

# W&M Residence Life Resource Guide

## 2020-2021

*The university reserves the right to make reasonable modifications to this Resource Guide to ensure safety or protection of property, provided reasonable advance notice is given.*

Residence Life has overall responsibility for the management of the university's student residences.

### *Policies*

The Associate Vice President, Director of Business Operations, Associate Directors, Assistant Directors, Area Directors and the staff of residences (Community Directors, Head Residents, Resident Assistants, Graduate Resident Assistants, and Housing Assistants ) are responsible for enforcing regulations as outlined in the current edition of the [Student Handbook](#) and [Use of Campus Facilities Policy](#).

It is expressly understood that violation of policies in the [Student Handbook](#) and [Use of Campus Facilities Policy](#), Residence Life Resource Guide or of the terms of the [Housing Contract](#) by the resident may result in penalties ranging from a warning to the resident being discharged from the university's residence halls to permanent dismissal from the university. The university is under no obligation to house a resident whose Contract has been previously terminated due to a failure to abide by the conditions of the Contract and Residence Life Resource Guide.

### *COVID-19 Health and Well-Being Policies*

As we return to campus and manage the impact of COVID-19 in our community, a mutual commitment to the health and well-being of one another has never been more critical. In a campus residential setting, this is even more essential. Residence Life at William & Mary has a long history of providing a community experience based upon connection, interaction, and care for one another. While the space between us is necessarily more distanced, we must remain together in our commitment to protect one another. This will require the full dedication of every single resident.

1. To the best of my ability I will follow [CDC guidelines](#) for quarantine prior to my arrival on campus and I will not arrive on campus if experiencing any COVID-19 symptoms.
2. In compliance with the directive of the Governor of Virginia, I will wear a face covering at all times while in my residence hall (except in my own room, the bathroom, or while eating).
3. I will practice stated physical distancing between myself and others.
4. I will participate in personal hygiene such as frequent hand-washing, not touching my face, etc.)
5. I will not have any guests or visitors in my room or residence hall unless they are also an assigned resident in my specific building.
6. I will abide by all stated and posted expectations for use of shared residential spaces such as study lounges, kitchens, bathrooms and laundry rooms.
7. If I have symptoms of COVID-19 I will avoid public spaces and visit the Student Health Center, my local health care provider, or an urgent care facility.
8. If directed by a health care professional, I will self-isolate or quarantine for as long as deemed necessary and notify Residence Life that I have may have come into contact with someone with COVID-19 or tested positive for COVID-19 so that Residence Life can take necessary steps for temporary relocation to isolation or quarantine.

I understand that failing to comply with these expectations may result in disciplinary action or termination of my housing contract. I acknowledge that there is inherent risk of exposure to COVID-19 and my efforts are critical in reducing this risk for myself and the entire campus community.

## *Check In and Check Out Procedures*

### **Checking into a Room**

Students are required to officially check-in with staff and have present their QR code to confirm they receive their room key(s) upon their arrival to campus. Failure of a student to officially check-in and retrieve their key(s) by the first day of classes may result in a referral to their Area Director.

**Room Key** Each resident will receive a room key and, where applicable, a front door key. ID card readers are available on most residence hall exterior entrances. Residents officially check-in with staff and have their ID card swiped indicated that they have obtained their key(s). Residents may not change or add locks (including chain locks, deadbolts, etc.). Duplication of room keys is prohibited.

**Room Condition** Residence Life staff members conduct pre-occupancy readiness inspections of all resident rooms prior to check-in. In addition, residents will be provided an opportunity to submit information about the condition of their room via the Housing Portal on-line once they have checked in. This form must be completed within two weeks of check-in. After two weeks the resident may be held financially responsible for damages or loss to the assigned space.

**Early Check-In** Residents must abide by the appointed schedule for arrival. Early arrivals will be very limited, only those student leaders and groups designated as critical to university activities in advance of the official opening. The few individual residents who are approved by Residence Life to arrive early will be assessed an additional charge that will be charged to their student account. All early arrivals must abide by all university rules, regulations and policies. Early arrival approvals apply only to the individual being approved by Residence Life and does not extend to friends, roommates or apartment-mates and includes not storing belongings for another student.

### **Checking out of a Room**

**Keys** Residents who change rooms, withdraw or otherwise leave university housing must return their keys to a Residence Life staff member or the Residence Life Office within 48 hours. If a key is lost or not returned by the stated deadline, a \$55 per key and \$75 per apartment change will be assessed. Unauthorized copies of keys will not be accepted. At final checkout in spring semester, keys must be received by the Area Director by 10AM on the Monday following Commencement.

**Late Check-Out** At the end of the fall semester residents should plan to leave campus housing by 10AM on the day the residence halls close. This does not apply to residents of Tribe Square and the Graduate Complex. Late check-outs in the fall will not be approved. For the spring, non-graduating residents who are approved by Residence Life to remain beyond the stated deadline may be billed an additional charge if the stay is beyond the contract dates.

**Withdrawals/Room changes during the semester** When a resident changes rooms, withdraws or is separated from the university or its residences for any reason, the resident will remove all personal belongings from the university premises, vacate the residence and return key(s) within 48 hours. Residents may choose an Express check out option, or may check out with a residence life staff member. Upon request, residents are provided an opportunity to meet with a Residence Life staff member after they have moved all of their belongings from their room and have the room inspected. The staff member will collect the room key(s) and evaluate the condition of the room, noting any damages, missing items or cleaning concerns. Residents who choose Express check out are subject to charges for any or all damages/loss or cleaning of the room. Exceptions to the 48-hour provision may be authorized for good cause by Residence Life. Contact a staff member in your building or [living@wm.edu](mailto:living@wm.edu) for assistance with check out procedures.

**Withdrawals at the end of the Fall semester** Students who will not continue to live in the same room during the spring semester are required to remove all their belongings from their room at the end of the fall semester. Residents will remove all personal items from their assigned room and return their room key(s) to the duty office drop box and then self-checkout on the Housing Portal.

**Abandoned Property** The University will retain abandoned property in accordance with state laws. Should items remain unclaimed they will be stored at the departing resident's expense. A room-cleaning charge will also be assessed to any student who fails to remove his/her items or personal property within 48 hours of withdrawal or separation.

# *Damages*

**Room Damage/Loss** The resident (and roommate(s) where assigned) is responsible for damages to the assigned room, as well as damage and/or loss to the furnishings and fixtures the university has provided. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy or for repairs or replacement (except normal wear and tear), unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible for any damage or loss to the premises caused by their guests (if permitted). This responsibility extends until the resident is officially checked out of the assigned space by a Residence Life staff member. Charges for damages, cleaning, replacement of furniture, etc. shall be divided by the number of students assigned to the room. If one or more roommates assume responsibility for damages, cleaning, replacement of furniture, etc., a written statement signed by the responsible party must be noted on the Closing Agreement, which must be signed by all of the room/apartment residents and submitted to the Area Director indicating who specifically should be charged. Charges will not be assessed to one roommate based solely on another roommate's claim. Students should ensure all windows and doors to the room are locked and secured before their final departure at check-out.

**Common Area Damage/Loss** Residents are responsible for any damage or loss caused or non-routine cleaning or trash removal required to the common areas of the residence halls and their furnishings, including vending machines and other equipment placed in the residence halls as a convenience to the residents. Common areas include hallways, stairwells, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, common bathrooms and lounges. When damage occurs, the responsible student(s) will be billed directly for the repairs. If no individuals are identified as the responsible parties, individual Community Councils and Residence Life staff have the authority to assess and assign charges to students for these damages. Common Area charges that are assigned by the Community Councils or Area Director will be collected directly by Community Council representatives prior to the end of the semester. Residents are expected to provide payment to the Community Council representative, in absence of a Community Council the Area Director will receive the payment. If at the end of the year charges assigned by the Community Council have not been paid, Residence Life will bill the student directly for Community Council charges plus an additional \$15 administrative charge. Damages may also result in action through the Code of Conduct. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in university residence halls.

