

RESIDENCE LIFE HANDBOOK

Residence Life Policies and Procedures

Administrative Authority for Housing

Housing and specific room assignments are privileges that may be canceled, withdrawn, or changed at any time at the discretion of Residence Life, Student Affairs, or other College officials. Lake Forest College reserves the right to use residence halls for housing students or for other purposes during recess periods.

Eligibility for Housing

All students attending Lake Forest College with an academic course load of three or more course credits may reside in College-owned residential facilities. If a student who has selected or been assigned a room decides not to use the room assigned, the student must notify Residence Life by completing and submitting a Housing Contract Release Request for consideration by the Housing Contract Exemption Committee. Housing contracts are binding agreements and release is not guaranteed.

All students participating in approved off-campus study programs must also complete and submit a Housing Cancellation Application, in addition to the Housing Application for assignment to housing during the semester in which they return.

Residency Requirement

The College implements a three-year residency requirement. All first-, second-, and third-year students are required to live on campus unless they meet the stated exemption requirements:

- Live at home with parent/guardian within 30 road miles of the College;
- Age 23 or older;
- Have dependent children;
- Are married;
- Active members of the armed force; or
- Have completed 24 credits or more (not including AP or IB credits).

Reduction of Academic Course Load

Students who have an academic course load that is part-time (fewer than three courses) are not eligible for on-campus housing unless an exception is granted by the Director of Residence Life. Resident students must seek permission from the Director of Residence Life in order to remain in housing when reducing their course loads to part-time status.

Married Students and Students with Children

The College has no provisions for housing students who are married and/or have children who would live in the residence halls.

Housing Contract

In order to receive a housing assignment, students must complete the housing application-contract. No student will receive an assignment without first completing the form. The form is available online in the housing portal. Students will receive a link to the full application-contract in advance of any selection or assignment process.

Room and Board (Meal Plan) Costs

Students have several options in type of room and number of roommates. Charges for room types are listed on the College's website, along with manner and schedule of payments. Residence accommodations are assigned for the full academic year (or individual semester, based on approved off-campus study plans).

For specific information regarding meal plans, please visit the College's website.

Students will be responsible for any damages that occur to residence hall property.

Housing Refund

Refund policy guidelines are published on the College's website.

When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room will be given. Board plan may be prorated depending on the situation.

College Official Room Entry

Designated College staff members, including Public Safety officers, Student Affairs staff, Residence Life staff, and Facilities Management personnel, have the authority to enter and inspect rooms for health and safety purposes, conduct repairs, or investigate any student endangerment or policy infractions, at any time without permission or consent of the student occupant(s). Students are expected to comply with reasonable requests for entry.

College staff will try whenever possible to respect students' privacy in their rooms; however, representatives of the College will enter a student's room under the following conditions:

1. When, under the authority of the Dean of Students, the Director of Residence Life, or the Director of Public Safety, there is evidence that College or Residence Hall policies have been violated.
2. In emergency circumstances when there is the possibility of imminent danger to life, health, safety, or property.
3. For inspection of general physical conditions and/or damage of the room, for inspections of fire safety or health standards, or when the student has requested inspection or repair work.
4. During recess periods, for inspections of all rooms after they are vacated to ensure proper closing of all residence halls.

5. When there are noises or disturbances left unaddressed that may affect others. (e.g. an alarm clock).

If violations are apparent, staff will issue Notices of Alleged Violation.

Room Searches

Any College official who is in a student's room may react to any violation of the law or College policies based on visible evidence—for example, stolen property, weapons, illegal drugs or drug paraphernalia, and health hazards. Unless the student is present and consents to one, any kind of physical search, however, can be authorized only by court authority or by permission of the Dean of Students. If the Dean of Students is unavailable, the Associate Dean of Students or, in cases of health or safety concerns, the Director of Public Safety may also authorize a physical search. A reasonable effort will be made to have the student occupant(s) in question present, if possible, during such a search.

Dates of Occupancy

Residence Hall Opening

For new students in the fall semester, residence halls open at 9:00 a.m. on the Friday prior to the first day of classes; for returning students the halls open on the Tuesday prior to the first day of classes. Returning students may not move in prior to their designated residence hall opening time. Residents are required to check in with a member of the Residence Life staff. During the check-in process, residents receive their room keys. Residents will also receive information regarding the Room Condition Report (RCR). The RCR is an inventory of the condition of the furniture, fixtures, floors, walls, door, and ceiling. Residence Life staff assess the room condition prior to check-in. It is the student's responsibility to review the condition of their room prior to acknowledging their RCR. By accepting a key and occupying a room, the student agrees to all policies and procedures as outlined in the *Student Handbook*.

Winter Break Closing and Spring Semester Opening

Residence halls are closed, and students are not permitted to enter or occupy them, during the winter break period, which begins at noon on the day after the last day of final examinations. Students must leave campus no later than 24 hours after their last final exam or by noon on the day immediately following the last day of final exams. An exception is made for students who have applied for, and received permission, to remain on campus during the Winter Break period.

Students are not allowed to return to campus or move in until the assigned spring semester opening.

Early Return/Arrival and Late Departure Fines and Charges

Students may not move in before designated hall opening times and must leave prior to hall closing times. If a student attempts to move into a residence hall before the times specified or fails to vacate the residence hall room by the times specified in the Housing Contract, the student

will be assessed fines, will be subject to disciplinary action, will not be issued a key, will not be able to drop off belongings in the room, and/or will be required to vacate the premises by College officials. In the event that a student encounters unexpected circumstances precluding them from following the ordinary return/arrival/departure guidelines, the student should contact the Office of Residence Life immediately. In these situations, the student may be assessed a \$100 per day for early arrival or late departure.

Residence Hall Closing

At the conclusion of each semester, all residence halls close at noon on the day after the last scheduled exam. At the end of the spring semester, resident undergraduates who are not graduating must check out and vacate their rooms within 24 hours after their last exam or by noon the day after the last scheduled exam prior to Commencement, whichever is earlier. Those who are graduating are required to check out and vacate by noon on the Sunday following Commencement. In order to properly check out, residents must set up an appointment at least 24 hours in advance of their desired check-out time with a member of the Residence Life staff. During this appointment, the resident will complete a room inspection form and return the room key. Failure to properly check out with the Residence Life staff or to return the room key will result in fines. It is the expectation of the College that students leave their rooms clean and damage-free at the end of the semester. Failure to do so will result in fines or restitution for damage and cleaning.

