

Housing Handbook

2024-2025

Avila University
Residential Life & Housing

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FROM THE OFFICE OF RESIDENTIAL LIFE & HOUSING

At Avila University, our mission is to build learning-centered communities where each individual is supported, respected, and valued. In the spirit of serving the dear neighbor without distinction, we strive to create a living environment that fosters personal growth and development for all members of our community.

Our residence halls are more than just a place to live - they are spaces where we come together to learn from one another, to share our diverse perspectives, and to grow as individuals. We believe that every person brings unique gifts and experiences that enrich our community, and it is through our interactions with one another that we build understanding, empathy, and respect.

In our commitment to fostering a supportive and inclusive environment, we encourage everyone to approach their daily lives with kindness, curiosity, and a genuine desire to learn from others. By respecting and honoring the differences among us we, we not only strengthen our community but also contribute to each other's personal and academic journeys.

As a part of our dedication to the principles of free exchange and open inquiry, we support the right of every individual to express their thoughts and ideas. However, we also recognize the importance of creating a community where all members feel safe and valued. We must work together to ensure that our actions reflect our commitment to these values, promoting a culture of respect and understanding.

Bigotry, hate, and discrimination have no place in our Residential Life & Housing community. We stand against any form of harassment, intimidation, or violence, and we hold ourselves accountable for creating an environment where everyone can thrive. By embracing our shared responsibility to support and uplift one another, we can build a community that truly reflects our mission. We have chosen to be part of the Avila University residence hall community because we believe in these principles.

We urge you to read through this handbook. It will acquaint you with the Office of Residential Life & Housing and our services. It will also provide details on the policies and procedures that govern community life in the halls. These standards and expectations foster strong communities and individual responsibility and are based on the input and guidance from faculty, staff, and students. We hope you have a great year!

MISSION

Building learning-centered communities through individual support and respect. Fostering personal growth and development while serving the dear neighbor without distinction.

GOALS

- To promote a culture of respect and inclusion through programs and initiatives that ensure that every member of the community feels valued and heard
- To foster personal and academic growth through resources and connection with campus and community partnerships
- To build a supportive and safe community environment through accountability and ownership
- To serve the dear neighbor without distinction by engaging residents in community service and outreach initiatives that embody the value of serving others regardless of background or belief

RIGHTS AND RESPONSIBILITIES

Residents in Avila University residential housing communities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Residential Life & Housing staff educate residents about these rights and responsibilities associated with community living and use them as a guide in making decisions about resident engagement.

AVILA UNIVERSITY STUDENT RIGHTS

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To access facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established policies and procedures as established by Avila University Residential Life & Housing, Avila University, and state and federal laws and guidelines.
- To expect enforcement of the housing agreement/contract and Housing Handbook.
- To have direct access to staff who provide assistance, guidance, and support as needed.

- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, gender, gender identity, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies.
- To express themselves individually or by association with groups.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

AVILA UNIVERSITY STUDENT RESPONSIBILITIES

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, university officials, or fellow residents.
- To meet payment schedules for required housing fees.
- To monitor and accept responsibility for the behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others.
- To respect the diverse backgrounds and interests of others.
- To treat others in a civil manner and manage conflict in healthy and constructive ways.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in accountability processes to determine appropriate standards of behavior.
- To permit immediate access to their room when Avila University Residential Life & Housing reasonably believes there to be an emergency or imminent life, health, or safety issue that requires prompt attention.

MEET THE STAFF

Graduate Assistants (GAs): Graduate Assistants are graduate student staff who live in residential communities. It is their responsibility to help manage the halls, train and supervise resident assistants, enforce community standards and expectations, and coordinate programming.

Resident Assistants (RAs): Resident Assistants are assigned to each residential community. These students have been carefully selected and trained to coordinate and assist a floor or a wing of the residential community. They are an excellent source of information regarding both personal and college-related matters. The RAs are responsible for creating floor community, providing a variety of social and developmental programming, and enforcing policies and procedures. The RA is a personal liaison between the university community and the residential students. If a student has a problem or question, the RA is here to help.

HOUSING INFORMATION

AU RESIDENCY POLICY

Avila University requires that all full-time freshmen and sophomore students live in the residence halls for their first four academic-year semesters on campus and purchase a meal plan each year. Prior to signing the contract, exceptions to the policy will normally be granted where any of the following circumstances exist:

- student lives at home with parents or legal guardians and is commuting (within 40 miles of the Avila University campus)
- student is married and living with their spouse and/or has dependents in their care
- student is 21 years of age or older
- student is a transfer student and is transferring 24 hours of credit or more (concurrent enrollment credits, earned while in high school, do not apply).

