

ARIZONA CHRISTIAN UNIVERSITY
Residence Life Handbook
2021/22

Last updated 7/20/2021

CAMPUS RESIDENT LIFE

Residence Life at Arizona Christian University is more than housing. It is an integral part of the community and collegiate experience. The residence living areas in housing provide an atmosphere of belonging and friendship, as well as a place for students to grow spiritually and learn as individuals. Arizona Christian University strives to provide a safe, comfortable, spiritual, educationally sound, and academically supportive living environment. The security of our residents and facilities is important to us.

The Office of Residence Life provides a variety of programs, living options and special provisions needed to assist students in their physical, spiritual, academic, and social development.

Administering over campus residences is the responsibility of the Dean of Students, Director of Residence Life, Residence Directors and Resident Assistants. Each is available as needed for personal counsel--they are here to serve and assist you. Resident Assistants are to assist the Dean of Students, Director of Residence Life, and Residence Directors in maintaining student life policies in the University resident community.

The term "campus residences" includes the residence hall and any off-campus apartments leased by the University in which all resident policies apply equally and at all times.

All residents should practice good manners and common courtesy since these two foundational elements provide for enjoyable and wholesome relationships. The old axiom is true, "If you stop and think of others before yourself, you will be more likely to choose the right course of action."

Residents should make it a priority to take responsibility for the facilities. Good stewardship ensures long term use of these facilities by future students.

Students can expect reasonable privacy of their rooms and personal property. However, under specific guidelines, rooms may be entered and inspected by ACU staff members without permission. These guidelines include, but are not limited to, emergency cases, need or request for repairs, health/safety inspections and reasonable suspicion to believe that a violation of university regulations, federal, state or local laws may be taking place in the room.

Entrance policy for staff members includes knocking on the door and stating who they are before keying into the room or apartment. Students who submit a work order automatically give staff permission to enter their room without notice. For unplanned service work that has not been requested, staff will attempt to notify students 24 hours in advance. Depending on the severity of the issue and the staff's ability to reach the student, advance notice cannot be guaranteed. In case of an extreme or emergency it is the discretion of the Residence Life Staff or Campus Safety staff to use a "no knock" entrance policy.

In cases of reasonable suspicion, the university reserves the right to search a student's personal belongings that are on University property. Such belongings include but are not limited to articles of clothing, purses, backpacks, bags or drawers in the living areas.

HOUSING Requirements

Arizona Christian University has adopted this Residence Life Policy to advance the University's educational mission to provide a Christian, liberal arts education within a living-learning context. In support of this educational approach, Arizona Christian University has established the following housing requirement, effective for the 2020-21 academic year:

- All full-time, unmarried undergraduate Campus students are required to live in campus residences and have a meal plan during the academic year.
- Students that desire to live on campus who are part-time, younger than 17 and older than 25, must petition to live on campus.

Exemptions

This Housing requirement does not apply to undergraduate Campus students who are:

- 23 years of age or older by the first day of classes in August,
- Married and/or has legal custody of children residing with him/her;
- Enrolled part-time (11 or fewer credit hours),
- Living with parents, legal guardians, grandparents, or siblings over the age of 25 in the following cities (Anthem, Deer Valley, El Mirage, Glendale, Litchfield Park, Paradise Valley, Peoria, Phoenix, Sun City West Surprise, Youngtown)
- Returning students who have been grandfathered under the Previous Policy (Before Fall 2019) and qualify for an exception under that policy.

Process of reserving housing

Arizona Christian University has a process for reserving housing for the next school year. Starting in February returning students will be able to reserve a room with a \$100 pre-payment (this will go toward next years housing bill). Please follow the steps and timeline when it is available.

1. Make your pre-payment of \$100 in February.
2. Create a roommate/suitemate group (if you choose) who those who have also paid their pre-payment.
3. Select your housing during your allotted timeslot.