**Procedures for appealing damage charges** In the event the resident wishes to contest charges for damages or loss, the following procedure is prescribed:

- (1) Contact the Area Director via email for the building in which the alleged damage occurred. For Community Council levied damage billing, appeals may be heard by the Community Council or the Community Council's designees prior to the last day of classes in the spring semester. After the last day of classes in the spring semester the Area Director will hear all appeals.
- (2) Residents may appeal the decision of the Area Director or by contacting the Director of Business Operations in via email. The decision of the Director of Business Operations is final. Appeals of Community Council levied damages will be forwarded automatically to the Appeals Board.
- (3) Community Council damage appeals will be heard by the Appeals Board consisting of three representatives from the Residence Hall Association (RHA). The decision of the Appeals Board is final.
- (4) Charges must be appealed in writing within 30 days of the date of the bill. Bills received during the summer must be appealed in writing before the end of the first full week of classes in the fall semester.

## **Insurance/Damage to Personal Property**

The university is not responsible or liable for any loss or damage to personal property resulting from fire, theft, flood, casualty or any cause, or for personal injury occurring within the leased premises, except as may be required by Virginia law. Residence Life and the University are not permitted to directly reimburse residents for any damages or claims per Virginia law. It is strongly recommended that personal property insurance be carried by each student.

# *Emergency Readiness*

**Personal Evacuation Plans** All students in campus housing are required to have a valid and realistic personal evacuation plan on file with the university prior to the first day of undergraduate classes. Failure to submit a valid and realistic plan is a violation of the Code of Conduct and will result in a referral to Student Conduct.

In the event the university determines evacuation of the residence halls is necessary, all students in housing will be

required to vacate their rooms and will not be allowed to return until the university officially reopens. This includes residents of CW House, Tribe Square, and the Graduate Complex.

**Winter Break Preparedness** Students should pack carefully when leaving for winter break, taking care to bring all essential and important items such as passports, ID, laptops, medications, clothing, instruments and critical academic items (notes, textbooks, etc.) in the event there is a delayed opening for spring semester. Refrigerators should be emptied, cleaned, and unplugged. Do not leave fish or plants in rooms over winter break.

**Shelter-In-Place Policy** When emergency conditions do not warrant or allow time to evacuate campus, students may be asked to take shelter inside their residence hall. A shelter-in-place alert will be given by William & Mary's Emergency Management Team (EMT) to limit student and employee exposure to apparent life-threatening, hostile or hazardous situations. To prepare for an emergency, residents are encouraged to keep a supply of required medications along with snacks and bottled water in their rooms.

If a shelter-in-place alert is communicated:

- Follow the instructions provided by the EMT to either remain where you are or to go immediately to your residence hall.
- Stay where you are until an 'all clear' notice is given. Do not go outside for any reason.
- Close and lock all windows and close your window blinds/shades.
- If instructed, turn off all air conditioners, heaters and fans. Close all vents.
- Stay inside. If instructed, stay out of lounges and hallways as much as possible.
- Gather essential supplies like your mobile phone, ID, medications, bottled water and snacks.
- Wait for further instructions.

## ***Facilities Management and Maintenance***

The following services are provided by Facilities Management and can be accessed by calling 757-221-2270 or through the [on-line service request system](#). Students who need assistance to submit [online service requests](#) should contact a member of the Residence Life staff.

**Building Services/Trash Removal** Building Services staff is responsible for routine cleaning of common areas, such as hallways, stairwells, common area bathrooms and lounges. Hallways, stairwells, bathrooms, kitchens and lounges must be kept free of personal belongings that could impede the ability of Building Services staff to maintain these areas. No cleaning services are provided for apartments or suite/private bathrooms. Students are expected to maintain their rooms in an orderly and sanitary condition. This includes removal of personal trash (ex: trash bags, pizza boxes, etc.) to a university dumpster and recycling to university approved recycling areas. Residents may be charged a fee for the removal of personal trash from common areas.

**Extermination** Residents must take care in keeping their rooms and common areas clean to prevent insect infestation. The university is under contract with an extermination service to respond to specific insect and pest problems. This service must be requested through Facilities Management by calling directly to 757-221-2270 to make an appointment.

**Maintenance** While the university is responsible for the routine maintenance, the resident is responsible for reporting maintenance concerns in their assigned spaces (room, apartment, suite/private bathroom, etc.). The university will provide electrical power, heat and water and maintain these utilities under controllable conditions. As a condition of the housing contract, the university shall not be responsible or liable for any damage or loss to personal property caused by the cessation or failure of such utilities, no matter the reason. Moreover, the university will not be in breach of this Contract if such utility service is suspended for any reason. If the premises are rendered unsafe or unfit for occupancy the university will offer alternate campus housing if it is available or provide a prorated refund of the unused portion of the rent according to the schedule printed in the most recent edition of the William & Mary Catalog.

**Repairs** Requests for repairs should be filed by the resident on the [Facilities Management web site](#). Submitting this [online request](#) provides official authorization for university staff to enter the student room/apartment. If the repair is not made within a reasonable amount of time the resident should contact Facilities Management to determine the status of the service request using the service request number provided. If the repair is still not made, the Area Director should be notified of the situation and given the opportunity to resolve the problem.

**Emergency Repairs** The Emergency Call Center 757-221-2270, operates Monday through Friday, 4:30 p.m. to 7:30 a.m. and 24 hours a day on weekends and holidays. Routine facilities issues should be reported through the [on-line service request form](#).

**Rent Rebates** If after a reasonable amount of time repairs are not made or sufficient reason for the delay provided, the resident may appeal via email to the Director of Business Operations for a rent rebate or other solution. Rebates are granted only in cases where the university has remained unresponsive and the condition of the premises is such that reasonable occupancy and use thereof is precluded. The decision of the Director of Business Operations concerning whether a rebate is final and may not be appealed. Once a rebate has been granted, the amount of the rebate may not be appealed. Rebate requests must be made prior to June 30 of the current contract year.

**Furnishings/Fixtures** The following is provided in each room: one bed, mattress (typically 36"x 81"), chest of drawers, closet/wardrobe, desk, and desk chair per student and one recycling container per room. Other furnishings will vary according to the individual residence hall. Residents in Richmond Hall and Tribe Square have full size mattresses. Residents of One Tribe Place should check the [Residence Life website to determine the bed size in each room](#).

- Furniture provided by the university will not be removed or stored by the university.
- Room and apartment furniture may not be switched between rooms or with lounge furniture. Room furniture may not be placed in common areas. University provided furniture may not be taken outside.
- Window screens may not be removed. Students who have a window air conditioner will have their screen removed and stored by Facilities Management.
- To maintain positive air pressure in the buildings, the windows in One Tribe Place and Richmond Hall are inoperable.

## *Guests/Visitation*

**Guests on the Hall** Due to COVID-19 restrictions in place for the 2020-2021 academic year, guests will not be permitted in residence halls including fraternity and sorority chapter housing. This policy may be relaxed as health conditions make it safely to do so.

**Inspections/Room Entry/Searches** Authorized personnel may enter a student room:

- (1) For the purpose of assuring fire protection, life safety, sanitation or scheduled maintenance and use of the university's furnishings, fixtures and facilities. Any such inspections or entry, except in the case of emergencies, shall be announced in advance by the posting of a notice in the residence hall or via e-mail notification. The resident's absence will not prevent the carrying out of such maintenance or safety inspections.
- (2) When an occupant has requested repairs or extermination by completing an on-line service request form, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs or exterminating as requested.
- (3) To ensure the buildings are secured Residence Life staff may enter and check resident rooms during closing for the semester break or during an evacuation event. Visible violations of university policy may result in a referral to Community Values & Restorative Practices.
- (4) If a roommate moves out of a room, Residence Life staff may enter the room following the completion of the move to inspect for damages/loss and ensure space is available for a new occupant.
- (5) To verify that all vacancies are prepared for new occupants for the spring semester. A referral to Community Values & Restorative Practices and/or cleaning charges may be imposed on a resident if his/her room is not ready for a new occupant.
- (6) If noise (unattended loud music, alarms, etc.) coming from a room where the occupants are not present is causing a disruption to the community.
- (7) To unlock a suite bathroom door if it is reasonable to assume that suitemates will be gone overnight and/or being locked out of the bathroom creates a major inconvenience or safety hazard to locked-out residents.
- (8) To retrieve necessary items for residents who may be hospitalized or out of town.