CONTRACT

The contract you signed is a legally binding document. Both parties have rights, responsibilities, and obligations detailed in the contract. Read the contract carefully to familiarize yourself with the terms and conditions.

Contract Life: A residence hall contract becomes effective upon the receipt and acceptance of the completed, signed contract with the application fee. Only annual (2024-2025) contracts are available.

Contract Release: Unless you are required by the Avila University residency policy (see above) to live in a residence hall and purchase a meal contract, you may be released from your housing contract up until the last day the university provides 50% fee refund of tuition and fees. See the academic calendar for these dates. A \$200.00 cancellation fee will be applied to those seeking to terminate their contract before it is completed. In addition to the cancellation fee, the leaseholder is responsible for charges accrued during time of occupancy. Exceptions to the cancellation fee are strictly limited to students who graduate, our student teaching, or leave campus for training authorized through an academic department. In all cases, students must fill out a cancellation request form available in the Residential Life & Housing office.

Students who are required to live in the residence halls and purchase meal plans but feel they should be considered for exception must fill out an off-campus request form. Requests may be granted if a student is suddenly faced with significant, unforeseen circumstances that profoundly affect the student's ability to meet their contractual obligations or the student cannot be accommodated by the residence halls.

Residential Life & Housing staff will work with students to accommodate them and solve any in-hall problems. Contract releases are not a quick solution for in-hall problems and will not be the first course of action.

DAMAGE DEPOSIT

The Housing Damage Deposit is a refundable sum of \$300 paid by students as part of the housing application process. It serves as a financial safeguard to cover any potential damage that may occur during

the student's residency in university housing. To clarify, this is a one-time fee and will not be a part of the returning housing application moving forward. This fee is tacked on to your bill and paid with your tuition and fees.

ROOM CHANGES

No room changes are allowed for the first or last four weeks of each semester. Room change requests will be accepted starting on the first school day two weeks following the first day of classes. If you are not getting along with your roommate, see your RA who can help with the mediation process. All parties can refer to the roommate contract that was completed within the first few days of living together. Your RA will speak with you about your options. **Note: RAs cannot approve room changes. This is a process that must be completed with the professional housing staff. The move must be approved by professional staff prior to moving. Room changes may be denied due to availability. Room changes must be requested by the designated date set forth by the Residential Life & Housing office.**

MEAL PLANS

Dining service is provided by Great Western Dining, and they are dedicated to providing quality campus dining. In addition to the housing contract, a meal plan is required while residing in university housing. During the 2024-2025 academic year, the following meal plans will be offered:

All students residing in Carondelet Hall, Ridgway Hall, and Wiley Hall have the choice between two meal plans: 19 meals per week & \$75 Eagle Bucks or 14 meals per week & \$75 Eagle Bucks. All students residing in Thompson Hall or Villa Ventura have an additional meal plan option: 7 meals per week & \$75 Eagle Bucks.

Eagle bucks can be utilized at subway, Eagles nest, and the dining hall if you run out of meals per week. You will be charged for semester, and you will have the first week of classes to make changes to your plan. After this date, you may increase your meal plan but not decrease your meal plan.

Food allergies? *Dietary concerns can also be addressed with our Chef on campus.* Regular vegetarian meals, and gluten-free options are always available and other needs can be addressed with Chef.

For those students who are traveling internationally to Avila, Avila University aims to provide dining options that meet the needs of our diverse international student population. The cafeteria regularly offers dishes from American cuisine as well as foods commonly eaten in countries represented within the student body, such as India, Nepal and Bangladesh.

AMENITIES & SERVICES

COOKING AREAS

For your convenience, kitchens are available in some residence halls. Pots, pans, and other cooking utensils are not provided, and the student will be responsible for providing these items. Residents are responsible for cleaning up after themselves.

LAUNDRY ROOMS

Washers and dryers are provided for residents' use in a designated area of each complex. Common courtesy should be used by all residents since many people share these machines. Students will need to download the Pay Range App to use the washers and Dryers on campus. Washers are \$2.00 per load and Dryers are \$1.75 per load. Neither the hall nor the University is responsible for damaged or lost items. If a machine is out of order, please report it through the pay range app or a maintenance request. Students caught tampering with the machines will be referred to the Director of Residence Life for disciplinary action.

MAIL & PACKAGES

Mail is delivered to the campus bookstore in the Marian Center. Students will receive an email when there is something to pick up. Please use the following address for mail and packages:

YOUR NAME
11900 Wornall Rd., BUILDING & ROOM NUMBER
Kansas City, MO 64145

COMMUNITY POLICIES AND EXPECTATIONS

AIR QUALITY & HEALTHY LIVING

Maintaining indoor air quality and healthy living conditions and residence halls with an ever-changing temperature and humidity levels experienced in the Midwest calls for a cooperative effort between students and staff. Unlike most homes, residence halls are heated and cooled using a variety of systems including circulated hot and cold-water system in some buildings and individualized air conditioning units. While these systems are great for residence halls because each room is independently vented (rooms conditions do not impact others), it does not remove humidity or circulated air through the facility. Also, the heat slash cool system is centralized and can function in only one mode at a time (heat or AC).

