



# Residential Policies Acknowledgement

## Room Responsibility

- Refunds** - After check-in is complete, there will be no refunds for housing and meal plans for residents who do not remain on campus, other than those who withdraw from the university. In cases of extenuating circumstances, appeals can be made to the Director of Student Housing. (Student Handbook)
- Window/Door Decoration** - In order to maintain the attractiveness of residence halls, residents must limit personal decorating to the interior of their room. **NOTHING** may be attached to the exterior of residence hall rooms (doors or walls). Items are not to be placed in windows. This includes taped signs, window displays, message boards, etc. Considering the issue of safety, apartment balcony ledges must be kept free of all objects. (Student Handbook)  
**Exceptions** - Bethany and Bauer halls are permitted to have a limited amount of items displayed outside their residence hall doors. (Additional information located in the Student Handbook)
- Room modifications** (nails, thumb tacks in walls, paint, wallpaper, masking tape/double sided tape that leaves residue and other changes that lead to damage, etc.) are prohibited; only sticky tack is permissible. 3M or double sided tape cannot be used. Due to limited space halogen lamps, couches, recliners, and other large items of furniture are **NOT** permitted. Pets are not permitted in residence areas at any time. (Student Handbook)
- Floor** - Residents are expected to keep their room clean at all times and remove trash on a regular basis. In most residence areas, housekeeping will vacuum or mop rooms bi-weekly. Thus, floors must always be clear and free from clothes and other items (MySEU, Room Inspection page).
- Fire Sprinklers** - **DO NOT** place clothes, hangers, towels, etc. on fire sprinklers. (Student Handbook)
- Toilet Flushing** - Please flush only a moderate amount of toilet tissue to prevent clogging and overflowing. Please do not place any feminine products in toilets. All such items must be placed in the bathroom trash can.
- Room Furniture** - University issued furniture may not be removed from the room to which it is issued. You and your roommate(s) are jointly responsible to ensure that all furniture stays within your room and that it is cared for properly. (Student Handbook)
- Insurance** - Students should take measures (renters insurance or parents' homeowners insurance policy) to insure and safeguard personal belongings against misappropriation, theft, flood, loss, or loss due to damage or dispossession (Student Handbook).
- Damage Assessment** - There will be a preliminary damage/loss assessment of your room and furniture upon your checkout. Proper checkout includes having your room checked for damage and cleanliness by Residence Life personnel and having the room key returned after the authorized room inspection. **There will be a \$100 charge for improper checkout.** Final damage inspections are conducted by housing staff after students move out. (Student Handbook)
- Furniture Layout Guidelines** – See Student Handbook for residence hall furniture rearrangement limitations.

## Housing Policy Locations

- All **room inspection policy information** can be found on the Housing page of MySEU (<http://myseu.seu.edu/campus/housing/>).
- All **Housing policy information** (relocations, decoration policy, etc.) can be found in the online Student Handbook on MySEU

## Acknowledgement

*I acknowledge and understand that I am responsible to read all Housing policy information in the online Student Handbook, and the Housing page of MySEU.*

Resident Signature

Printed Name

Building & Room Number

Date

(White — File Copy; Yellow — Student Copy)