Housing Procedures

Key Pick-Up

Residence hall room keys are available from the Residence Life staff during check-in and must be returned to the Residence Life staff when the student checks out. A room key is issued to each student. Residents should carry their room keys with them at all times.

Lost Key Charges

An individual who loses a room key or fails to return a room key at check-out will be charged \$100.00, and the lock on the door will be changed. When a student loses their room key, the student must report their key as lost to a Residence Life staff member, who will submit a work request to have the lock changed. The student will be billed \$100.00, which will appear on the student's account.

Lock-Outs

Students who are locked out of their rooms and request entry from a College official will be charged \$5 per incident. If a resident is locked out of their room during Resident Assistant (RA) duty hours, the resident must have a student ID and may approach their Resident Assistant, or the Residence Life staff member on duty to open the room. If a resident is locked out of their room during the day (between 8:30 a.m. and 5:00 p.m.), and if no member of Residence Life staff is in the building, then they may obtain a temporary key from Facilities Management to use for twenty-four hours only. In the event the key is not returned to Facilities Management within

twenty-four hours, a work order will be generated to change the lock, new keys will be issued, and a \$100.00 fee will be charged to the student's account. If a resident is locked out in the middle of the night or prior to duty in the evening, they may call the Department of Public Safety to get into the room.

Room and Roommate Changes

Students will be permitted to request a move to another room based on availability of spaces and the student's eligibility to live in a specific community. Room changes are not guaranteed, as the Office of Residence Life cannot predict the availability of rooms.

If a room change request is made because of a roommate conflict, all other means of resolution (e.g., roommate contracts, mediation, etc.) must be exhausted before a room change will be granted. Consultation with Residence Life staff (e.g., your Resident Assistant or Residence Director) is expected prior to submitting a room change request. It is the expectation of the Office of Residence Life that students make every effort to live together in a civil and responsible manner. Room changes are not considered a valid method of mitigating conflict.

The room change process lasts one week each semester. Room changes for emergency situations will be made at the discretion of the Office of Residence Life.

Room Change Instructions

Students who have been granted a room change and receive a Room Change Confirmation must check in and check out during the time allotted for moves, or the move may be canceled at the discretion of the Office of Residence Life.

1. After receiving the Room Change Confirmation, make an appointment with your Residence Life staff member from your new building to check in.
2. Pack everything from the "old" room.
3. Meet with the Residence Life staff member from the new building. Go to the new hall and complete the Room Condition Report (RCR) for the new room with a Residence Life staff member from the new building.
4. Check into the new room with the Residence Life staff member:
 - a. Complete the check-in portion of the RCR for the new room.
 - b. Obtain the keys to the new room.
5. Make an appointment with your Residence Life staff member in your old building.
6. Move all your belongings to the new room and clean the old room.
7. Meet with the Residence Life staff member of your old building to check out of your old room.
 - a. Complete the check-out portion of the RCR. When vacating a campus housing assignment during the course of the academic year, a student has 48 hours from the date of cancellation and/or departure to make arrangements with the Office of Residence Life to complete the move-out/check-out process.
 - b. Turn in your key to your old room.

Vacancies in Residence Hall Rooms

If a vacancy occurs in a student's room at any time, students have two options:

1. The current resident(s) living in the room may find someone they would like as a roommate. If they agree, they should inform the Office of Residence Life to request approval. Once Residence Life has started the process of assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific. Students should not move until they are authorized to do so by the Office Residence Life.
2. If the current resident does not have someone with whom they would like to live, it is possible that a new roommate may be assigned at any time. Space for a new roommate must be kept available at all times and should include a clear and empty bed, closet space/wardrobe, dresser, desk, and chair. The space will more than likely be filled by Residence Life with a student who requests a room change or is just moving onto campus. Once Residence Life has started the process or assigning someone to a current resident's room, it is too late for the current occupant(s) to request someone specific. Space for the newly assigned student must be made immediately and the current resident is expected to treat the new roommate with respect. If the room is not available and ready for a new roommate, the current resident(s) of the room may face a fine of up to \$100. If the Residence Life staff have reason to believe that a resident is acting in an unwelcoming manner in hopes of forcing the roommate to move out so that the resident can maintain the room to themselves, conduct action may be taken.
3. Residence Life also reserves the right to consolidate rooms. Consolidation is defined as residents of two or more partially occupied rooms being required to move in together to create one fully occupied space. Students who are eligible for consolidation will receive written notice from Residence Life during or after the second week of the semester. At that time, students may elect to move voluntarily and select a room from the provided list. Students who do not move voluntarily by the stated deadline will be subject to required consolidation, in which they will receive a new assignment from Residence Life and must move by an established deadline.

Room Selection Process

Room Selection is the process by which students select a room for the following academic year. This process begins in early spring each year for the following academic year. In order to be eligible to participate in Room Selection, students must complete the housing application-contract before the stated deadline. All students must also clear their student accounts of any outstanding balances, leaving their matriculation deposit. (The matriculation deposit is only refundable when a student leaves the College.) Failure to meet the announced deadline for room selection will jeopardize the student's eligibility and assignment for housing. A complete schedule of dates for the Room Selection process will be made available early in the spring semester.

Gender Inclusive Housing

The College permits all residents to self-select a room assignment. Gender Inclusive room assignments are available to all residents by mutual request in the designated Gender Inclusive Halls.

Special Interest Housing

Special interest housing may require an application which will be made available to students before general room selection. Please contact the Office of Residence Life for more details.

General Room Selection

Students who are not assigned via an application process may select a room that is available at General Room Selection using their randomly assigned lottery number. In order to select a room during General Room Selection, students must form a complete roommate group in order to completely fill the designated room occupancy (1=single, 2=double, etc.) for the academic year.

