



RULES AND REGULATIONS FOR ARCADIA UNIVERSITY-OWNED HOUSING

Occupant: _____ **Housing Assignment:** _____ **Start Date:** _____

1. Occupants are responsible for the care and condition of assigned housing unit covered by this agreement, including but not limited to, equipment, walls, floors, carpets, fixtures, furnishings, etc. Charges will be assessed against those responsible for damage or misuse of University property. Occupants are responsible for proper waste disposal. Arcadia recycles mixed paper, cans, glass and plastic bottles.
2. Housing must be left in move-in condition upon departure. Occupants agree to pay the cost of repairs for any damages and the cost of any extraordinary cleaning or furniture moving needed to return the housing unit to its move-in condition. The need for and costs of such are within the sole direction of the University.
3. The University reserves the right to enter its housing without prior permission from occupants if it has reason to suspect that an emergency situation exists, or that violations of University policy are occurring (or may have occurred), to locate persons or missing property, to conduct maintenance and housekeeping activity, and to do health, safety and maintenance checks and repairs. After knocking and waiting a reasonable period of time, a University staff member (or Facilities or Housekeeping staff instructed by a University staff member) may make entry at this time. If Occupants are not present when entry is made, a note may be left or email sent indicating the person or persons entering and reason(s) for doing so.
4. The University is not responsible nor liable for loss of, or damage to, any property of the occupants, or for personal injuries sustained by an occupant while in or resulting from occupancy of a housing unit or other University facility. The University recommends that individual occupants carry appropriate insurance.
5. All vehicles must be parked in accordance with University parking regulations.
6. The University does not permit use of its facilities for any commercial purposes without prior approval.
7. All animals, except animals trained to aid people with disabilities, are prohibited in all University-owned buildings.
8. Occupant understands that use of housing may occur at the same time other University students, faculty, staff and guests are present, and that any guest activity must not disturb others anywhere on campus. Minors (youth under age 18) must be supervised at all times when on campus.
9. For fire, intruders and serious medical emergencies, dial 911. For the Suicide and Crisis Lifeline, dial 988. For all other emergencies 24/7, call University Public Safety at 215-572-2800 or 215-572-2999.
10. All occupants and their guests must abide by applicable University policies, Pennsylvania laws, and Federal laws, especially those dealing with fire safety. The possession or use of illegal drugs, alcohol, fireworks, guns and other weapons is prohibited. Burning fires anywhere on campus is prohibited.
11. Occupants must abide by all applicable University policies.
12. The University prohibits smoking in all University-owned buildings. Smoking is only permitted in accordance with University policy.
13. For occupants over the age of 21, alcoholic beverages are permitted in assigned housing.
14. Occupants are responsible for using their assigned swipe card and room key in a manner that does not jeopardize the safety and security of individuals or property. A lost key or swipe card should be

reported immediately to KnightCard Services at 215-572-2992 or Public Safety at 215-572-2800. There is an \$100.00 fee for a lost key due to the costs of lock change and key production and a \$25.00 fee for a lost swipe card.

15. No personal heating, air-conditioning or cooking apparatus is allowed in University facilities. Portable box fans are permitted.
16. No theft or violence, including sexual abuse, harassment, hazing or bullying (cyber or otherwise) will be tolerated.
17. The inappropriate use of cameras, imaging, digital devices and electronic communications is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected.
18. Occupant understands that the University may immediately remove any occupant that the University considers disruptive or otherwise detrimental to the residence population or University community in its sole discretion.
19. An occupant who is removed from housing must remove all belongings, return key and swipe card, and vacate per University instructions. If occupant fails to vacate per University instructions, University may take possession of the assigned space, remove and dispose of occupant's belongings at occupant's risk and expense, change the locks to the premises, and charge all associated costs to occupant. An escort will accompany the dismissed occupant if necessitated by his/her conduct.
20. The University reserves the right:
 - To levy and collect charges for damages to, unauthorized use of, or alterations to housing units, equipment or buildings, and for extraordinary cleaning necessitated by improper use of its facilities;
 - To reassign occupants to other housing accommodations;
 - To bar any occupant from campus and housing if, in the sole judgment of the University, unforeseen events make it inadvisable, illegal or impossible to provide the required facilities.
 - To retain any payment made by, or on behalf of, any occupant barred from campus or housing;
 - To terminate the reservation of any occupant or occupant group if, in the sole judgment of the University, unforeseen events make it inadvisable, illegal or impossible to provide the required facilities.
21. The University shall not be held liable for any delays or failures to provide rooms, meeting spaces or other facilities fit for occupancy or any other delays or failures of performance, in whole or in part, if such delay or nonperformance is due, directly or indirectly to any cause beyond University's reasonable control, including but not limited to, destruction of or damage to such space, acts of God, war, riot, terrorism, civil disturbance, fire, floods, environmental calamity or risk, inclement weather; restriction upon travel, food, beverages or supplies; strikes, lock-outs, labor disputes, pandemics, epidemics or other outbreaks of diseases or other infections, failures in public supply of electricity, water, heating, lighting, air conditioning or public telecommunications equipment, or other such events, disturbances or conditions.

Occupant agrees that these rules and regulations shall remain in force for the full term of occupancy and may be revised or updated at any time in the University's sole discretion.

I have reviewed and agree to comply with the rules and regulations written above:

Signature

Date

Print Name:

Best Contact Number: