efficient services and maintenance. The University may enter the accommodations without notice for the purposes of emergency service, safety and room condition inspections or if there is a reason to believe that any Term or Condition is being violated. When entering accommodations, the University may be accompanied by an outside party, such as, without limitation, a municipal fire inspector.

Also see:

Terms and Conditions, Paragraph A.3 and A.7.