Residence Life policy prohibits staff members from unlocking room doors for anyone other than the assigned occupant(s) (except in those cases outlined in the Statement of Rights and Responsibilities found in the [Student Handbook](#) and [Use of Campus Facilities Policy](#)).

It is understood and agreed that a resident's room or possessions on campus will not be searched by university authorities for violation of university rules and regulations or applicable law unless there is reasonable administrative cause to believe that a resident is using his/her room for purposes in violation of university rules or regulations, or in violation of this Contract and unless a certificate authorizing the search has been issued and signed by the Vice President of Student Affairs or her designee. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought and the name(s) of the person(s) authorized to conduct the search. The foregoing does not apply to searches conducted by local or William & Mary Police. Such searches are governed by the Code of Virginia.

## ***Room Changes and Room Selection***

Residents may not move from one room to another without prior written approval from Residence Life. Violation of this requirement will result in a \$50 charge (the resident will be required to move back into the original assignment) and is a violation of this Contract which may result in a referral to Community Values & Restorative Practices.

**Room Change Dates** The room change process begins one week after the first day of classes in the fall and spring semesters until the last day of classes. No room changes will be processed after the last day of classes. All room change requests will be processed via the Housing Portal Room Change form.

**General Room Changes** Students interested in changing rooms should submit a request via the Housing Portal and submit a Room Change form. Changes are typically approved as available on a first-come, first-served basis, but may be made based on the individual circumstances involved. Once a change has been granted students should complete their move within 48 hours. Exceptions to the 48-hour provision may be authorized for good cause by the Associate Director for Administration.

**Direct Room Switches** A direct switch is when two residents of the same residence hall area exchange room assignments. Room changes into vacant spaces or into another residence hall area must follow the general room change guidelines. Direct room changes (person for person) prior to move in are accepted throughout the summer and prior to move in. All students involved must submit a request via the Housing Portal and submit a Room Change application between May 1 and August 3. As long as the rooms are not in Special Interest Housing (other than Fraternity/Sorority Housing) and there are no vacancies involved in the switch, the request is usually approved. Direct room changes involving special interest housing will require approval from the academic department that administers the house. Otherwise, requests for room changes will not be accepted until one week after the first day of classes at the beginning of the fall semester.

**End of Fall Semester Room Changes** At the end of the fall semester, there are a substantial number of room changes. Individuals who change rooms must officially vacate and check-out of their former assignment before the halls close for the winter break. Residents will be provided with instructions at the time they submit the room change request. Residents may not pass keys on to other residents and must individually complete the room change process as outlined. Items may not be moved to the new location until the room change has been authorized and a move-in date provided.

**Currently Enrolled Students** To request a room in a university residence for the following academic year, a currently enrolled student or a student readmitted by the Dean of Students must sign and electronically accept the [Housing Contract](#) with the university prior to the annual room selection process prior to selecting or being offered a space in housing. This Housing Contract serves as the student's indication that they wish to reside in university housing. It is non-refundable except in the event the resident officially withdraws from the university, is academically dropped, is selected to participate in an approved Semester Study Away program, is unable to enroll due to illness, or is temporarily wait-listed from the Room Selection Process. A person who is wait-listed from the Room Selection Process can take one prospective roommate with him/her to move off campus as long as they request a refund together and apply by the stated deadline. The student has 24 hours to cancel from initially signing the housing contract, after this time the scheduled cancellation fees outlined in the [Housing Contract](#) go into effect.

**Transfer/Returning/New Students** Prior to receiving an on-campus housing assignment students must electronically accept the Housing Contract indicating they have read and agree to the terms and conditions of housing.

**Room Safety and Security** Residents are responsible for the security of their assigned space. Residents should keep their room doors locked when they are away from the room. For 2020-2021 all visitation in residence halls prohibited until further notice.

### **Subletting**

Students may not transfer this Contract or sublet the assigned room to another party.

### **Vacancies/ Space Consolidation**

Residence Life reserves the right to fill all vacancies to consolidate space. If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, Residence Life reserves the right to fill the vacancy. If Residence Life determines space is available, residents will be notified and offered the opportunity to continue to live in the room at an increased rate for the balance of the semester and be assured the university will not assign someone to that space.

### **Unwelcoming to Potential Roommates**

Residents who engage in conduct to discourage or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to referral to Community Values & Restorative Practices. This includes not responding to phone calls, e-mail or other attempts to make contact.

As space is available students may be offered the opportunity to buy out a double room as a single. A rate not to exceed \$1900 will be charged per semester to retain the room as a guaranteed single. Students who choose to keep the room as a double must willingly and graciously accept any assigned roommate over the course of the year or may be back charged when not accepting a roommate.

## ***Safety and Security***

### **General Safety**

- (1) The university cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and that of their belongings within university facilities.
- (2) Because of the risk of injury and property damage, residents are prohibited from planning and/or participating in events and activities that involve the use of water and water devices within or adjacent to campus residences, i.e. swimming pools, water balloons, water guns, or slip-n-slides. Residents are also prohibited from engaging in sports indoors within campus residences; this includes but is not limited to football, soccer, bikes, skateboards or hover boards.
- (3) A valid William & Mary ID is required to access the residence halls. While the university is in session the exterior doors to the residence halls will be controlled to restrict access to residents of assigned halls only.
- (4) Residents may not engage in any activity that creates a safety risk or that jeopardizes the security of the premises, including but not limited to, the propping of exterior doors and the removal of window screens.
- (5) For safety reasons, the roofs, porches, window ledges, unfinished attics and mechanical equipment rooms of all residential facilities are restricted areas and may not be accessed.
- (6) Individuals observed in the residential facilities who are not residents should be reported immediately to a Residence Life staff member or William & Mary Police.

### **Electrical and Fire Safety**

- (1) Permanent electrical circuits cannot be altered by occupants or anyone not authorized by the university.
- (2) Appliances and any other electrical equipment with damaged, worn, spliced, cracked or frayed cords and plugs must be replaced and may not be used in the residence halls.
- (3) All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Lamp shades must also meet manufacturer specifications for the specific fixture.
- (4) Please refer to the list of prohibited items below.
- (5) Grounded re-locatable power taps or surge protectors with a "reset" switch are the only allowable receptacle extensions from wall outlets. Each power tap must be plugged directly into a wall receptacle and they must not be plugged into one another. Non-fused extension cords and flexible cords are prohibited in residence hall rooms.
- (6) No power cord, of any type, shall be extended through walls, ceilings or floors, or under doors or floor coverings, nor shall any cord be subject to environmental damage or physical impact.
- (7) Combustible items may not be stored within 24" of the ceiling (18" for buildings with sprinkler systems).