Here are a few important housekeeping and room maintenance rules that must be followed to reduce humid conditions and prevent mildew or mold from forming.

- Limit the amount of clothing and personal items that you bring.
- All residence halls were recently renovated and include a bed, desk, chair, mattress, chest, and wardrobe for each student. Additional furniture is prohibited.
- Avoid placing items in front of the HVAC air units as it prevents airflow.
- keep a fan running in the room to help with air circulation. Moving air will help prevent moisture from forming. We strongly recommend you bring a fan.
- Watch for condensation on and around windows and windowsills. Keep these areas dry.

- Additional window coverings or blackout curtains are not permitted.
- Do not leave damp clothes, towels, shoes, or other items lying around that can form mildew. Keep items dry. Clean assigned space weekly to get rid of dust, dirt, and trash. Wipe down surfaces with antibacterial wipes or sprays. Clean up water immediately.
- Periodic health and safety checks will be performed during the academic year. All students are required to cooperate. Failure to comply can result in disciplinary actions.

ALCOHOL & CONTROLLED SUBSTANCES

ALCOHOL

- Consumption, possession, manufacturing, or distribution of alcoholic beverages not specifically permitted within the University's Alcohol Policy. (NOTE: Possession could mean knowingly in the presence of alcohol)
- Large quantities/common sources of alcohol are not permitted. A common source is defined as a quantity of alcohol that provides alcohol for more than one person. A common source includes, but is not limited to: kegs, party balls, pony kegs, liquor containers greater than one pint, or beer in excess of one six-pack. Therefore, each room with individuals of legal drinking age is limited to having only one of the following in their residence: one six-pack of beer, or one four-pack of wine coolers or other similar beverage, or one pint of alcohol, or one bottle of wine.
- Empty Alcohol Containers: Possession of any empty container in which alcohol has been sold, carried, served, or consumed is not permitted within the residence halls. Containers repurposed or designed solely for decorative use are also not permitted. Violations of this policy will receive sanctions consistent with those assigned to violations of the University's Alcohol Policy.

CONTROLLED SUBSTANCES

Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. (NOTE: Possession could mean knowingly in the presence of controlled substances)

Possession or knowingly in the presence of drug paraphernalia. Paraphernalia includes any items used in conjunction with controlled substance use and/or ingestion and includes any items used to mask the use or possession of controlled substances

For more information, refer to the complete Drug and Alcohol Policy in the [Avila University Student Handbook](#).

Those seeking help with alcohol or drug problems may receive confidential assistance from the [Counseling Services](#).

BATHROOMS

There are two different types of residential restroom facilities, and each has their own specific expectations. Please review the information below carefully for any areas in which you will be

spending time. If you have any questions, please ask a staff member in your building for clarification.

- Suite Bathrooms – Thompson Hall and Wylie Hall: these restrooms are considered private restrooms and may be used by anyone at the discretion of all residents of the space. Cleaning and maintaining these facilities are the responsibility of the residents of the space.
- Traditional Community Bathrooms – Ridgway Hall and Carondelet Hall: these restrooms are considered public, gender designated bathrooms that will be labeled. These facilities will be cleaned once per business day and will be closed for approximately an hour for that cleaning. Residents or guests may not enter a restroom that is closed for cleaning and must utilize an alternative location within the building. Large public-use trash bins will not be provided in these spaces to prevent misuse and trash accumulation.

CANDLES, INCENSE, OPEN FLAMES, AND OTHER FIRE HAZARDS

No open flames, candles, candle warmers, and wax warmers (including but not limited to Scentsy's and hot plates) of any type are allowed in the residence halls. Halogen lamps and the burning of incense is also strictly prohibited in University residence halls. Items that cause fire alarms to sound may be asked to be removed. Items include, but are not limited to: hair dryers, curling irons, diffusers, and humidifiers.

CLEANING

It is the responsibility of all residents to keep their assigned living areas neat and free of any hazard to sanitation of congenial group living. An unclean room or assigned bathroom or misuse of furnishings may result in a fine and/or charge for maintenance service and disciplinary action.

Dishes and other personal items left in common areas (i.e., ironing rooms, bathrooms, etc.) will be considered abandoned property. See the Student Belongings section of this handbook and review the Abandoned Items policy information.