Grandfather Exception

Returning students who were enrolled at Arizona Christian University prior to the Fall 2019 semester are grandfathered under the Previous Policy (Before Fall 2019). Below is a chart that summarizes the Current Policy (Effective Fall 2019) and the Previous Policy (Before Fall 2019).

Current Policy (Effective Fall 2019)	Previous Policy (Before Fall 2019)
<p><u>Applicability:</u></p> <ul style="list-style-type: none"> • This policy applies to all <u>new</u> undergraduate Campus students who enroll at Arizona Christian University during the Fall 2019 semester and beyond. 	<p><u>Applicability:</u></p> <ul style="list-style-type: none"> • This policy applies only to undergraduate Campus students who enrolled at Arizona Christian University any time <u>before</u> the Fall 2019 semester.
<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • All full-time, unmarried undergraduate Campus students are required to live in campus residences and have a meal plan during the academic year. • Students that desire to live on campus who are part-time, younger than 17 and older than 25, must petition to live on campus. 	<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • All full-time, unmarried students under the age of 21 are required to live on campus. • Students that desire to live on campus, who are part-time, younger than 17 and older than 25, must petition to live on campus. • A meal plan is required for all ACU students living on-campus.
<p><u>Exceptions:</u> This Housing requirement does not apply to undergraduate Campus students who are:</p> <ul style="list-style-type: none"> • 23 years of age or older by the first day of classes in August, • Married and/or has legal custody of children residing with him/her; • Enrolled part-time (11 or fewer credit hours) • Living with parents, legal guardians, grandparents, or siblings over the age of 25 within the following cities (Anthem, Deer Valley, El Mirage, Glendale, Litchfield Park, Paradise Valley, Peoria, Phoenix, Sun City West, Surprise, Tolleson, Youngtown). • Returning students who have been grandfathered under the Previous Policy (Before Fall 2019) 	<p><u>Exceptions:</u> Below are the only exceptions to the on-campus housing policy:</p> <ul style="list-style-type: none"> • The student is 21 years of age or over by the first day of classes in August; • The student is married and/or has children residing with him/her; OR • The student lives with parents, legal guardians, grandparents, or siblings over the age of 25 while attending Arizona Christian University.

Housing Charges

All students under the age of 23 will be automatically charged housing and meal plan services, which will reflect on their student account. Housing and meal plan charges will not be removed from a student's account unless the student is approved to be released from the housing and meal plan requirement. In order to be considered for release from the housing and meal plan requirement, students must submit a formal Housing Petition or Appeal to the Office of Residence Life. The Housing Petition will be considered by the Director of Residence Life to be either approved or denied. The Housing Appeal will be sent to the Housing Committee for a decision on approval or not.

Approvable releases from the housing and meal plan requirement include students who are 1) age 23 by the start of classes in August and January for Spring, and/or 2) married and/or have children residing with them.

Students Living Off-Campus (Housing Petition Charges)

Students living off-campus who submit a formal Housing Petition or Appeal for an approved release prior to the second week of classes will be released from the housing requirement without penalty.

Students living off-campus who submit a formal Housing Petition or Appeal for an approved release after the second week of classes will be released from the housing requirement and issued a \$250 penalty.

Students living off-campus who submit a formal Housing Petition or Appeal for an unapproved exemption at any time will be denied a release from the housing requirement, assigned to a room on campus, and be held financially responsible for housing and meal plan charges for the entire academic year.

	Approved exemption	Unapproved Exemption
Before 2 nd Week of Classes	No penalty	Assigned a room; Charged full housing and dining
After 2 nd Week of Classes	\$250 fine	Assigned a room; Charged full housing and dining

Students Living On-Campus

Students currently living on-campus who wish to be released from housing should refer to the housing contract for information on that process.

The Residence Life Office reserves the right to refuse housing to students who (1) are not in good standing with the University based on conduct and/or finances (2) violate the Housing Contract and/or (3) have a criminal record. It is the policy of the University to carefully screen students who have been convicted of a crime and make a determination on a case-by-case basis.

For more information and details regarding the policies of living on campus such as refunds, cancellations, terminations, etc. please review the Housing Contract and Agreement.