## **Fire Safety**

- (1) Open flames (from any source) and burning materials of any kind are absolutely prohibited in the residence halls.
- (2) The integrity of all ceilings, floors and walls must remain intact and not be disturbed. Ceiling tiles are not to be removed, disturbed or broken, nor should items be stored above a drop ceiling. Light fixtures must have a proper globe or deflector in place. Any open bulb fixture is a fire hazard and should be reported.
- (3) Additional permanent wall coverings (*e.g.* paneling, wallpaper, etc.) may not be installed by occupants.
- (4) According to Virginia State Fire Code, candles and incense are prohibited in residence halls, even if such items are unlit or being used for decorative purpose only. Decorative candles that do not have a wick are permissible.
- (5) According to Virginia State Fire Code, no more than 10% of a residence hall room's wall surface area may be covered by potentially flammable objects. This includes but is not limited to posters, framed pictures, photos, flags, tapestries or any other decorative objects that are mounted on the wall. Residents in residence hall rooms that approach or surpass this 10% level may be required to remove items as necessary to comply with state fire safety requirements. In addition, wall hangings cannot contact electrical outlets or come closer than 12 inches to the heating unit. Some ceiling decorations are prohibited if they interfere with mounted ceiling lights, fire alarm and detection equipment or sprinkler systems.
- (6) Window decorations other than university furnished shades, drapes or blinds may be used but must carry a recognized fire rating and be constructed of fire-retardant material. Documentation may be required.
- (7) Living areas must be kept uncluttered and access to the doors clear. Hallways and stairways must remain clear and unobstructed. No student belongings may be left in these areas.
- (8) At no time may the maximum capacity restrictions of a room or apartment, be exceeded. (See *Capacity Numbers* in the *Policies* section)
- (9) Fireplaces: working fireplaces in the following locations may be used under conditions as noted: DuPont, Graduate Complex lounge, Taliaferro, and Tazewell.
  - (a) Residents must be trained in proper fireplace safety procedures by a Campus Fire Safety Officer. Once trained, residents may be issued fireplace equipment.
  - (b) There should always be a fire extinguisher present in the vicinity when there is an attended fire in the fireplace.
  - (c) The use of chemical fire starters is prohibited.
  - (d) Residents wishing to use a fire pit (commercially designed or ground installed) must obtain a "Burn Permit" from a Campus Fire Safety Officer prior to each activity using a fire pit.
- (10) When cooking, residents must remain physically present in the kitchen at all times to monitor the cooking process and ensure that nothing is burning or that excessive smoke does not set off the fire alarm.

## **Prohibited Items in the Residence Halls**

Listed below are examples of items not permitted in the residence halls. This list is not all-inclusive.

- air fryers
- animals (excluding fish and pre-approved assistance animals)
- bicycles
- candles
- resident installed ceiling fans
- chain locks
- curtains that are not fire rated – all curtains must be fire-retardant and must have the tag intact to confirm the fire rating or the curtains have been treated with a fire-retardant spray. It is the responsibility of the resident to keep documentation regarding either the curtains or the spray to present to the State Fire Marshal if requested.
- dead-bolt locks
- explosives
- firearms
- fireworks
- fog or smoke machines of any kind
- gasoline and combustible liquids
- gasoline-powered or motorized vehicles (motorcycles, scooters, etc.)
- hover boards
- incense
- live-cut Christmas trees
- non-fused extension cords and multi-plug adapters – all extension cords and multi-plug adapters must be

surge protected with a resettable internal circuit breaker. This includes plug-in air fresheners, desk lamps and bed risers that have built-in adapters.

- oil lamps
- outside antennas
- open flames
- no personal furniture such as sofas, futons, home-made lofts, headboards, etc. (rental furniture from Dorms Direct is approved)
- scented plug-in devices of any kind
- space heaters – if one is required then Facilities Management will supply a space heater
- rollerblades
- halogen lamps
- waterbeds
- weapons (see [College Code of Conduct for definitions of weapons](#))
- The following kitchen appliances are prohibited in student rooms, but may be used in residence hall kitchens if the kitchens are in use: bread machines, crock pots, immersion coils, hotpots that are not thermostatically controlled, rice cookers, hot plates, toaster ovens, broilers, George Foreman Grills, electric skillets/woks and other portable electric cooking devices.

### **Prohibited Activity in Student Rooms**

Assigned residence halls are to be used strictly as the student's residence and for no other purpose. Residents are prohibited from using the residence hall, assigned room, or any equipment or facilities found in the hall or the room (i.e. Ethernet or wireless connection) for purposes of conducting a personal business or engaging in illegal activity of any kind. Exemptions for limited-term class projects for academic credit that involve conducting a personal business may be requested from the Associate Vice President for Campus Living.

### **Smoke-Free Community**

Complying with the requirements of the Commonwealth of Virginia and according to William & Mary's smoking policy, all residence halls, apartments, and houses are smoke-free. Residents, guests (if permitted), and employees must refrain from smoking at any time they are physically present in the building, including private residence rooms and within a 25-foot radius surrounding all university owned and operated facilities. This includes the use of e-cigarettes (and vaping).

### **Storage**

Residence Life will not store university furnishings outside the resident's room. A student's personal property may not be stored in any area outside the resident's room including common areas such as lounges and corridors. W&M does not provide storage of personal items over the summer or after students have checked out their room.

## **Additional Policies and Procedures**

### **Air Conditioning**

Room rates are not based on the presence of air-conditioning.

Our buildings are cooled and heated much differently than a typical residential household. Most homes use a system of ducts to move air throughout the house after it is cooled or heated in a central location. Our buildings use a complicated system of chilled or heated water that is piped throughout the building to individual fan coil units in student rooms.

Some of our buildings have older cooling systems with fewer features, while some of our more recently updated buildings have systems that allow residents limited control over their climate year-round.

Our older systems operate seasonally, and are either in cooling or heating mode. They are cooling from April through October, and heating November through March. They cannot operate in both modes simultaneously, and the mode is controlled from a central location.

Newly constructed and/or renovated buildings have systems that allow each student room to choose either heating or cooling year-round. There is a thermostat in each room allowing residents to control the climate (within a set temperature range) as their preference dictates.

Within both systems there are separate fresh air intakes that work in the hallways to bring fresh air into the building – often that air is *tempered* to remove moisture from the air that is coming into the building; but there is no *filtration* of the outside air. We recommend that students who desire filtered air bring an air purifier for their personal in-room use.

Students assigned to rooms equipped with window-unit air-conditioners can control their room temperature at will year-round, and window units do provide an added level of air filtration.

**Cooling cycle:** Air conditioning will be turned on in the spring on or about April 15. The following guidelines will be used to determine the exact date of start-up: three consecutive days of daily high temperatures higher than 70 degrees and/or night-time temperatures no lower than 60 degrees. All air conditioning will be turned on no later than April 20 regardless of weather.

**Heating cycle:** All air-conditioning in the residences will be turned off on or about October 15 of each year. The following guidelines will be used to determine the exact date of shutdown: three consecutive days of daily temperatures no higher than 68 degrees and/or nighttime temperatures no higher than 50 degrees and a downward or stable trend forecast for seven days. All air conditioning will be turned off by November 1st regardless of weather.

The following chart identifies our buildings AC systems:

Building	AC in Lounges	AC in Rooms	Type of Air Conditioning
Barrett	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Brown	<input type="checkbox"/>		no air conditioning
Dinwiddie	<input type="checkbox"/>		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Fauquier	<input type="checkbox"/>		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Gooch	<input type="checkbox"/>		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Nicholson	<input type="checkbox"/>		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Spotswood	<input type="checkbox"/>		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings
Bryan	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Camm	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Dawson	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Madison	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Stith	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Chandler	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - on demand heating and cooling
DuPont	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Fraternity Houses	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - on demand heating and cooling
Graduate Complex	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Griffin A, B, C, D & E	<input type="checkbox"/>		no air conditioning
Eagle F, G, H & J	<input type="checkbox"/>		no air conditioning
Lion K, L & M	<input type="checkbox"/>		no air conditioning
Hunt	<input type="checkbox"/>	<input type="checkbox"/>	each room has a window air conditioner, heating is via heated water

Hardy	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - on demand heating and cooling
Jefferson	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Lemon	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - on demand heating and cooling
Landrum	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - on demand heating and cooling
Ludwell Apartments	<input type="checkbox"/>	<input type="checkbox"/>	external heat pumps with ducted air - each apartment has full control over heating and cooling modes
Monroe	<input type="checkbox"/>		no air conditioning in individual rooms
Old Dominion	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating - no on-demand settings
One Tribe Place	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - on demand heating and cooling
Cabell	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Giles	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Harrison	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Nicholas	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Page	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Pleasants	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Preston	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Reves	<input type="checkbox"/>	<input type="checkbox"/>	chilled water system - either cooling or heating, no on-demand settings
Richmond Hall	<input type="checkbox"/>	<input type="checkbox"/>	AC / heat units in each room - each room has full control over heating and cooling modes
Sororities (all but House 5)	<input type="checkbox"/>	<input type="checkbox"/>	each room has a window air conditioner provided
Sororities - House 5 (Phi Beta Pi)	<input type="checkbox"/>	<input type="checkbox"/>	AC / heat units in each room - each room has full control over heating and cooling modes
Taliaferro	<input type="checkbox"/>	<input type="checkbox"/>	each room has a window air conditioner provided
Tribe Square	<input type="checkbox"/>	<input type="checkbox"/>	external heat pumps with ducted air - each apartment has full control over heating and cooling modes
Yates	<input type="checkbox"/>	<input type="checkbox"/>	2 pipe chilled water system - either cooling or heating, no on-demand settings

### **Requesting Air Conditioning as an Accommodation**

A request for air-conditioning is a request for an accommodation due to a disability that can be processed only through Student Accessibility Services. Students who have a diagnosed disability and need air conditioning as an accommodation must register with [Student Accessibility Services](#). If approved, and depending on individual need, the university will assign the student to a chilled air system residence hall or the university will provide and install a window unit at no cost to the student.