DAMAGES OR LOSSES

The Housing Damage Deposit is a refundable sum of \$300 paid by students as part of the housing application process. It serves as a financial safeguard to cover any potential damage that may occur during the student's residency in university housing. To clarify, this is a one-time fee and will not be a part of the returning housing application moving forward. This fee is tacked on to your bill and paid with your tuition and fees.

A full list of damage charges is listed within this document.

Student Rooms

Residents of each room, suite, and apartment are responsible for keeping the premises and its contents in good order and free from damage both by themselves and their guests. Each resident understands and agrees that they are responsible for the replacement cost for any damage that may occur to the room and/or its contents.

Common Areas

All residents within the same community shall be jointly liable and responsible for the full cost of repair of damages to any common areas within the residence or community unless the individual(s) who caused the damage can be identified. Excessive levels of damage or vandalism may result in disciplinary action which may include relocation or the termination of the housing contract without financial release.

COMPLICITY

A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of these policies and regulations. A student who has knowledge of another committing or attempting to commit a violation of these policies and/or regulations is required to report the incident or remove him or herself from the situation. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit.

COOKING

Due to sanitation, health, and safety, general cooking and food preparation in the residence halls is permitted only in designated areas (excludes Thompson Hall and Villa Ventura). (see Cooking Areas below) Residents are, however, permitted to have and use popcorn poppers, coffee makers, and microwaves in their rooms. (see Student Belongings for specifications) Dishes and other personal items left in any common area outside the room/suite/apartment will be considered and treated as abandoned property. (see Abandoned Property in the Student Belongings section)

DISHONESTY/FAILURE TO COMPLY

DISRUPTIVE OR DANGEROUS BEHAVIOR

Engages in conduct that:

- Creates a hazardous or physically offensive condition;
- Causes a reasonable person to fear for their safety or the safety of another;
- Disrupts or tends to disrupt teaching, research, administration, disciplinary proceedings, or other University activities on- or off- University premises.

FIRE SAFETY

Every resident or guest present in a residence hall when the fire alarm sounds (a false pull or an actual fire) must evacuate the building immediately. During an evacuation, residents and guests need to follow fire safety procedures for each particular building (explained to residents during first floor meetings and posted in each hall) and should report to the appropriate area until the housing staff gives permission to return to the building. Residents who tamper with fire safety equipment or who choose not to evacuate during a fire alarm will be subject to disciplinary action, a minimum \$100 fine. Residents are responsible for the actions and evacuation of their guests.

FURNITURE

Residents are provided with a bedframe, XL Twin mattress, desk and desk chair, and depending on the building a wardrobe and/or chest of drawers. It is strongly recommended that residents not bring additional furniture to avoid air flow issues and clutter. Mattresses are provided and outside mattresses are not allowed.

GUESTS

Guests are a privilege for residents living in on-campus housing. Any person(s) who is not a contractual occupant of the specific living area is considered a guest, this includes all non-students, students who live off campus, or students who live in different on-campus building or floor. Each hall allows 24-hour visitation and requires that every guest be escorted at all times. An escorted guest is in the physical presence of their resident-host from the time they enter the building until they leave the building. In order to provide a secure environment protecting our communities, the following protocols and procedures are established pertaining to all residents in respect to hosting guests:

- Guests must be escorted by the resident host at all times. Only a resident of the community can serve as the host. For example, a guest may be escorted in the first-floor lounge or in a communal rec-room/lounge by any resident of that building, however, to be in the residential area of the second floor, that guest must be escorted by a member of the second floor community.
- Unescorted, non-student guests will be required to leave the building and may be given a trespass warning. Unescorted student guests will face disciplinary action through the Student Accountability Process.
- Guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guest. Guests not observing University or Residential Life policies may be escorted from the building and restricted from further future access. Residents may be subject to disciplinary action for the inappropriate behavior of their guest(s).
- A resident may host a guest in their residence room/unit only with prior expressed consent of all roommates.
- Guests who are minors (younger than 18 years old) must be accompanied by their legal guardian at all times.
- Overnight guests may not stay more than five nights in a 30-day period, per guest. Overnight guests must be at least 18 years of age unless approved by the Assistant Dean for Residential Life & Housing.

HARASSMENT

Engaging in behavior that is sufficiently severe, pervasive, and objectively offensive to a degree that it interferes with a reasonable person's ability to work, learn, live, or participate in or benefit from the services, activities, or privileges provided by the University.

KEYS

Room keys for residence hall entry are issued to each resident upon arrival. Should a key or key card be lost, the resident will be charged a replacement fee to cover the cost of key and core replacement. Key replacement is \$25 and a recore (required if keys are lost) is \$100. Broken keys will also result in a charge, but only to replace the key as long as all pieces of the damaged key is returned. Missing keys should be reported to your RA immediately. Residents failing to return their keys and at the time of check-out will be charged the replacement fee.