APPLIANCES IN RES HALL

As appliance allowances may change each year, students must obtain the current list of approved/unapproved appliances see the what to bring (ACU Packing List) on the web site, from the Office of Residence Life. Residence halls are filled with combustible items, even a small appliance fire can quickly sweep through a room and/or building. If the appliance you plan to bring is not listed or is questionable, please obtain permission from the Office of Residence Life. You may wish to leave appliances in their original packages prior to arrival in the event that it is not a permissible item.

Professional staff members may remove any questionable appliance at any time. If an appliance is questionable, ask. It is the student's responsibility to obtain permission for a questionable appliance. Professional staff will always error on the side of caution when a safety determination for the appliance in question cannot be made.

Students are allowed one fridge (4.5cubic feet max) per room or 2 per suite. One microwave per room is also permitted.

Not Permitted:

- Painting and/or loft construction.
- Pornographic and alcohol/other drug posters.
- Alcohol beverage bottles, cans, and containers (either full or empty).
- Posters which impede normal functions of doors.
- Platforms (Elevated floors)/ Bed Risers
- Construction and decoration that obstructs a 90-degree swing of the room entrance door.
- Construction and decoration that obstructs the air circulation of the heating/cooling unit or smoke alarms
- Furniture obstructing full view of room from entrance door.
- Furniture from lounges or lobbies.
- Lights/lamps using halogen bulbs.
- Candles, incense, lighters or other incendiary items.

- Foam-backed carpet and rugs and adhesives on the floor.
- Subwoofers or electric amplifiers.
- No string/decorative lights, with the exception of LED.
- Knives over 4 inches when open
- Non-surge protecting power strips
- Smoking appliances of any kind
 - Cigarettes, Vape Pens, or E-Cigarettes
- Hot plates, warming devices and toasters

ASSIGNMENT OF RESIDENCES

Residences are assigned in the summer/winter by the Director of Residence Life, once Housing Applications have been submitted and the Housing Application Fee has been paid. Upon completion of the housing application and housing contract, there will be no changing or vacating of residences during a semester unless it is approved by the Director of Residence Life. Written petitions submitted to the Director of Residence Life may be considered for exceptions. All keys issued to residents by ACU must be returned to the Director of Residence Life Office. Switching of rooms and or suites without written permission by the Office of Residence Life could result in a fee of \$50 a night or more, as prorated to how long the student was living there. In the event the Residence Hall reaches full capacity during the housing assignment process, the Office of Residence Life will create a waiting list. Students on the waiting list will be notified within 5 business days. Students will be assigned a room based on the date/time of which both housing application and housing application fee were submitted.

CHECK-IN FOR CAMPUS RESIDENCES

- The following check-in procedures must be completed before moving into the campus residents.
- All residents must read and sign an ACU Campus Housing Contract at the time of application
- All new students must have paid a Housing Application Fee of \$150
- All students must be Financial Aid cleared, business office cleared, and registered for classes
- At the time of check-in the RA will provide a completed room condition form if the student agrees with the form they will sign it and if they see any other conditions to the room they will add it at that time.
- All unsatisfactory conditions and damages must be marked on the form at that time and submitted by September 1st.
 - If there are any damages at the time of move-in
 - This form will be used at the time of check-out.
- Early check-in must be approved by the Director of Residence Life email reslife@arizonachristian.edu . If a student is approved to check-in early, the students will be charged an early check-in fee of \$25 for each night they move in prior to the assigned move in date and time.

CHECK-OUT FROM CAMPUS RESIDENCES

The following check-out procedures must be completed prior to departure from campus residences. Failure to follow this procedure **will result in an improper checkout fee**. Please see below for a complete list of check-out fees. These fees will be placed on the student's bill by the Residence Life Office.