Housing Wait List

No wait list will be established following the spring Room Selection process. As spaces are available, they will be assigned. Students who want housing at any other time must complete the housing application-contract in the online housing portal. During the academic year, assignments will be made as soon as possible and as space becomes available.

Housing Cancellation

Contract Release Request

Students who are assigned to housing for the current or upcoming academic year may request a release from their housing contract by completing a Housing Contract Release Request. Requests for release are reviewed on the grounds of a medical or psychological diagnosis that cannot be accommodated on campus or a change in financial situation since the time the contract was signed. Requests for release from the contract require appropriate documentation, which must be provided with the form.

If a release from contract request is granted, the Office of Residence Life will notify all other administrative offices (including the Business Office, Parkhurst Dining Services, the Department of Public Safety, and the Dean of Students). Any room and board charges/refunds will be determined in alignment with the College's tuition refund schedule. Flex dollars from meal plans are not refundable. Any other charges/fines upon checking out of the residence halls will be determined by policies in this *Student Handbook* and as outlined above.

Check-Out Procedures

In order to properly check-out of a room during an academic term, students must contact the Office of Residence Life for specific instructions and check-out procedures.

When vacating a campus housing assignment during the course of the academic year, a student has 48 hours from the date of cancellation and/or departure to make arrangements with the Office of Residence Life to complete the move-out/check-out process. An Improper or Late Check-Out charge may be assessed for students who fail to complete any of the steps as instructed by the Office of Residence Life.

Fall Semester Housing

The following charges apply for requesting a release from the housing contract after the contract start date of the fall semester.

<input type="checkbox"/> If you notify the Office of Residence Life:	<input type="checkbox"/> The charge is:
<input type="checkbox"/> After Room Selection and before June 1st	<input type="checkbox"/> No charge
<input type="checkbox"/> On or after June 1st, before July 1st	<input type="checkbox"/> \$500
<input type="checkbox"/> On or after July 1st	<input type="checkbox"/> \$750
<input type="checkbox"/> On or after first day of Fall classes	<input type="checkbox"/> \$750

Spring Semester Housing

The following charges apply for requesting a release from the housing contract during the spring semester.

These charges only apply to new housing applicants for the spring semester.

<input type="checkbox"/> If you notify the Office of Residence Life:	<input type="checkbox"/> The charge is:
<input type="checkbox"/> Before December 1	<input type="checkbox"/> No charge
<input type="checkbox"/> On or after December and before first day of Spring classes	<input type="checkbox"/> \$150
<input type="checkbox"/> On or after first day of Spring classes	<input type="checkbox"/> \$150

Changing of Residency Status from Nonresident (Commuter) to Resident

Commuting students who move to campus at any time after obtaining a “Commuting Student Parking Permit” will become subject to residential student eligibility requirements. Immediately upon moving to campus, the student must remove the top layer of the self-voiding permit and bring it to the Public Safety Center at which time if eligible, a new residential permit will be issued at no charge. If the student is ineligible to obtain an academic year permit, the Business Office will be notified of the returned permit and authorize a pro-rated credit to their student account be made based on the date the permit is physically returned. Permits that are not returned will still be considered inactive and subject the vehicle to being ticketed for failing to display a valid permit if parked on campus.

Off-Campus Programs and Residence Life

Students participating in off-campus programs should consult with the Office of Residence Life regarding housing cancellation and re-application for housing. In general, students who are studying off-campus for the Fall Semester should not participate in room selection, but rather re-apply for housing prior to returning in the spring semester. Students who are studying off-

campus during the Spring semester must submit a Housing Cancellation Form as per the above-mentioned schedule and should re-apply for housing for the Fall semester.

Removal from Housing—Disciplinary Sanction, Academic Suspension, or Dismissal

A student who is required to vacate housing as part of a disciplinary sanction, academic suspension, or dismissal must do so before the deadline given in a notice by the Dean of Students or the Director of Residence Life. Once the notice has been issued, the Office of Residence Life will contact a Resident Assistant or Residence Director to inform them that a move-out is required.

The student must complete all steps outlined in the Check Out Procedures. Failure to complete any steps in the checkout procedures may result in additional charges.

If upon the stated deadline, the room is not vacated the Director of Residence Life and/or the Dean of Students (or their designee) will take appropriate actions to locate the student, inform the student of the need to vacate the room, and facilitate removal as necessary.

When the Housing Contract is terminated at any time during a given semester for disciplinary reasons, no refund for room and board will be given.

Summer Housing

Eligibility for Summer Housing

Summer housing applicants will be assigned to housing on a space-available basis in the following order:

1. Richter Scholars
2. Students registered for Summer Session (May Term, June Term, or July Term) and are returning to Lake Forest College in the fall or completing work for graduation during the summer
3. Students participating in a College-sponsored internship for academic credit.
4. Students working on campus for a minimum of 25 hours per week
5. All other students, who can verify ongoing enrollment at the College, based on space availability.

Because of the short time between the end of Commencement and the beginning of Summer Session May Term, rooms may not be in a “clean/ready” condition at the time of check-in for residents for Summer Session May Term. Accepted residents for Summer Session May Term will check in to Summer Housing on the designated move-in day.

Summer Housing Applications are available on the housing portal in the Spring Semester. Late applications will be accepted as space is available. The cost of summer housing is determined in the spring by the Business Office.

Payment for Summer Housing

Students are responsible to pay summer housing charges if residing on campus during the summer. The student must complete a housing application-contract. If payroll or payments are not sufficient to cover the balance due, the college will bill the student's tuition account.

Disciplinary Records and Summer Housing

Students must be in good disciplinary standing to be eligible for summer housing. All College policies apply during Summer Sessions. Please be familiar with all College and Residence Hall policies and others as stated in the *Student Handbook* and elsewhere, such as the College website. Students with significant disciplinary records are ineligible for summer housing.

Summer Residence Hall Use and Dates of Occupancy

Space is extremely limited during the summer. Occupancy during the summer is restricted to the dates of Summer Session May Term, June Term, and July Term. Only designated residence halls are used as summer housing for Lake Forest College students. All other residence halls are utilized by the Office of Summer Conferences and/or maintained by Facilities Management. Students must meet the requirements for summer housing to be approved.