### **Alcohol**

Students and guests (if permitted) must adhere to the university [Alcohol Beverage Policies](#).

### **Animals/Pets**

To preserve the health and safety of the residents, only fish in bowls or aquariums (no larger than 20 gallons) and service animals/pre-approved assistance animals are permissible in student rooms or student apartments. In addition, since William & Mary presumes that non-human life has its own intrinsic value it calls on its students to refrain from activities that might prove harmful or cruel to animals. Unapproved pets are not permitted to enter or visit the even on a temporary basis.

### **Appliances**

The university's residence halls are of varying design and construction type. The university reserves the right to impose reasonable requirements with respect to the type and use of appliances, equipment and other items students bring into the residence halls. Residents are strongly urged to use appliances that are Energy Star compliant. (Refer to the *Housing Contract Terms and Conditions: Prohibited Items* for specific listing of items.)

- **Refrigerators** - Refrigerators no larger than 4.5 cubic feet and Energy Star rated are permitted in residence hall rooms. Only one per room will be permitted.
- **Microwave Ovens** - Microwave ovens (without convection oven options) are permitted in residence hall rooms. Only one per room will be permitted.
- **Other Approved Appliances** - Hot air popcorn poppers and thermostatically controlled (switches the power off if the appliance overheats) coffee/tea makers are permitted.
- **Appliances in Apartments** - Apartments are furnished with refrigerators and stove/oven units. Apartment units with kitchens may be furnished with other kitchen appliances.

### **Bicycles**

All students are required to register their bicycles with W&M Parking Services. Bicycle registration is free and takes only a few minutes. Visit the [Parking Services website](#) for registration information. Bicycles must be parked in bicycle racks and should always be locked, even when left for a short period, to reduce the potential for theft. Bicycles found locked to stairways, handicap ramps, in common areas or in violation of fire code are subject to being ticketed and immediately impounded at the owner's expense. Bicycles may not be kept in buildings when school is in session; however, students may store their bicycles in their residence hall rooms during breaks in the school year.

### **Capacity Numbers for Fire Code**

*Please note that for the 2020-2021 Academic year guests/visitation is prohibited in all residence halls and apartments and all gatherings in rooms and apartments should maintain safe social distancing.*

Based on fire safety; maximum room and apartment capacities are as follows and should never be exceeded.

Single rooms	9
Double rooms	10
Triple rooms	11
Quad rooms	12
Cabell apartments	20
Grad double apartments	15
Grad triple apartments	20*
Grad quad apartments	15
Ludwell apartments	20
Nicholas apartments	30
Tribe Square	20

\* Grad triple apartments have a different capacity level due to apartment square footage.

### **Decorations Policy**

Residents are permitted to decorate rooms, hallways and common areas as long as they adhere to the following policies:

- (1) Smoke detectors, sprinklers, fire alarms and light fixtures must remain uncovered. Residents must not drape or attach decorations to these items.
- (2) Decorations must not obstruct hallways, fire exits, exit signs and access to fire safety equipment.
- (3) Free-standing or table top decorations are permitted. When hanging items in common areas or on the exteriors of fraternity or sorority houses, the use of tape, tacks, nails or staples to attach decorations to walls, ceilings and doors (including room doors) is not permitted. Decorations may be applied to bulletin boards as long as they comply with the other policies listed here.
- (4) All light bulbs and light strings generate enough heat to ignite paper and cloth. Residents must ensure that light bulbs and light strings do not come into contact with anything flammable.
- (5) All lighting to decorate trees or rooms must be UL approved. String lights or light ropes can be used to decorate student rooms. Decorative lights must either be plugged directly into an outlet or into a surge protector. Residents may run decorative light strings in series up to three strings per outlet. The use of string lights in common areas is prohibited unless they are being used on a tree *or* they are battery powered. No crimping of cords may occur, so don't run cords under doorways or windows.
- (6) For everyone's safety, lights must be turned off when the area is unattended.
- (7) Use of live garland, greenery, wreaths, leaves, twigs, bamboo, branches, hay or sand as decoration is prohibited. Floors must not be covered with any material other than carpet or rugs.
- (8) Artificial trees may be used in residence hall rooms, lounges, lobbies or living room areas; however, live, cut trees are prohibited by state fire code.

(9) All decorations must be removed after the specific function or, in the case of holidays, prior to residence halls closing for winter break. Decorations left during the winter break in common areas will be removed and discarded and the hall/group responsible for the decorations may be billed.

### **Fundraising, Solicitation, Distribution and Sale Policies**

Students and guests (if permitted) must adhere to the university policies regarding [fundraising, solicitation, distribution and sale policies](#).

### **Locks and Keys**

- **Bathroom Locks** – Based on Virginia Code 1008.1.9, *except as specifically permitted by this section egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort*. Students are prohibited from installing any type of device to lock a bathroom door from the room.
- **Lockouts** - Students locked out of their room should contact a Residence Life staff member for admittance to the room or follow other instructions as provided. Students must provide proof of residency (student I.D. number). Students will only be admitted to their assigned rooms. If a student's room or apartment key is temporarily misplaced, a 7-day loan key is available at the Duty Office. Replacements for lost or temporarily misplaced keys may also be obtained at Residence Life, Campus Center 212, during normal weekday working hours (8 a.m. to 5 p.m.) or by calling 757-221-5625 on weekends.
- **Core Changes** - If the residents of the room are present during the core change, they may sign for their new key(s) from the locksmith. If residents are not present, a note will be left by the locksmith indicating that the new keys will be available in Residence Life until 5 p.m. the day of the change or after 6 p.m. the day of the change in their area duty office.
- **Non-Emergency Core Changes** – Loaned keys not returned to the duty office or Residence Life office by the end of the 7-day loan period will result in a non-emergency core change. The student account of the resident who checked out the loaned key will be billed the \$55 per core for the change, \$75 for apartments where both locks are changed. Non-emergency core changes are done on Wednesdays except during finals.
- **Emergency Core Changes** – An emergency core change may be requested at the Residence Life office or in their duty office by the student if their original key is lost or stolen and changing the lock cannot wait until the next scheduled core change day. The student account of the student requesting the emergency core change may be billed the \$55 per core for the change, \$75 for apartments where both locks are changed.

### **Lofts**

Only approved rental lofts are permitted in residence halls.

### **Non-Discrimination Clause**

Residence Life adheres to [William & Mary's non-discrimination clause](#).

### **Painting Rooms**

Student rooms are painted in an off-white color on a rotating schedule. Students may not paint their rooms in any other color, or add murals or border designs to their room walls or ceilings. Students who wish to touch up their walls may pick up the approved off-white, semi-gloss latex paint from Residence Life, 212 Campus Center. Residents must provide their own brushes, rollers, drop cloths, etc.

### **Posting Policy**

Students and guests (if permitted) must adhere to the university [Posting on Campus policies](#).