- Schedule an appointment with a Resident Assistant prior to check-out. If you do not you will be assessed a \$50 fine.
- Complete a walk-through with the assigned Resident Assistant using the Check-In/Out sheet from the check-in to verify the condition of the residence. Any damages, other than those marked on the check-in sheet, will be assessed by the Maintenance Supervisor and the residents will be billed for any repairs.
- The suite and bedroom must be clean and in satisfactory condition or a cleaning assessment fee may be charged per student in addition to the improper checkout fee.
- All keys must be returned to the Resident Assistant at the time of check-out or a fee of \$20.00 per key may be charged.
- The Check In/Out form must be signed by the resident in agreement with the conditions marked on the form.

Please note that final cleaning and damage charges are assessed by the Director of Residence Life upon final walkthrough of the building and may not necessarily be given at the time of checkout with the RA. **Please review the list of checkout damages and fees at the end of this document.**

CONFLICT RESOLUTION AND COMMUNICATION

After the first three (3) full weeks of the fall term and the first three (3) full weeks in the spring term, a student may request a room change through the residence life staff. All rooms at the start of the year will be encouraged to fill out a roommate contract to be ahead of issues that might come up in the room. Room changes will not begin until after the designated period. Approved

moves must be complete by the date and time assigned by residence life staff or the move may be forfeited. Room changes are a privilege and not a right.

Procedure for a room change is as follows:

1. You must meet with your roommates about the issues you are experiencing and go through the conflict resolution steps with them. Roommates will need to print and sign that you have discussed the concerns with them.
2. You must have met with your RA to communicate the reason you are requesting a room change and determine if they can help resolve your conflict. The RA will hold a meeting with all residents of the room to find a mutual compromise.
3. Final approval/denial of room change requests is determined by the Director of Residence Life and will be communicated by email. If applicable, additional instructions and information related to your room change will be provided at that time.
4. Students who are approved to change rooms may be assessed a \$50 room change fee and will be given 48 hours to complete their room change. Failure to properly check in, check out, follow through with the room change, or move within the 48-hour time frame will result in fines.

Please be reminded that adjustments to your student account are to be paid in full prior to the move.

CURFEW

There is no curfew for students living in the residence hall. However, if a student's overnight activities (employment included) negatively affects the student's academics and/or behavior, the Residence Life staff may encourage the student to observe a curfew and hold them accountable to it. Curfew might also be implemented as a part of disciplinary sanctions. We do have a limitation on visiting hours in the room, as we would like to protect the roommate relationship in these instances. Hours for that will be 12pm-12am Monday-Thursday and 12pm-2am Fri-Sun.

DAMAGING, DESTROYING, OR DEFACING PROPERTY

Whether intentional or accidental, students are held individually responsible for any damage found in their assigned rooms and any damage to or loss of furnishings. All University furniture must stay in the suite upon move-in as additional storage is not available. All room and/or furniture alterations must be approved in writing by the Residence Life Office. Students are subject to being charged an amount determined by the University if furniture is misplaced or damaged in any way (please see the Fines and Fee List and Checkout Damage/Fine List). Additionally, students are responsible for common areas within the Residence Hall, including hallways and lobbies. Students causing damage or removing University property will be held responsible and subject to disciplinary action. If the Residence Life Office is unable to identify who is responsible for damage/loss of school property within a shared space, all residents of a room, hall, floor or building will be subject to sharing the cost of the repairs or replacements.

DECORATIONS

Residents are encouraged to personalize assigned rooms and apartments. However, structural additions and alterations are not permitted. This includes, but is not limited to, painting, stenciling, applying wallpaper or border, removing and/or installing light fixtures, ceiling fans, plumbing fixtures, television and radio antennas, satellite dish, windows, and toilet seats. The Residence Director or a Resident Assistant must approve moving additional room furniture into the residence hall and apartments.

Pictures and wall hangings must be hung with picture hooks, finishing nails, or straight pins. Adhesive type materials, carpenter nails, and screws are unacceptable under any circumstances.

All decorations, including wall hangings, must be in good taste and conform to University standards. Inappropriate décor includes, but is not limited to, depictions of nudity and/or partial nudity, sexually suggestive material, alcoholic beverages, tobacco products, and material that focuses on or represents aspects of the occult. The Director of Residence Life determines final decisions regarding the display of inappropriate items.