Abandoned Property

When vacating a room, students are expected to remove all of their belongings, return the room key, and otherwise follow proper check-out procedures. If a student fails to check out properly and/or remove their property from the room within the applicable timeframe, any belongings left behind will be considered abandoned. When possible, abandoned property will be stored or shipped at the student's expense, although it may be disposed of or donated.

Damage Policy and Vandalism

Upon noticing a maintenance concern in a room/apartment, it is the responsibility of the resident(s) to report the concern to a member of Residence Life staff immediately. Failure to report a maintenance concern that results in unnecessary damage will be considered defacement to College property.

“Damage” is any change in the condition of College-owned property occasioned by carelessness, accident, or intentional action on the part of students or their guests. At checkout the room is inspected and occupants will be charged for missing or damaged items. Damages within individual rooms will be charged only to the responsible student, if the individual responsible for damage can be identified. When the responsible student cannot be identified, those persons living or present in the area may be charged. Students are prohibited from repairing any damage.

“Common area damage” is any damage occasioned by carelessness, accident, or intentional action on the part of the students or their guests in a common area (lounge, hallway, stairwell, community bathroom, etc.). Common area damages will be charged to a designated floor, wing, or entire hall unless those responsible can be identified. After common area damage has been reported to Facilities Management, Residence Life, or the Department of Public Safety, a

“Damage Charge Notice” will be distributed via email. All residents will have the option to report information about the responsible party so that the collective community does not get charged. Residents also have the option to appeal the charges, given a stated deadline as posted on the Damage Charge Notice. All charges from common area damage will be posted on students’ accounts at the end of the semester.

When possible, charges will be determined by the actual cost (material, labor, and overhead) of replacement or repair of the property damaged, when possible. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained outside the College when Facilities Management determines that is appropriate. Standards of type and quality of repair are to be determined only by Facilities Management. Facilities Management will process resultant charges through its regular procedures. At the Director of Residence Life or designee’s discretion, a Damage Review Committee (composed of representatives from Residence Life, Facilities Management, and The Department of Public Safety and a student appointed by the Executive Board of Student Government) may be convened. This committee will examine damage reports and consider any student appeals. The Damage Charge Notice will be generated with instructions that the individual(s) being charged may appeal to the Director of Residence Life or designee or the Damage Review Committee. Appeals must be submitted to the Director of Residence Life, the director’s designee, or the Damage Review Committee before the stated deadline on the posted Damage Charge Notice. The Director of Residence Life, the designee, or Committee has the authority to cancel specific charges or to levy charges when investigation by the Committee, Residence Life, or The Department of Public Safety yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage in the residence halls rests with the Director of Residence Life or the director’s designee. If there is no appeal or if the appeal is denied, the charges will be forwarded to the Business Office immediately or at the end of semester. After these charges have been posted, Common Area Damage charges may not be appealed.

Disciplinary action will be taken when an individual or group causes damage in a common area/public area through unreasonable, reckless, or intentional conduct, as determined by the College through the student conduct administration system. If the individual is held responsible for the damage through the student conduct administration system, a punitive monetary amount may be added to the replacement cost of the item(s).

Vandalism/Damage and Collective Responsibility

Every member of our residential community is expected to ensure that all residents live in a safe, secure, and damage-free environment that is conducive to the goal of academic success. Vandalism is not tolerated, and the Office of Residence Life understands that a collective community of residents must work together to prevent fellow residents and their guests from causing vandalism. Likewise, in the event that vandalism occurs, it is the residence hall community’s collective responsibility to ensure that those who are responsible for the damage are held accountable.

When vandalism or damage occurs in a specific residence hall, Damage Charge Notices are distributed via email, notifying all residents of the incident. If no resident takes responsibility for

the damage/vandalism, the cost for repair will be billed to the collective community. If a specific resident or group of residents is found responsible, that resident will be issued a Notice of Alleged Violation and referred for disciplinary action as appropriate.

Summary of Minimum Charges/Fines

<input type="checkbox"/> Fires Safety Fines	
<input type="checkbox"/> Fire Extinguisher Glass	<input type="checkbox"/> \$200
<input type="checkbox"/> Failure to evacuate residence hall during alarms	<input type="checkbox"/> \$150
<input type="checkbox"/> Fire Extinguisher (Shot Off)	<input type="checkbox"/> \$200
<input type="checkbox"/> Missing Fire Extinguisher	<input type="checkbox"/> \$350
<input type="checkbox"/> Exit Sign/ Emergency Light	<input type="checkbox"/> \$350
<input type="checkbox"/> Refilling Fire Extinguisher	<input type="checkbox"/> \$200
<input type="checkbox"/> False Fire Alarm (may also incur fine from the City of Lake Forest)	<input type="checkbox"/> \$500
<input type="checkbox"/> Candles/Incense Possession or Use	<input type="checkbox"/> \$25 per item
<input type="checkbox"/> Common Area Cleaning	<input type="checkbox"/> \$5 minimum per semester/per resident
<input type="checkbox"/> Disconnected/Covered Smoke Detector	<input type="checkbox"/> \$50
<input type="checkbox"/> Smoking	<input type="checkbox"/> \$50
<input type="checkbox"/> Room Change Fines	
<input type="checkbox"/> Failure to Check In to New Room	<input type="checkbox"/> \$25
<input type="checkbox"/> Failure to Check Out of Old Room	<input type="checkbox"/> \$100
<input type="checkbox"/> Failure to Return Key	<input type="checkbox"/> \$100
<input type="checkbox"/> Unauthorized Room Change	<input type="checkbox"/> \$50
<input type="checkbox"/> Additional Fines/Charges	
<input type="checkbox"/> Early Arrivals (prior to opening) and/or gaining access to hall/room when it is closed (absent permission for Early Return/Arrival)	<input type="checkbox"/> \$50 per hour/per person
<input type="checkbox"/> Late Departures (after closing) (absent permission for Late Departure)	<input type="checkbox"/> \$50 per hour/per person
<input type="checkbox"/> Early Arrival/Late Departure with permission	<input type="checkbox"/> \$25 per day/per person
<input type="checkbox"/> Improper Check-Out (Failure to properly check out)	<input type="checkbox"/> \$50
<input type="checkbox"/> Removal of Furniture (lounge)	<input type="checkbox"/> \$50 per item
<input type="checkbox"/> Lock-Outs	<input type="checkbox"/> \$5 per incident
<input type="checkbox"/> Lost Key	<input type="checkbox"/> \$100
<input type="checkbox"/> Pet Policy Violation	<input type="checkbox"/> \$50 per day of violation
<input type="checkbox"/> Removal of Window Screens	<input type="checkbox"/> \$100
<input type="checkbox"/> Failure to Dismantle/Remove Lofts	<input type="checkbox"/> \$75
<input type="checkbox"/> Insufficient Cleaning	<input type="checkbox"/> \$50 and up
<input type="checkbox"/> Garbage/Trash in Common Areas, Hallways	<input type="checkbox"/> \$25
<input type="checkbox"/> Excessive Garbage	<input type="checkbox"/> \$150 and up
<input type="checkbox"/> Unauthorized Appliance	<input type="checkbox"/> \$25 and up
<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/> Damage Charges
<input type="checkbox"/> Charges within student rooms will be determined by the fines listed or by the actual cost (materials, labor, and overhead) of the replacement or repair of the property damaged, whichever is