Do not ask housing staff to let someone else into your residence. Loaning of your housing keys and/or the duplication or unauthorized use of any university key is prohibited.

LOCKOUTS

Residents are strongly encouraged to lock their doors each time they leave their residence. Residents are expected to carry their room keys with them at all times. Occasional need for assistance is acceptable and providing limited assistance in this area is within the expectations of the Residential Life & Housing staff. Housing staff will record the number of incidences which a student has requested lockout assistance. Upon receiving lockout assistance for the third time in the year, the student will be issued a warning letter from housing staff. Upon the fourth through six lockout the student will be assessed a \$25 charge each time. Upon the 7th lockout and each additional lockout, the charge will be an increase to \$50. The student may be asked to meet with the Residential Life & Housing staff to discuss the nature of their lockouts and if it's believed that the safety and security of the residential community or student may be in jeopardy.

PESTS

Pest control is handled by Avila maintenance staff. Students should report concerns about pests as soon as possible to their RA and/or the Residential Life & Housing office.

PETS & SUPPORT ANIMALS

No pets are permitted within the residence halls except for fish. Aquariums for fish must not exceed 10 gallons.

Service Animals & Emotional Support Animals

- A Service Animal is trained to assist with specific activities and/or sense physical or psychological distress for a person with a disability.
- An Emotional Support Animal is a living accommodation for a psychological condition as prescribed by a health professional. To begin the process and provide supporting documentation from your health professional, please email or Director of Student Access at Daniel.Weigel@Avila.edu.

Unapproved pets or animals are not allowed in any of the residential life facilities due to concerns for the health, safety, and sanitation of both the residents of our facilities and the animal itself. In

accordance with this practice, any unapproved pet or animal must be removed within 24 hours. Residents not in compliance with these standards will be subject to disciplinary action.

With an Emotional Support Animal, there are expectations of cleanliness and any impact on the community on noise, cleanliness, and general animal management. Accommodation approval for an Emotional Support Animal may be rescinded if the animal is not cared-for, if the animal causes damage to a residence, or if the animal has a negative impact on the community.

POSTING IN HALLS

Bulletin boards for official notices approved by the Office of Residential Life & Housing are available in each residential community. All posting is to be done by the Residential Life staff. If not approved and posted by Residential Life staff, the sign will be removed. Materials posted on wood surfaces, windows, stairwells, hall-side of room doors, or doors, will be removed without notice.

Residents who wish to post something on the boards within the halls should contact the Assistant Dean for Residential Life & Housing for approval. Items posted without approval will be removed.

PARKING: RESIDENCE HALLS

Residential Life fully supports University parking policies daenforced by Campus Security. It is each student's responsibility to review and follow all of Avila University's parking policies. For complete information, please see the Avila University parking policies on the [Camus Safety Policies Page](#)

QUIET/COURTESY HOURS

Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living. The enforcement of quiet hours is the responsibility of each resident, with assistance from Residential Life staff as needed. Quiets hours are:

- Sunday - Thursday: 10PM - 8AM.
- Friday & Saturday: Midnight - 10AM.

Courtesy hours are in effect throughout the residence halls 24 hours a day. Therefore, noise (i.e., stereos, radio, TVs, musical instruments, and voices) must be maintained at levels that will not interfere with the study or sleep of other residents. If a person is making too much noise for you to sleep or study, please ask the person to turn down the volume. If the noise continues, contact your RA for assistance. **To help promote an intense study period such as finals week, there will be 24-hour quiet hours in effect.**

ROOFTOPS

Students are not allowed on the roof of any residence hall because of safety and building regulations.

ROOM ENTRY

It is the University's intention to ensure privacy in students' premises. The University reserves the right to enter student premises at any time for the purposes of inspecting the premises to determine whether a condition exists that may present a risk to the health or safety of the occupants or others in the student residential community. Additionally, the University reserves the right to enter student premises when an authorized agent of the University has reasonable belief, including but not limited to the following: an occupant of the room may be physically harmed or endangered, the University's property is damaged, a law or University policy is being violated, or maintenance and/or repair is necessary. If practical, the University will not enter a student's room unless accompanied by the student or a second authorized representative of the University.

SIGNS, PICTURES & POSTERS

Residential Life reserves the right to require any display, decoration, image or writing visible from outside the student's room be removed. Specifically, this applies to windows and doors.

Decorations, policy signs, and other postings created or displayed by hall staff in public areas are to remain in public areas. Removing, tampering, damaging, or taking any of these items is a violation of this policy.

SMOKING

The Avila University campus is entirely smoke-free, this includes the residence halls and their grounds. Additionally, Residential Life prohibits the use of a number of smoking alternatives anywhere within the residence halls. These include but are not limited to vaping & electronic cigarettes.