### **Quiet Hours**

Under the policy of Self-Determination, quiet hours are determined by each community and approved by the Community Council.

### **Registering Events in Residential Areas**

Students or recognized student groups who are interested in hosting large scale non-alcoholic events in or adjacent to campus residence halls must do the following.

1. Obtain an Event Registration Form from Student Leadership Development, Campus Center 203.
2. Have the Area Director sign to approve the Event Registration Form and discuss proper procedures related to reserving space in and around campus residence halls.

3. Return the signed Event Registration Form to Student Leadership Development at least one week prior to the event.
4. Forms for approved events must be picked up and displayed at the event or the event is considered “unauthorized”.
5. Refer to the campus [Alcohol Policy](#) for information on registering events with alcohol.

**Shared Living Expectations:** The shared living expectations document serves as the foundation for residents beginning to develop shared expectations about their living space and negotiate areas of concern on a small scale. Residents who engage in these conversations can mitigate difficulties by discussing potential concerns and negotiating space expectations before they develop into conflicts. Discussing shared living expectations will prompt roommates to think about many common issues that develop when sharing space. This document is a useful tool to develop a clear understanding that balances each resident’s needs and wants. Once completed each roommate keeps a copy.

### **Roommate Conflict/Mediation**

When conflicts arise, Residence Life urges roommates to try to resolve the conflict themselves through open, respectful direct communication. In a situation where that does not work Residence Life can help mediate conflicts. While strongly encouraged, Residence Life does not require roommates to participate in roommate mediations. There must be willingness from both roommates for a mediation to be successful.

If a conflict does occur between roommates, they have several options that can be explored:

- 1) discuss the concern directly with the roommate(s),
- 2) request a mediation with the RA or another member of the Residence Life staff or
- 3) request a room change at Residence Life, 212 Campus Center.

On extremely rare occasions when the current living situation is deemed unhealthy for the residents and the residence hall community and mediation has not been successful or is not an option for both roommate and neither resident is willing to consider a room change, both residents may be required to change rooms.

### **Self-determination**

The University’s dedication to liberal education is reflected in Residence Life’s self-determination policy and serves as the foundation for the Residence Life program at William & Mary. It is imperative that staff members have a solid understanding of the history and the policy, and how it is implemented on a daily basis. Residence Life staff members are responsible for educating their residents about the principles and for serving as role models in its implementation.

### **Guidelines, Principles, and Assumptions**

**Guidelines:** Self-determination rests on two basic beliefs:

1. Within the parameters of civil and university regulations, you should have the opportunity to cooperatively determine your environment, and
2. You are mature and capable of managing the responsibilities accompanying this opportunity, which includes confronting someone who is violating your rights, being accountable for your behavior, and recognizing the compromises inherent in living with other people

**Principles:** Each residential area is viewed as a living-learning center with the goal of enriching each resident’s educational experience. The residents in each area, with the guidance of the Residence Life staff, develop guidelines and procedures of governance for living that allows for both individual freedom and the privacy and personal rights of community members.

Shared living expectations conversations, community agreements, and Community Councils are the primary mediums through which residents exercise self-governance. Roommates develop expectations that guide the use of their room space. Hall communities develop community agreements that establish the standards and expectations that residents agree to abide by and enforce. Community Councils are the bodies that govern a building or area.

**Assumptions:** Self-determination operates optimally when these assumptions are adhered to:

- Students at William & Mary, as adult members of the community, can make decisions, individually and collectively, that affect their daily lives.

- Residents are provided the opportunity to make decisions within a framework of general philosophy is a valid and practical educational experience permitting students to participate in the process of self-governance.
- Residence Community Councils grow and develop into mature governing bodies capable of leading their residences by establishing guidelines for community living that:
  - Ensures the rights of privacy and freedom of movement of each resident of the hall,
  - Are consistent with the established system of security for the hall,
  - Ensures that each visitor to a residence hall is a welcome guest (if permitted) of a resident, and
  - Develops policies and procedures that are fully compatible with the academic objectives of a residential educational community.

### **Community Agreements**

The community agreement is a “living” document that can and should be refined as determined by community members. Residents in a particular community create standards and expectations through their community agreement that identifies how respect for self and others will be established. The process of negotiating, documenting, and renegotiating the agreement begins at the first hall meeting and continues throughout the year. For example, a community may be very socially oriented during the opening weeks of the academic year, but after the first round of exams, the community may decide to adjust the balance between studies and fun. This ongoing process provides the community with opportunities to redefine their expectations as they evolve.

### **Non-Negotiables:**

- All residents of a floor/living area are expected to participate in the development of the community agreement and sign the completed agreement. The community agreement may be amended at any time. Any resident of a living area may call a meeting to discuss modification. Amended community agreements will be distributed as stated below.
- A copy of each community agreement shall be posted in the living area and an electronic copy kept on file in Residence Life. One copy will be distributed or emailed to each resident. Electronic copies are to be sent to the Area Director and the Council advisor.
- Residents are expected to maintain the condition of the facility and safety of its occupants. Residents will refrain from the willful destruction or damage to property in and of the residence hall. The standards adopted by the Hall Council and through individual community agreements must be compatible with university and Residence Life polices, and State and Federal laws.
- No guests permitted in residence halls during the 2020-2021 academic year

**Negotiables:** Minimally the community agreement will address:

- Issues of common area use and cleanliness (lounges, study rooms, kitchens, bathrooms, hallways, laundry rooms, etc.)
- Expectations for reasonable quiet including appropriate hours and what are acceptable noise levels
- Acceptable and unacceptable behaviors that may infringe on the rights of other residents
- Assurance of reasonable levels of safety and security
- The process for resolution of problems associated with community agreement standards
- Use of community funds
- Any other topics that are of concern to residents.

### **Community Councils**

Community councils are the resident-elected governing bodies that exist in each of the residential areas. The Councils support the policy of self-determination and oversee the community agreements, recommend hall improvements, provide advice on policy issues, plan community development initiatives. Community Directors and Head Residents serve as the primary advisors working in conjunction with the Area Director. RAs and GRAs are to assume an active role in supporting the development and ongoing initiatives of the Council and are to attend meetings regularly.

**Composition and Organization:** After the first week of classes, but no later than the end of the second week of the academic session, each residence hall or complex shall elect a Council that is representative of the community. Some Councils will choose a formal structure that includes an executive board and representatives from each community while others will determine another structure that ensures representation of the residents in the community. Each hall will elect two representatives to RHA (Residence Hall Association).

The constitution from the previous year will remain in effect until a new constitution is ratified. After elections of all members, each Council shall:

- ratify the old constitution, rules, and guidance or develop a new constitution, rules or guidelines;
- determine how frequently meetings will be held;
- establish meeting attendance expectations;
- institute the specifications of how many members constitute a quorum;
- determine the voting percentage required to pass resolutions; and
- decide how to manage the replacement of leadership who resign or discontinue attending.

Any member of the Council shall be subject to recall proceedings in accordance with the individual council constitution.

**Governance Function of the Council:** Exercising the principles of self-determination, the Council has the responsibility to determine rules and guidelines governing common areas both for residents and for outside groups requesting to use residence hall space. The Council has the responsibility to outline clear consequences for failure to abide by established rules and regulations. Until the elected Council is functioning at the beginning of the fall semester, rules and guidelines developed during the previous academic year will be in effect. Residence Life staff will be responsible for making those policies known.