Lighted candles are not permitted in any of the university-owned residences.

FURNISHINGS FOR RESIDENCES

Campus residences are supplied with minimal furniture by the University. These items include beds, chairs, desks, and chest of drawers. Students are permitted to rearrange bedroom furniture that best meets their needs, but all provided furniture **MUST** remain in the room. Storage will not be provided for furniture not used in a room. Ample closet space is provided; however, students should not expect to have closet space for excessive storage. Residents should provide all other personal items.

All residents using bunk beds or lofts in the residence halls must sign a Release and Waiver of Liability form. This form is located in the Room Condition Form that was received at the time of check-in. Please contact the Residence Life Office for a copy of the form.

A request can be made, in writing, to the Office of Residence Life for a student's bed to be lofted or bunked. Maintenance or approved Arizona Christian University personnel will loft your bed within 10 business days of the written request. There is a \$50 fee for changing your bed position. Changing your bed position without written approval may result in a \$50 fine.

Students must receive special permission from Residence Life personnel to bring their own furniture on campus. If permission is granted, they must be responsible to remove it at the end of the year (or end of the semester) when they leave. A fine will be assessed for any non-university furniture that is left in a room after checkout.

HALL MEETINGS

Each residential student should attend each hall meeting. If a student can't attend, they should contact their RD to work something out. Failure to show to a Hall Meeting is a \$50 fine.

HAZING

Hazing will not be tolerated by the University under any circumstances. "Hazing" means any intentional or reckless act, on or off the property of Arizona Christian University, by one student, that endangers the mental or physical health or safety of another student or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

HEALTH AND SAFETY INSPECTIONS

For residents' well-being and protection, the Office of Student Affairs will be conducting Health and Safety Inspections, a walk-through of common areas and individual rooms to identify and address any health, safety, sanitation or maintenance issues that may be present, once a month. The University has the right to enter a resident's room to thoroughly inspect the rooms, its furnishings and/or student's personal possessions for sanitation purposes, to notate or to perform repairs and/or maintenance, and lastly to document violations of University policies. Although not necessary, the Office of Student Affairs/Experience hopes residents will be available during the inspection of their room. If residents have failed an inspection, they will be notified via email by their Resident Director and/or Residence Life staff within 24 hours with any charges that may apply. Residents will be granted 24 hours to communicate with the Office of Student Success if they have concerns or questions pertaining to their charge. You must dispute the charge within five (5) business days. After five (5) business days, the charges are final, and will be sent to accounts receivable and applied to the student's account. The University may conduct unannounced inspections at any time as well as utilize community resources during the inspection. Community and University resources may include, but are not limited to, the local law enforcement, drug dogs, University maintenance officials, University administrative officials, University security, etc. Any items removed from a person or room during the search may become the property of the University and disposed of, returned or turned over to the appropriate authorities as necessary.

Health and safety issues found during inspections may result in a fee of \$50, per person in the room/suite, the first time a room fails. After the first time a room fails a health and safety inspection, the fee will increase by an additional \$25 (Example: Two failed health and safety inspections result in a \$50 fee; three failed health and safety inspections result in a \$100 fee and so on). Any damage found at the time of health and safety inspections may be assessed at the time of the inspection. You will be billed for the cost of repair inclusive of labor and materials.

INSURANCE

Insurance for a resident's personal belongings is the responsibility of the resident. The university is not responsible for any lost, stolen, or damaged items of personal belongings in the Residence Hall's. It is recommended that students purchase renter's insurance.

INTERNET CONNECTIONS

Internet connections are available in all on-campus rooms. For more information on our internet and email policies, turn to the email section of the student handbook.

KEYCARDS

All students living in Arizona Christian University housing will be issued a Key card or physical key to their specific residence by the Department of Campus Safety. There will be a \$20 charge for all lost key cards.