SOLICITATION

Door to door solicitation of products, services, or recruitment activities within the residential communities is prohibited. Conducting any enterprise for profit or charity on housing property is prohibited and will be subject to prosecution unless approved by the Assistant Dean for Residential Life & Housing. This includes, but is not limited to, solicitation/sales/recruitment within resident rooms/apartments, common areas (such as floor lounges and lobbies), and entry areas (inside and outside) of the halls.

- If the vendor is sponsored by an officially recognized campus organization (Student Senate, A-Team, RHA, etc.), or a not-for-profit organization approval for a booth or display area may be made by contacting the Assistant Dean for Residential Life & Housing. Approval for such projects must be made through this office prior to the event, and all posters/signs advertising the event are subject to the same approval and posting guidelines outlined above.

STORAGE

Residential Life & Housing does not provide storage for any room furnishings or personal items of residential students. Summer storage is also not provided. No additional seating furniture or mattresses are allowed in the residence halls. Items stored in public locations will be removed and discarded.

THEFT & VANDALISM

To ensure the safeguarding of possessions, the University provides locks on room, suite, and apartment doors. Keys are provided to each resident. All residents are urged to keep their room/apartment doors locked. In the event of theft or vandalism, the resident should notify their RA and contact Campus Security. The University is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance.

TRASH/RECYCLING REMOVAL

We want to keep our community looking its best, so we request that you help us by placing your trash and recycling in the proper locations. Do not place trash in other areas of the building (i.e. restrooms, lounges, hallways, outside, etc.) Residents are responsible for taking their trash and recyclables to the receptacles outside of their buildings. Residents are also responsible for keeping the inside of the building, lawn, and sidewalks free from litter at all times. Residents who choose to dispose of their trash and recycling improperly will be subject to fines and possible disciplinary action.

There is a designated “dumpster” area outside of each building where you are to take your trash and recycling. Do not place large items in or around the dumpsters. The small trash cans outside are for small pieces of trash such as candy wrappers, pop cups, sticks, etc., not for removal of trash from your room or apartment.

UTILITY SERVICES

Tampering with utilities or other building services (network, Ethernet, phone, etc.) distribution boxes, equipment closets, meters, thermostats (including sensors), and other related equipment is considered a criminal offense.

LIVING SPACES

DECORATIONS & WALL CARE

Lightweight pictures may be hung on walls with a small tack, finishing nails, or a needle in the picture molding. Adhesive tape, picture hangers, or screws should not be used. Residents should not use Scotch tape or other adhesives on the walls, as these products leave marks, which can neither be removed nor covered with paint. ~~Poster tack or 3M Command Strips are prohibited as they will damage walls.~~

Residents are not allowed to put holes in the wall (beyond what is mentioned above by tacks or finishing nails). Do not attempt to fill nail holes or patch nail holes. This leaves splotchy marks on the walls, which requires you to be charged for re-painting. The walls should be gently wiped with a damp cloth, when necessary, because of dirt or marks. Be careful not to wash off the paint.

Do not insert hooks in the ceiling or attach anything to doors, cupboards, or wood trim.

HOLIDAY DECORATIONS

If residents decorate their rooms or floors for the holidays, these guidelines must be followed:

- All materials used (i.e., paper, foil, etc.) must be flame resistant.
- Trees and other greenery must be artificial.
- Lights must be UL-approved and of low wattage, only miniatures.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered and exits must not be blocked.
- All decorations are to be removed within one week following the holiday or prior to the last day of the semester, whichever occurs first.
- No candles, or any open flame, may be used in any floor or room decoration.

LOFTS

Room alterations such as bunk beds and lofts are permitted and must be approved by the residential staff. All furniture must remain in the residents' room. There is no storage available. If lofts are built, the bed springs should be incorporated into the loft and the bed ends must be stored in the room.

MAINTENANCE/REPAIR REQUESTS

All replacements and repairs are to be made by the University employees only. Those repairs necessary because of abuse, carelessness, negligence, or alterations by the resident will be charged to the resident.

Maintenance requests or other room concerns (e.g., broken heater, problem with the lock, bugs) should be reported via a [maintenance request](#) in a timely manner. For emergency repairs, please contact a member of the housing staff. If repairs are not completed to your satisfaction (within two weeks for regular repairs or within two days for emergencies), notify your RA or notify the Residential Life office at generalresidencelife@avila.edu. It will be helpful if you report maintenance problems early and with as much detail as possible.

If the problem is severe (such as a door cannot be locked, an overflowing sink, or other damaging/potentially unsafe conditions) and it is an evening or weekend, contact the RA on duty or Campus Safety immediately.