greater. If determined by Residence Life or Facilities Management that labor costs are greater than posted fees, charges may be higher.	
<input type="checkbox"/> Bed Frame	<input type="checkbox"/> \$400
<input type="checkbox"/> Chair	<input type="checkbox"/> \$200
<input type="checkbox"/> Closet Door	<input type="checkbox"/> \$185
<input type="checkbox"/> Desk	<input type="checkbox"/> \$275
<input type="checkbox"/> Doorknob and Lockset	<input type="checkbox"/> \$150
<input type="checkbox"/> Door Refinishing	<input type="checkbox"/> \$100
<input type="checkbox"/> Dresser	<input type="checkbox"/> \$275
<input type="checkbox"/> Lamp	<input type="checkbox"/> \$80
<input type="checkbox"/> Large Furniture	<input type="checkbox"/> \$500 and up
<input type="checkbox"/> Light Fixture	<input type="checkbox"/> \$250
<input type="checkbox"/> Light Fixture Globe	<input type="checkbox"/> \$80
<input type="checkbox"/> Lock Core	<input type="checkbox"/> \$100
<input type="checkbox"/> Mattress	<input type="checkbox"/> \$200
<input type="checkbox"/> Medicine Cabinet	<input type="checkbox"/> \$200
<input type="checkbox"/> Mini-Blinds	<input type="checkbox"/> \$150
<input type="checkbox"/> Mirror	<input type="checkbox"/> \$80
<input type="checkbox"/> Paint (per wall/per coat)	<input type="checkbox"/> \$200
<input type="checkbox"/> Radiator Valve	<input type="checkbox"/> \$100
<input type="checkbox"/> Recycling Bin	<input type="checkbox"/> \$10
<input type="checkbox"/> Screen	<input type="checkbox"/> \$50-150
<input type="checkbox"/> Shower Curtain	<input type="checkbox"/> \$25
<input type="checkbox"/> Sink	<input type="checkbox"/> \$150 + labor
<input type="checkbox"/> Smoke Detector	<input type="checkbox"/> \$80
<input type="checkbox"/> Telephone Jack	<input type="checkbox"/> \$65
<input type="checkbox"/> Toilet	<input type="checkbox"/> \$250 + labor
<input type="checkbox"/> Towel Rack	<input type="checkbox"/> \$45
<input type="checkbox"/> Tub	<input type="checkbox"/> \$600 + labor
<input type="checkbox"/> Tub-Refinished	<input type="checkbox"/> \$500
<input type="checkbox"/> Wardrobe	<input type="checkbox"/> \$450
<input type="checkbox"/> Waste Basket	<input type="checkbox"/> \$10
<input type="checkbox"/> Window	<input type="checkbox"/> \$350 and up
<input type="checkbox"/> Window Lock	<input type="checkbox"/> \$50

Liability and Renter's Insurance

The College is not responsible or liable for student property loss of damage of any sort, including loss occurring due to situations beyond its control, in College programs or activities, or on College premises. The College is not responsible for theft or destruction of personal property. Lake Forest College does not provide insurance for personal belongings.

Students are responsible for ensuring the protection of property. It is strongly recommended that valuables be covered by homeowner's, renter's insurance, or, as applicable, auto insurance policy. Students must coordinate with roommates for the common protection of property, including through locking doors. In the event of damage by fire, water, steam, the elements, or other agents that renders a residence hall room unfit for occupancy, the College reserves the right to reassign the student to alternate College housing accommodations.

Residence Hall Policies

Violation of residence hall policies will result in referral of the student to the Lake Forest College conduct process and may result in disciplinary action.

Animals/Pets

Fish (defined as animals with fins and gills, living under water 24 hours a day) are the only pets permitted in the residence halls. Maximum tank size is 10 gallons. All other pets are strictly prohibited in all resident rooms or other residence hall public areas. Residents found in violation of this policy will be fined \$50 per day of violation. Immediate removal of the pet to an off-campus location is required. Animal Control officials will be contacted if the animal is not removed immediately. Violators will also be subject to disciplinary action.

Residents are restricted from feeding or leaving food outside the buildings for wildlife. This policy has been established to prevent an infestation of fleas and/or the presence of disease-carrying animals that may pose a danger to residents.

Appliances/Power Sources

Residents are warned against overloading the electrical circuits in their rooms. Each room carries a load of three to seven amps. Each stereo, television, or refrigerator draws approximately two amps. Rooms are not wired to permit the use of large electrical appliances. Residents should unplug appliances after use. Be sure to use appliances in open areas free from combustible items (e.g., paper, curtains, and clothes).