- No rule or guideline may be established which is inconsistent with or contrary to the rules, regulations, and policies of W&M. Rules may be established that are more stringent than the general provisions of the university (e.g. individual residence halls may elect to restrict access to their residences at an earlier hour than required by the security provisions noted in the [Housing Contract](#) and guide and to allow access at a later time should the residents' desire.). In addition, the Council may permit the residents of a floor or section of a residence hall to elect hours of access, visitation (if permitted), or to establish other regulations more restrictive than those employed by the remainder of the residence hall.
- All rules and regulations established by the Council must be approved according to the provisions stated in the representative constitution.
- Any rule or guideline shall be subject to a referendum according to the provisions stated in the representative constitution.
- All rules and guidelines established by the Council will be reviewed by Residence Life staff. Copies of all rules and guidelines shall be distributed to residents, posted in the residence hall and also be on files in Residence Life.
- The Council has the responsibility to investigate damages to common property, furniture and fixtures, to determine culpability, to assess charges to the responsible parties, and to collect from residents or designate Council funds for repair or replacement of damaged property. The Council has the authority to levy charges against users of area property, equipment or furnishings for damage to or misuse of same.
- In the event that conditions outlined in community agreements within a residence appear to be in conflict, the Council shall serve as mediator. Representatives of the area in conflict shall bring their grievances to the Council for resolution by the voting members of the Council.
- In the event a resident fails to follow established guidelines of an individual community agreement, the Council has the authority to levy charges against the responsible party.

**Community Development Function:** The Council has the obligation and responsibility for organizing community development initiatives for the residence hall community according to the individual and community interests. The Council has the right to appoint the committees necessary to accomplish this function and has the right to establish dues, organizing fundraising, and receive contributions as a means of support of its community development initiatives.

**Recommendations for Physical Improvements:** The Council has the responsibility to represent the residents of the area in matters which pertain to needed and desired physical improvements in the residence. The Council may designate funds for the purchase and/or refurbishing of furniture, recreational equipment, and other items based on residents' needs and interests. The Council has the authority to establish policies regulating the use of such furniture and equipment.

## Special Housing Options

### Adaptive Housing

Students who have need for special accommodations related to gender identity, religious need or recovery from

substance abuse may apply to Residence Life through the [Adaptive Housing Policy](#).

### **Africana House**

Africana House promotes awareness of Africa and provides an informal setting where students are introduced to African history, cultures, and current events. For more information visit the [Africana House](#) website.

### **Colonial Williamsburg House**

The university and Colonial Williamsburg have collaborated to offer a housing option for two rising juniors and/or seniors in the Historic Area each year. The house currently leased is called the William Randolph Lodging and is located at 406 E. Nicholson Street – just one block over from Duke of Gloucester Street. For more information visit the [Colonial Williamsburg House](#).

### **Disability Accommodations in Housing**

Students needing housing accommodations due to a disability must request an accommodation online from [Student Accessibility Services](#).

### **Flexible Housing**

Flexible Housing is an option in which two, three, four or six upper-class or graduate students elect to share an apartment or two-room suite regardless of sex, gender, or gender expression. Specific locations for groups determined by size will be identified prior to the Room Selection process. Flexible Housing for graduate students will be in two, three or four bedroom apartments at the Graduate Complex. Flexible Housing is also available in the Living Learning Communities (see Africana House, Language Houses, and Mosaic House).

Flexible Housing is completely optional and all students entering into a Flexible Housing apartment option must carefully read and understand the expectations listed below. Flexible Housing is not intended for and is highly discouraged for romantic couples. However, students will not be asked for their reasoning for requesting Flexible Housing.

Flexible Housing for freshmen is offered on a limited basis. Locations for freshmen are limited to double and triple rooms in residence halls in which single use bathrooms are available.

### **Fraternity/Sorority Housing**

The university offers housing to a number of fraternities and sororities. For more information about fraternity and sorority housing, contact the Area Director assigned to Fraternity and Sorority housing.

### **Graduate Housing**

The Lettie Pate Whitehead Evans Graduate Complex, conveniently located next to the Law School, features single occupancy housing in two, three and four bedroom apartments that are specifically designed and constructed for graduate students. Each occupant of the apartment has his/her own bedroom and shares the common areas, which include a kitchen, living room and bathroom.

### **Language Houses**

Language Houses are on hiatus for the 2020-2021 academic year. When reinstated, Language Houses provide opportunities for residents to speak foreign languages and to learn about other cultures. The Arabic, Chinese, French, German, Hispanic, Italian, Japanese, and Russian Houses each admit approximately 20 students. Each community is staffed by a native-speaking International Fellow who functions as a resource for students to enhance both the proficiency in the host language, as well as their knowledge of culture. For more information about applying to a Language House, contact the Department of Modern Languages and Literatures at (757) 221-3634.

### **Monroe Scholars**

Freshman students who have been selected as Monroe Scholars may elect to live in designated Monroe Scholar housing in Monroe and Taliaferro Halls.

### **Mosaic House**

Mosaic House provides students with a living center that encourages and supports serious dialogue about cultural and social difference. For more information contact Tom Linneman at [tjlinn@wm.edu](mailto:tjlinn@wm.edu)

### **Sharpe Community Scholars**

The Sharpe Community Partnership Program is a freshman residential initiative that extends William & Mary's long held tradition of public and community service. Nurturing both responsible citizenship and energetic involvement in the community is part of the university's mission. In the spirit of our mission and traditions, students who participate will live in the Sharpe program residence, enroll in program sponsored seminars, take part in public forums and work together on community projects as a way of encouraging freshmen to explore issues in our national life and become directly involved in these issues through public service. For more information about applying to the Sharpe Program, contact the Charles Center at (757) 221-2495 or [sharpe@wm.edu](mailto:sharpe@wm.edu) .

### **Substance-Free**

Alcohol is not permitted in individual rooms in freshman residence halls unless one of the residents is at least 21 years of age and the alcohol belongs to that resident. Further, alcohol is not permitted in the common areas of freshman residences nor may functions with alcohol be scheduled in freshman residence halls. Additionally, the university offers a section in campus housing as a substance-free floor for upper-class students.

Residents who live in substance-free housing and their guests (if permitted) agree to refrain from consuming alcoholic beverages at any time they are physically present on the floor, including in private residence rooms. If a resident or their guest (if permitted) violates this provision, the resident will receive one written warning issued by the Area Director. A second violation will result in the resident being reassigned to another space on campus as determined by Residence Life. Any such reassignment does not release the resident from the Housing Contract.

## **Resources and Information**

### **Carpet**

Since few of the residence hall rooms are carpeted, students may consider bringing rugs. For 2020-2021 rug size is limited to 2'x3'.

### **ID Cards**

ID cards are prepared for each entering student by Tribe Card Services (169 Campus Center, (757) 221-2105). Student ID cards provide access to the residence halls equipped with ID card readers. Academic and administrative building access is maintained by Tribe Card Services. In addition, the student ID card provides access to meals, vending machines, Swem Library, Campus Recreation Center, Student Health Center, and the W&M Express Account. Lost or stolen IDs must be reported immediately to Tribe Card Services during normal business hours or to the William & Mary Police (757) 221-4596 after 5 p.m. or on the weekends.

### **Information Technology**

- **Telephones** - Students living in William & Mary residence halls who wish to have landline phone service in their rooms will need to request the service, pay a small activation fee, and provide their own telephone. All resident students will be able to make local calls from the landline phones available in the hallways or living rooms of on campus residences. Long distance calling is available through the use of an authorization code which may be obtained from the [Information Technology](#) (757-122-HELP). A voice mailbox and instructions for use are provided by Information Technology to each resident who has requested phone service at the [IT home page](#)
- **Cable TV** - Cable television access is available in all university residence halls.
- **Internet Access** - Each residence room has a high speed data network that allows students to access university resources, the library's on-line card catalog, e-mail, and the Internet. Wireless connections are available in the residence halls.

### **Kitchens**

Most buildings are equipped with kitchens. Depending on COVID-90 restrictions during the 2020-2021 academic year, kitchen usage may be limited. Please refer to posted use policies in your residence hall. Specific policies regarding kitchen use/cleanliness can be addressed in Community Agreements.

### **Laundry**

Most of the residences are equipped with coin operated and/or ID card access washers and dryers. The laundry facilities are under the auspices of Residence Life and are currently contracted to an outside vendor. Problems with machine malfunction can be reported by phone (1-800-927-9274), e-mail [service@caldwellandgregory.com](mailto:service@caldwellandgregory.com) or on the [web](#). The university is not liable for any damage or loss caused by the washers or dryers. Please note that high efficiency front loading washers are used in the residence halls. Manufacturer's guidelines recommend liquid detergent instead of powdered detergent. Detergent 'cakes' should not be used in these machines. Machines can be operated via W&M Express from your ID card or coins. Cost is \$1.50 per wash or dry cycle.