FVA: Utility/Furnace Closets

- Utility/furnace closets are located in Thompson and Wylie Suites. Do not block these doors. Occasionally, it is necessary for university staff to go into these closets to service the furnace or hot water heater at unpredictable times, and the University will not accept responsibility for damages to your personal property if they must move anything to access these utility closets.

PTAC Units (Air Conditioning and Heating Air Units)

ROOM ALTERATIONS

- No university-owned furniture or equipment may be removed from the room/apartment.
- Removal of University permanently affixed furniture is prohibited (i.e. closets, shelving) and the permanent installation of items (i.e. shelving) is prohibited.
- All modifications must be free-standing (not fastened to walls or ceiling or resting on university furnishings).
- The modification must not restrict exiting from any portion of the room/apartment or be a safety hazard to persons walking around the room/apartment.
- The modification must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics, carpeting applied anywhere except as a floor covering and flammable plastics such as Styrofoam.
- Modifications must not block the heating or cooling system or require the removal or remodeling of electrical fixtures or outlets.
- Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.
- Painting and wallpapering (borders included) is strictly prohibited. Painting is done on a rotating basis by university coordinated painters using only University approved paint. Adhesive contact paper should not be used on shelves. Nonstick shelving paper is acceptable. Bathtub decals are not permitted.

USE OF UNIVERSITY PROPERTY

Items belonging to the University (i.e., couches, lounge chairs, lamps, outdoor furniture, hall decorations, policy signs, and pictures, etc.) are not allowed in resident rooms. University property other than furnishings assigned to the resident's room/apartment will be removed, and students will be referred for disciplinary action.

WINDOWS/WINDOW SCREENS/COVERINGS

- Screens are not to be removed. Removal or damage to a room screen is subject to a minimum \$25 fine in addition to the costs associated with rectifying the problem. Anyone entering or exiting a building via a window or found throwing an article out of a window is subject to a minimum \$50 fine.
- Curtains are allowed in resident rooms. Only hardware that does not damage the wall (i.e. holes for screws, etc.) is permitted. Tension rods are frequently used.
- If you remove the window coverings (mini blinds, where provided), you must re-hang them properly and in good condition prior to your check-out. The University will be responsible for the cleaning or replacement of the coverings after you vacate your room/ apartment.

STUDENT BELONGINGS

ABANDONED PROPERTY

Any property in the Avila University residence halls is considered abandoned following the last day of official occupancy. Any such property may be stored, at the convenience of the University, for a period of 30 days before final disposition. Residents wishing to claim property that has been

left behind may be charged a storage fee. The University will assume no responsibility for items that are abandoned.

APPLIANCES

Any appliances with exposed heating elements are strictly prohibited (Except in Thompson Hall and Villa Ventura Suites). This includes toasters and toaster ovens. Induction cookers – as they do not generate a transfer of heat directly from the cooker – are permitted. Air Fryers are permitted if they are fully enclosed.

BARBEQUE GRILLS

Grilling or barbecuing with a charcoal grill (no propane grills allowed) may be done outside the residence halls and apartments and should always be done at a safe distance away from any building or vehicle. Vinyl siding on buildings will melt from a hot barbecue. Grilling is not permitted indoors.

- Grills must be attended when there are hot coals. Use only those lighter fluids specifically designed for barbecue control. Grease splatters must immediately be cleaned up from the area.
- After You Grill:
 - Grills must be stored in your room/apartment once they are cooled. Lighter fluid and charcoal may not be stored within campus housing. Never leave lighter fluid setting outside or unattended.
 - Disposing of Hot Coals: Do not throw away warm or hot coals in the dumpsters, trash receptacle, or on the ground. When you are finished cooking, douse the coals with water so that there are no hot coals left. Dispose of them in the dumpsters after they have cooled (do not throw them on the ground, parking lot, etc.).
- If students dispose of warm or hot coals improperly, they may be charged a safety fine.

BICYCLES

Bicycles are welcome on campus; bike-racks are provided outside each residence hall and the apartments. Bicycles will need to be removed at the end of the academic year. Any left will be treated as abandoned property and will be removed within 30 days.

CLOTHESLINES/CLOTHES RACK

No ropes, clotheslines, or other items may be tied or attached to university property. Freestanding umbrella clotheslines also may not be used. Only indoor freestanding racks may be used within individual apartments and rooms, not in common areas (i.e., hallways).

HAZARDOUS/EXPLOSIVE MATERIALS

Flammable liquids, commercial-use toxic materials, and explosives (i.e., fireworks) are not permitted in residence halls or apartments at any time.

LIABILITY

The University does not assume responsibility for the personal property of students. All personal property brought on campus shall be at the resident's own risk. Residents wanting protection of personal belongings should arrange to purchase their own renter's insurance policies.