- Freestanding microwaves are prohibited in any resident room.
 - Microfridge units are allowed in all residence hall rooms.
 - Refrigerators larger than 4.6 cubic feet are prohibited.
- Coffeemakers are permitted. No other cooking appliances are permitted in the residence halls except in kitchen areas of McClure Hall, Moore Hall, and Cleveland-Young International Center.
 - Appliances with open heating coils, such as toasters, toaster ovens, hot plates, or single burner units are prohibited.
- Hot tubs and water beds are not permitted.
- Student-owned air conditioning units are prohibited in any resident room, including portable air conditioning units and window mounted units.
- Student-owned space heating units are prohibited in any resident room.
- Only UL approved three-prong grounded extension cords are permitted.
- Extension cords may not exceed six feet in length.
- Only one extension cord may be used per double outlet.
- Only one surge protector strip (with a 15-amp resettable circuit breaker) may be used per double outlet.
- Rewiring of resident rooms by non-College employees is prohibited.
- Radio or television antennae or cable/satellite dishes placed outside students' rooms are prohibited.

- Tampering with or removing electrical outlet or light switch covers is prohibited.
- Tampering with electrical wiring is prohibited.

Balconies, Hallways, Stairwells, Railings, and Roofs

- Balconies outside of Gregory, McClure, and Roberts may not be used as an extension of resident rooms for any reason.
- Balconies, hallways, and stairwells must be kept clear of trash and debris at all times. Residents are responsible for the balcony and hallway space immediately outside their room door.
- Stairwells and hallways should not be blocked at any time; this includes: trash, boxes, bicycles, shoes, and toiletry baskets/containers. Stairwell doors may not be propped open.
- Sitting, standing on, climbing, or hanging from a balcony, railing, or roof is prohibited.
- Clothing, bikes, banners, or signs may not be hung from balconies, roofs, stairwells, and/or windows.

Barbecue Grills

While using outdoor barbecue grills, College policies regarding noise/quiet hours, trash, and alcohol must be followed at all times. A College official may require a barbecue to end if guidelines are not followed.

- Fires may only be lit in a grill or Hibachi-type barbecue.
- Barbecue grills must be lit outdoors, at least 50 feet from any residence hall or building.
- Barbecues are prohibited after dark.
- Flammable accelerants (e.g., lighter fluid, pre-soaked charcoal, propane, gasoline) may not be stored in residence halls.
- Fires must be completely extinguished, and coals should be doused with water before being disposed of.

Bicycles/Motorcycles/Skateboards/Self-Propelled Scooters

Bicycles must be parked in assigned bike rack areas outside the residence halls. Bicycles must be registered at the Department of Public Safety.

- Bicycles may not to be stored in common areas of the residence halls (e.g., hallways, stairwells) where there are no bike racks.
- Bicycles should be locked to bike racks. Bicycles locked to anything other than the provided bike racks will be removed and turned over to the Department of Public Safety for collection.
- Motorcycles must be parked in approved parking spaces. They may not be parked anywhere else on campus.
- Skateboards, scooters, and/or in-line skates are not to be ridden or worn inside any buildings.
- Self-propelled scooters are banned from campus and may not be stored or used on campus property.

Between the spring semester and Summer Session, Facilities Management will post notices informing residents that if a bicycle is not registered with the Department of Public Safety and have a registration sticker on the bicycle, it will be considered abandoned and will be removed.

Candles/Incense

- Candles (even for decoration), incense, and potpourri burners are prohibited. Any candles found, regardless of whether they have been burned or not, will be confiscated and immediately thrown away.
- The burning of incense or use of potpourri burners is prohibited. Any incense or potpourri burners found will be confiscated and immediately thrown away.

Residents seeking to honor religious observations or cultural holidays with candles or incense should contact Residence Life at reslife@lakeforest.edu.

Cleanliness

Residents are expected to maintain their rooms, suites, or apartments in a clean and sanitary manner.

- Trash must be placed in designated bins/dumpsters and may not be left in hallways and/or on balconies. A fine will be assessed per bag for trash found in unauthorized areas (including bags of personal trash found in common area trash cans). Common Area Damage policies apply in these situations.
- In preparation for winter break and Summer Session, all trash, including perishable items in refrigerators, must be removed from resident rooms at the end of each semester.

Common Area Responsibility

Residents in the residence halls are jointly responsible for the care of common areas and residence hall property. Common areas are defined as those areas available for the use of all residents living in an apartment, wing/side, floor, or hall. Fines for damages (e.g., trash, littering, and vandalism) to common areas and property will be assessed and divided among residents of the community if the responsible person is not identified. The minimum fine or charge assessed will be \$5 per resident per semester.

Decorations

- Residents are encouraged to decorate their rooms in a manner of their choosing.
- All decorations must be removed at check-out.
- Dartboards and/or archery equipment are prohibited in residence halls.
- Decorations on the outside of room doors are encouraged but should be posted with consideration for community standards. Hallways and other public spaces are considered common, public areas. As such, residents are advised to balance their own desires for free expression with the community's sense of decorum and propriety. Campaign/political signage is not allowed.

- If a resident is asked to remove something from the outside of a door that has been deemed in violation of policy by a College official, the student is expected to comply.
- Residents may post decorations on their door without the fear of unwarranted interference or vandalism of any sort. Defacing a resident's door or door decorations is prohibited.
- Road Signs – Government issued road signs (e.g., stop signs, street signs) are prohibited in the residence halls.
- College property that has been stolen or removed without permission is prohibited in the residence halls. This includes but is not limited to signs, traffic cones, stanchions, wet floor signs, etc.
- Walls/Ceilings - Painting rooms in the residence halls is strictly prohibited. Wallpaper and borders are prohibited. Decorations should be guided by good sense. Blinds may not be removed from windows. Occupants are fully responsible for damages to their rooms. Nothing may be drilled, nailed, or screwed into the walls, ceilings, or floors. Residents are prohibited from filling any holes that may exist. Residents will be billed for damage to walls. Hanging items from ceilings is prohibited.
- Per Fire Safety Guidelines
 - Tapestries (cloth wall hangings) are not permitted to be attached to ceilings and may not cover more than 25% of the available wall space in a room
 - Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quad rooms in Gregory, McClure, and Roberts.

Elevators

The elevators in the residence halls are inspected yearly. Inspection certificates are kept on file.

- Tampering with or vandalizing elevators is prohibited.
- The use of elevators during general evacuation in a fire or severe weather emergency is prohibited.
- Emergency phones and alarms located in the elevators are to be used only in emergencies. Improper use will result in a fine.