### **Meals**

Questions or information regarding meal plans should be directed to Dining Services at (757) 221-7856 or via the [Dining Services website](#).

### **Parking**

- Motorcycles and other motorized vehicles are not permitted in the residence halls.
- Eligibility for parking decals is determined by [Parking Services, visit their web site](#) for more information.
- Parking off campus is by City of Williamsburg permit only.
- Medically necessary exceptions to the parking policy are handled by the Dean of Students (109 Campus Center, (757) 221-2510).
- For more information concerning parking contact Parking Services at (757) 221-4764 or [parked@wm.edu](mailto:parked@wm.edu)

### **Postal Service/Mail**

All residential students are provided a mailbox in the campus post office or at the Graduate Complex. Postal Services has a Student Services window for delivery of USPS/FedEx/DHL/UPS and other express mail parcels to provide students with a contact point for any questions. Visit the [Postal Services web page](#) for hours of operation and more information.

### **Recycling**

Recycling receptacles are available in each residence hall room. Residents are responsible for removing their recyclable materials to one of the dumpsters labeled for recycling only.

### **Transportation**

The Williamsburg Area Transport (WAT) provides bus services for William & Mary and the surrounding area. The campus bus system is designated the Green Line, with a bus dedicated to providing daily transportation throughout the campus for students, faculty and staff in a circuit loop every 30 minutes. Riding any of the bus lines serviced by WAT is free of charge with your William & Mary ID. For more information, contact Transportation Services at (757) 259-4093 or visit their [web page](#).

### **Vending Machines**

Vending machines are located in many residence hall areas. The vending machines will accept both coins and the W&M Express account (ID card). For questions about refunds, contact Tribe Card Services at (757) 221-2105 or [tribecard@wm.edu](mailto:tribecard@wm.edu).

## ***Residence Life Staff and Offices***

The **Associate Vice President for Campus Living** oversees all functions of the Residence Life and First Year Experience offices. The Associate VP is responsible for the direction, coordination and management of all aspects of these programs, including long-term facilities and financial planning.

The **Director of Business Operations** has primary responsibility for all matters concerning the physical environment of the residence halls including maintaining an inventory of all furnishings and equipment, residence hall safety and security, key control and serves as liaison to Facilities Management, the laundry contractor and Auxiliary Services.

The **Associate Director for Administration** has responsibility for the room assignment and room change processes, directs the summer housing program, updates housing publications and serves as a liaison to Information Technology and Student Accounts.

The **Associate Director for Residence Life** provides leadership for the student residential learning experience and student staff learning aspect of the residence life program including community development, special interest housing, residential curriculum, and residential learning communities.

The **Assistant Director(s) for Residence Life** have primary responsibility for overseeing and managing residential areas for campus, averaging 2500 residents each. Responsibilities include coordinating student staff selection and training processes, basic counseling referrals, advising RHA and NRHH, community and leadership development, crisis intervention, facilities management, adjudication of higher level student conduct cases, and student care management. They supervise 3-4 Area Directors, and indirectly the student staff. The Assistant Directors train, supervise, and evaluate the Area Director staff.

The seven **Area Directors (ADs)** are full-time live-in staff members who are responsible for the day-to-day management and administration of a specific group of buildings, considered their area. The responsibilities of Area Directors include advising, counseling referrals, community development and adjudication of student conduct cases. They also select, train, supervise and evaluate the student staff assigned to their residential area, as well as coordinate maintenance and custodial issues for their buildings.

The four **Administrative Professional Staff** oversee financial recordkeeping, damage billing, data records, personnel and payroll issues and other central office functions.

#### **Graduate and undergraduate student staff members:**

The **Graduate Resident Assistants (GRAs)** coordinate community development and administrative tasks for the Graduate Complex buildings to which they are assigned.

The graduate **Community Directors (CDs)** supervise and evaluate the Resident Assistants in the buildings to which they are assigned. They advise Community Council, oversee administrative tasks, coordinate the duty office and assist the Area Director with administrative and community development support.

The **Head Residents (HRs)** advise Community Councils and coordinate duty office procedures and duty responsibilities for the Resident Assistants in their area. In addition, they assist the Area Director with administrative and community development support.

The **Resident Assistants (RAs)** are assigned a hall, wing, section of a building, or a cluster of apartments. They live with the residents and work to develop community. They are responsible for community development and assist the Area Director with administrative tasks as assigned.

The **Housing Assistants (HAs)** assist with safety and security inspections in the fraternity and sorority houses. They assist the Area Director with administrative tasks in the houses and communicate with the residents.

The **Central Office Student Assistants** provide support for clerical and administrative functions of Residence Life such as filing, scanning documents, campus deliveries, room check outs, and other similar duties.

The **Facilities Assistants** provide support for operational functions of Residence Life such as but not limited to conducting inventories, safety inspections, and providing contractor escorts through the halls.

#### **Residence Hall Areas**

The residence halls are divided into seven residential areas.

1. Fraternity Houses, Sorority Court, and Richmond
2. Randolph Complex (Cabell, Giles, Harrison, Nicholas Apartments, Page, Pleasants, and Preston) and Yates
3. Graduate Complex, and Botetourt
4. Hunt, Reves, Taliaferro, Brown, Barrett, Jefferson, and DuPont
5. Hardy, Lemon, and Ludwell
6. Chandler, Landrum and Green & Gold Village (Griffin, Eagle, Lion)

7. One Tribe Place, Bryan Complex (Bryan, Camm, Dawson, Madison and Stith), Monroe, Old Dominion and Tribe Square

### **Duty Offices**

Residence Life operates fourteen Duty Offices in seven residential areas. These locations will be shared at opening community meetings and posted in each residence hall. A staff member is on duty each night while school is in session from 6 p.m. to 7:30 a.m. Duty office hours are 6 p.m. to 10 p.m. Sunday – Thursday and 6 p.m. to 11:30 p.m. Friday and Saturday nights in undergraduate housing and 7 p.m. to 9 p.m. at the Graduate Complex. These staff members are available to answer questions, check out area equipment and do periodic rounds of the residence area. Due to COVID-19 restrictions, equipment will not be checked out. Duty Offices have student room keys, extra toilet paper and helpful information. In addition, some Community Councils have purchased TVs, vacuum cleaners, DVD players and games that residents can check out from the Duty Office using their W&M student IDs.

During the summer session, a staff member is on duty every night from 6 p.m. to 7:30 a.m. and available in the duty office from 6 p.m. to 8 p.m.

## ***Opportunities for Involvement and Leadership***

Residence hall staff members plan activities and events in the halls throughout the year to foster community development. These activities are supplemented by the events and activities planned by individual Community Councils and the Residence Hall Association (RHA).

### **Community Councils**

Community Councils are student-run governing bodies elected in each of the residence halls/areas. Community Councils help develop community, plan educational and social activities, recommend hall improvements, advise on policy issues, administer Self-Determination and oversee Community Agreements. Community Councils are a great way for students to meet each other and develop leadership skills. (See *Self-Determination* under the *Policy* section.)

### **Community Council Dues**

Community Councils request dues from each resident at check-in. These dues are not mandatory but are used to fund initiatives, study breaks, and the purchase of equipment (kitchen, recreation, etc.).

### **National Residence Hall Honorary (NRHH)**

NRHH is the recognition branch of the National Association of College and University Residence Halls (NACURH). Chapter membership is restricted to the top 1% of residence hall leaders. Membership is by nomination only. <https://tribelink.wm.edu/organization/wmnrhhc>

### **Residence Hall Association (RHA)**

RHA is the representative governing body for all William & Mary residence Community Councils. This group offers opportunities for leadership across the state, region and nation. All residents are welcome to participate. To learn more visit our [TribeLink](#).