MICROWAVES

Microwaves are allowed in resident rooms. Microwaves are to be compact and 700 watts or less. All microwaves must be plugged into a power strip extension cord that has a built-in circuit breaker.

MOTORCYCLES

Gas powered mopeds, scooters, and motorcycles are required to have parking permits. For safety reasons, none of these vehicles are allowed in or near the residence halls.

POWER STRIPS & EXTENSION CORDS

Only multiple outlet strips with built-in circuit breakers are allowed. Regular household extension cords are prohibited due to fire safety.

PROHIBITED ITEMS (FOR :

- Space heaters
- Hoverboards
- Waterbeds
- Darts/dartboards

REFRIGERATORS

Residents may bring their own refrigerators, but they must not exceed 5 cubic feet with 2.5 amperage. There can only be 2 refrigerators per room. Refrigerators must be removed from the halls at the end of the academic year/termination of housing agreement.

SCOOTERS

Scooters are permitted in the halls and rooms only, if necessary, as an aid for disability purposes. Prior to storage and/or use in the halls, all scooters must receive prior approval by the Office for Student Access.

TV/INTERNET DEVICES

Cable service is not permitted to be contracted for or installed in any residential space. Internet routers, antennas, and satellite dishes are not permitted.

WEAPONS

Firearms, bows and /or arrows, stun guns, other weapons, knives with blades longer than three inches (Kitchen knives are acceptable but need to be put away unless being used for cooking) fireworks, ammunition, or explosives of any description are not permitted in the residence halls or

apartments at any time. Starter pistols, paintball guns, and other projectile devices are also not permitted.

Students who need to bring weapons to campus (i.e. hunting rifles) may consult Campus Safety about secure weapons lock-up. For more information or if you would like to report a weapon on campus, call Campus Safety at 816.985.6079.

WINDOW AIR CONDITIONER UNITS

For safety reasons, window air conditioner units are not to be installed in any residence hall room or apartment.

SAFETY & EMERGENCY POLICIES AND PROCEDURES

Emergency calls from the residence halls and apartments for fire, police, or ambulance assistance or services should be directed, if time permits, through the residence hall staff on duty. For extreme emergencies, call 911. In Case of Emergency, contact one of these: RA on call at 816.256.6197 (on duty 24/7) or Campus Safety at 816.985.6079 or 911.

Residential Life works closely with Campus Safety to provide students with a safe living environment. Residence halls are secured 24/7 with an electronic access system. Resident Assistants conduct rounds each night to ensure that policies are enforced, and the community is safe.

FIRE DRILLS

In the event of a fire or drill, all residents must evacuate the buildings. Follow the instructions of Residential Life staff, Campus Safety, and/or firefighting personnel. Keep the following items in mind in the event of a fire:

- Walk; don't run. Be particularly careful on staircases. Do not use elevators!
- Proceed directly to a place of safety. Do not attempt to salvage personal belongings. They are not worth it.
- Close doors and windows when you leave.
- Before opening a closed door, feel to see if it is hot. If it is hot, attempt to find another exit route.
- A towel or blanket soaked in water can be helpful in combating smoke inhalation.
- If possible, wear shoes and wrap a towel around your head.
- At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your RA or Campus Safety immediately.

FIRE PROCEDURES

The fire/smoke alarms and fire extinguishers are to be used only in case of fires. Immediately report when an extinguisher is used so it can be refilled. Residents will not block fire extinguishers.

Fire extinguishers in each resident hall will be inspected regularly. Objects are not to be affixed to or hung from sprinkler heads.

Tampering with fire equipment (smoke detectors, heat sensors, sprinkler heads, etc.) or setting off a false alarm is a misdemeanor under State law. Disciplinary action will be taken against a student found tampering with fire protection equipment or setting off the alarm under false pretense.

HEALTH & SAFETY CHECKS

At regular intervals, residential staff will perform health and safety checks within the residential spaces. Residents will receive notice of the date of inspection at least 2 business days in advance. Any items found during the inspection that violate policy will result in disciplinary action.

MEDICAL EMERGENCIES

Residential Life Staff should be contacted in the event of a medical emergency. They can assist in notifying Campus Safety for appropriate means of transportation. Hall staff cannot transport students to the hospital.

TORNADO PROCEDURES

When a tornado or other severe weather is reported, residents are to follow each building's procedure and move orderly to the designated shelter location. If time and conditions do not permit this, please go to the hallway on the first floor of your residence hall. Keep the following items in mind in the event of a tornado:

- Close room door.
- Proceed to a designated area (where there are no windows).
- Take a blanket or a pillow.
- If a warning is declared, immediately move to the designated area of safety. If there is no time, get under a piece of heavy furniture and protect your head and neck.