Fire Safety

In case of a fire alarm, all residents must evacuate the building immediately and report to the location designated by Residence Life Staff. Residents are not to re-enter the building until instructed to do so by the Fire Department, a Public Safety Officer, or a member of the Residence Life staff. Residents refusing/failing to evacuate or return to the building before they are told to do so will be subject to disciplinary action and a fine.

Tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, sprinkler heads, fire evacuation stickers) is prohibited and will result in a fine and disciplinary action.

Stairwells and hallways should not be blocked at any time; this includes, but is not limited to, blocking stairwells with trash, boxes, or bicycles. Stairwell doors may not be propped.

Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

- The following are prohibited in residence halls, including lounges:
 - Storage of flammable materials (including charcoal and lighter fluids)
 - Storage of newspapers in large quantities
 - Storage of motor-driven vehicles
 - Storage that impedes access to rooms
 - Live cut trees
 - Storage of/discharging of fireworks
 - Halogen lamps
 - Candles (even for decoration), incense, and potpourri burners
 - Fog or smoke machines

Furniture and Lofts

- Furniture may not be stacked, except for a maximum of 2 bunked beds that are secured using bunking materials (e.g. bed pins, frame connectors, etc.) provided by the College.
- Residents must dismantle and remove any prohibited loft within 24 hours. Residents are responsible to set-up, dismantle, and return any loft in accordance with the terms of the contract with Bedloft.com. Residents found in violation of this policy and/or any contract signed with BedLoft.com may be assessed fines by Bedloft.com and/or the College and referred to the student conduct process.
- The use of other materials to elevate beds or other furniture is strictly prohibited, with the exception of standard bed risers (usually 5-8 inches in height, made of heavy plastic or rubber).
- Beds that have been bunked or lofted may not be placed adjacent to any window, door, or passageway so that they block or impede access, exit, or view to the room in case of emergency. The top of a lofted or bunked mattress must be at least 30 inches below the ceiling or sprinkler head.
- Beds may not block air flow from vents.
- Waterbeds are prohibited.
- Hot tubs are prohibited.
- College-owned furniture must remain in common areas. Residents found with common area furniture in their College-managed residence may be assessed a fine and/or referred to the student conduct process. Residents must return the furniture within 24 hours and may be responsible for any associated repair or replacement costs.
- Any costs associated with the repair or replacement of college owned common area furniture may be charged to the entire community if responsible person(s) cannot be identified.
- Residents are prohibited from placing furniture in foyers, hallways, or on balconies. Residents may not remove College owned furniture from their College-managed residence and must return the furniture in their College-managed residence to its original arrangement before checking out. The costs associated with missing or

damaged furniture at the time of checkout or College-managed residence inspection may be charged to the student responsible for the missing or damaged furniture.

Hall Sports

- Running is prohibited in the buildings.
- Bouncing, throwing, and/or kicking balls (and/or other objects) is prohibited in the residence halls.
- Wrestling and other forms of “horseplay” are prohibited.

Keys

A room key is issued to each resident at check-in. Residents should carry their keys at all times and lock their doors.

- Residents must return keys immediately upon checkout or reassignment and sign the appropriate key envelope.
- Residents must report any lost or stolen keys to the Residence Director. In the instance of lost keys, the lock will be re-cored and new keys will be issued to the resident(s) at the cost of the person responsible for the loss. This re-core fee will be assigned to the student account by Residence Life.
- Residents may not borrow keys from each other or loan keys to anyone.
- All keys issued to residents are the property of Lake Forest College and may not be duplicated.
- Unauthorized possession of keys will result in the confiscation of the key and possible restriction of the individual from the building.
 - A resident who requests access to their room by a Residence Life staff member or Public Safety Officer for a lock-out will be assessed a \$5 charge. This fine will be posted on the resident’s account and must be paid to the Business Office. Lost keys will be assessed a \$100 charge.

Lamps/Lighting

- The use or possession of halogen lamps in the residence halls is prohibited.
- Black or colored light bulbs may not be used in College-provided light fixtures.
- UL-approved holiday lights may be hung in the residence halls, but are to be plugged in only when the residents are present.
- Hallway/balcony lights may only be removed or replaced by Facilities Management personnel.

Littering

- Residents may not disperse litter in any form on College grounds or facilities. Litter includes: cigarette butts, flyers, cans, and bottles. A trash fine will be assessed for each incident of littering.

Locks/Doors

- Locks may not be tampered with in any way that interferes with the use of keys or prevents the locking/unlocking of doors.
- Locks may not be added on any doors in the unit, nor may they be changed or replaced. Slide locks and chain locks are prohibited.

Posters/Flyers in Residence Halls

- All student organizations wishing to post flyers in the residence halls may submit copies to the Office of Residence Life for distribution by the Residence Life staff in accordance with the following rules:
 - All posters, flyers, and banners must be approved by the Office of Residence Life. Each flyer must be stamped by the Office of Residence Life. Flyers (11 copies for one per building or 44 copies for one per floor) may be submitted to the Office of Residence Life at Rosemary House for approval and for posting by the residence hall staff. The Office of Residence Life reserves the right to deny approval of flyers/posters in residence halls. All flyers, posters, and banners not approved by Residence Life will be removed and recycled.
 - Flyers or posters advertising events and ideas may not make reference to alcohol or other drugs.
 - Removing flyers/posters solely because they oppose individual values/beliefs is prohibited.
 - Posters, flyers, or banners may not be placed on any exit doors, fire doors, or windows.
 - Posted materials must otherwise comply with College policies, including those relating to Posting.

Propped Doors

- To ensure the safety and security of all residents, propping or otherwise interfering with the closure of any exterior door is prohibited.
- Exterior doors must be kept closed and locked at all times. Propping doors will result in a fine to the responsible student. Residents of hallways or buildings with consistently propped doors will be charged as a community and fined collectively.

Quiet Hours and Courtesy Hours

Courtesy Hours

Courtesy Hours are in effect at all times. Residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends. Courtesy hours for all Residence Halls are in effect 24 hours a day, 7 days a week.

Quiet Hours

- Residents are responsible for monitoring their own noise levels and should ensure that their noise cannot be heard outside of their room.
- Residents are expected to turn down sound systems or discontinue noisy activity immediately if requested to do so by another resident or staff member at any time.
- Loud talking, music, or other disruptive activities in rooms, courtyards, balconies, lounges, stairwells, or lobby areas are prohibited.
- Stereos, radios, TVs, and other sound systems should not be played so loudly that they are heard outside of the resident's room. TVs, stereos, and alarm clocks should be turned off before leaving the room.
- Speakers may not be placed in windows.

Quiet Hours are as follows:

- Sunday through Thursday nights: 10:00 p.m. to 8:00 a.m. the following morning
- Friday and Saturday nights: 2:00 a.m. to 8:00 a.m. the following morning

Residents of each hall may vote to further limit quiet hours during the beginning of each semester; however, the quiet hours may not be less restrictive than those listed above.

During exam week, 22-hour quiet hours will be enforced in all residence halls starting at 8:00 p.m. on the last day of classes and extending through the end of hall closing for winter break (at end of Fall semester) and the end of graduating seniors' Hall Closing (at the end of Spring semester). From 6:00 p.m. to 8:00 p.m. daily, courtesy hours are in effect. Students are still expected to demonstrate a respectful volume; however, these are the hours in which furniture can be moved, lofts may be disassembled, etc.

Solicitation

Soliciting of funds, commercial advertising, or sales and distribution of commercial items in the residence halls must be approved in advance by the Office of Residence Life. Generally, soliciting must be sponsored by a College-recognized organization, and individuals engaged in the solicitation must be current students.

Windows and Screens

- Windows may not be used as an entrance or exit to rooms.
- Signs, pictures, banners, empty bottles, and similar objects may not be displayed in windows so that they block or impede access, exit, or view to the room in case of emergency. This is to ensure the health and safety of residents and rescue personnel.
- The removal or vandalism of window screens is prohibited. There will be a fine for removing a window screen. Replacement of damaged or missing screens will be at the expense of the resident.
- Windows in air-conditioned buildings are secured to prevent being opened. Removal of window stops is a policy violation.

Visitation/Guest/Hosting Policy

Non-Student Guests

- All non-student guests must be registered in the Student Housing Portal. First, a new guest must register themselves through a form on the Portal, and next the student must use the Portal to create a Guest Pass. This information is then reported out to Residence Life and Public Safety staff. Guests with cars can find additional information about guest parking in the Campus Parking Section.
- Guests may be registered for up to 72 hours per month in total, regardless of the number of hosts. Guests who attempt to register for more than 72 hours per month may be subject to a ban from campus. Any guest who is not registered is subject to arrest for trespassing. Any resident hosting a guest without registering them is subject to disciplinary action. Residents are responsible for the behavior of their guests at all times.
- You and your roommate(s) must agree to all visitations.
- Residents are not permitted to share, sublease, or allow the use of any assigned space to another person.
- At any time, disruptive guests may be asked to leave the building or leave campus. Failure to do so will result in disciplinary action for the guest as well as the host and the possible issuance of a trespass notice.
- Residents are responsible for the behavior of their guests at all times. This includes any and all Lake Forest College students who are present in the room.
- Residents must use their keys and/or identification cards to enter the building.
- Guests are to be met at the door by the resident they are visiting.
- Guests are expected to abide by the same College and residence hall policies as the residents. Should a violation occur, the host of the guest will be held accountable, disciplinary action may be taken, the guest may be asked to leave, and a trespass notice may be issued.

Student Guests

- Residents are responsible for the behavior of their Lake Forest College student guests at all times.
- After they have officially checked out of their rooms, students may not remain on campus as guests of other students who have not yet checked out.

Cohabitation

Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that room or apartment as if they were a resident of that space. Cohabitation is not permitted in college-owned residences.

Examples of this may include, but are not limited to, accessing the room or apartment while the assigned occupants are not present, utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and other personal belongings in the residence hall or apartment, sleeping overnight in the room/space on a regular basis, and using the bathroom and shower facilities as if they lived in that residence.

Residence Hall Community Involvement

Residence Hall Programs and Activities

The Residence Life staff, as well as the Gates Center for Leadership and Personal Growth for Leadership and Personal Growth, the Office of Intercultural Relations, the Health and Wellness Center, and our several student organizations, offer many opportunities for students to participate in leadership, service learning, and governance across campus. The Residence Life staff offers programs and activities that address the needs of each residence hall community. Residents are encouraged to take an active interest in the community life of their residence hall by assisting RAs in planning community-wide activities.

Residence Life Student Leadership Opportunities

Resident Assistants (RAs) work with other students and other residence hall staff members to facilitate and develop a community environment within the residence hall that contributes to the intellectual, social, and cultural growth of residents and meets their educational, social, and safety needs. The RA upholds and presents the philosophy and policies of Lake Forest College. Additionally, the RA acts as a liaison between residents and College administrators. RAs strive to develop an inclusive, creative, and dynamic community that engages students in the pursuit of intellectual and artistic excellence, fosters personal and professional development, and provides opportunities to explore and realize their individual potentials. Applications for RA positions are available at the end of the fall semester and beginning of the spring semester, or as positions become available.

Community Room Reservations

Certain community rooms, kitchens, and lounges may be reserved directly through the Residence Director that oversees that space. These include:

- Lois Durand Hall (1st Floor Lounge)
- Nollen Hall (3rd Floor Community Room)
- Deerpath Hall (Abbott Common Room and T.V. Lounge)
- Blackstone Hall (Basement Lounge)
- Moore Hall Multipurpose Room
- Cleveland–Young International Center (1st Floor Lounge and Kitchen)

All other kitchens, lounges, and common spaces operate on a first-come first-served basis.

Revisions

This Residence Life Handbook replaces any previous Residence Life Handbook. The Director of Residence Life will regularly review and update this Handbook. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. If governing laws or regulations change, or court decisions alter, the requirements in a way that impacts this document, this document will be construed to comply with the most recent governing laws, regulations, or court holdings. This document does not create legally

enforceable protections beyond the protections of the background federal and state laws that frame such policies and codes, generally.

Last updated: 8/5/24