Students who lock themselves out of their room will first call their RA to gain access to their room. If the student is unable to contact the RA on call number between 10am and 6pm, and all other times contact Campus Safety (602-489-5301), and a guard will unlock their dorm room after they have been properly identified. University ID will be checked before or immediately after access has been granted. Students will be charged a \$10 fee upon their 3rd request to gain access to their dorm due to being locked out. All charges will be billed to the student's business account. Guards will not accept cash, checks, or credit cards.

Your safety is very important. Please keep all doors locked at all times. There will be a \$25 fine for any door with a lock found with tape over any part of the locking mechanism, propped open, left ajar, etc.

Lost or stolen keys must be reported to Campus Safety immediately. Arizona Christian University is not responsible for damaged, lost, or stolen property. Students residing in ACU dorms are encouraged to obtain renter's insurance. Security of the campus must be a priority for all employees and students. Keys should not be borrowed nor should they be loaned out to other employees or students. Never allow student's access to your dorm when you are not there.

LAUNDRY

Laundry facilities are supplied; posted instructions should be followed when using laundry machines. Consideration of others should be demonstrated by always cleaning the area and machines after use. Clothing should not be left unattended in laundry machines or in laundry baskets. ACU is not liable for damage of clothing by use of laundry facilities. These machines should be used at the risk of the user.

LIABILITY

The University does not assume responsibility for money, valuables, or other personal property left in private or public rooms. Local banks must be used for funds exceeding immediate needs, and safety deposit boxes for valuables. Sizable sums of money should never be kept in campus residences. Students have the option to provide their own safe to keep inside of their residence to hold valuable items. Safes cannot be mounted or permanently placed in any room. Personal safes are subject to be searched with reason to believe a policy violation may have occurred. Failure to comply and open a safe upon request by the Dean of Students, Director of Residence Life or Director of Campus Safety will result in omission of guilt.

LOUNGES

Students are expected to act in a respectful manner while using the lounges. Please be mindful that this is a shared space. Lights are to be left on in the lobbies at all times. The lounges are closed from 12am-6:30am Sun-Wed and from 2am-6:30am on Thur-Sat. Arizona Christian University students are expected to uphold all rules, policies, and expectations described in the Student Handbook including representing the University's Core Values, Core Commitments, Statement of Faith, and Community Covenant. These expectations extend to all forms of student housing including the Lounge Areas.

MEAL PLANS

Requirements

A meal plan is required for all ACU students living on-campus. If no meal plan is checked on the housing application, the 14 meal plan will be the default plan given to students. The board rates are established on the basis of a 14 or 19 meal plan, seven days a week. If you do not use all of the allotted meals by the end of the week, they will not roll-over to the following week. Commuters have the option to purchase a meal plan by submitting the commuter meal plan application online. Students, and guests not on the meal plan can purchase individual meals at the rates posted in the Commons (Dining Hall). Students can change their meal plan at any time up until the end of the 2nd week of classes of each semester by emailing reslife@arizonachristian.edu. Meal plans are non-transferable, non-refundable, and do not roll over from week to week.

Petitions

Petitions are 'open' during designated times throughout the academic year, in preparation for the upcoming semester. Petitions will need to be submitted online in order to be considered. If the form is not available online, please contact the Office of Residence Life for further instruction. Once the Office of Residence Life has received a petition AND additional required documentation (if necessary) the Director Residence Life will make a decision on the petition based on the universities written policies within 10 business days. The Director of Residence Life's decision is final except when 1) new information is documented that was not involved in the original petition and/or 2) there is procedural error. In which case, a written appeal can be made to the Housing Committee (consists of three non-partial staff and/or faculty members across campus) within 5 business days after the Director of Residence Life's decision has been made. The Housing Committee will have 10 business days to review the written appeal. The Housing Committee's decision is final.

Exceptions

Meal plan petitions must be submitted prior to the end of the second week of class. Any petitions submitted after the second week of school may not be considered.

All ACU students living on-campus are required to have a meal plan. There are no exceptions to be released from the meal plan requirement except for extreme medical conditions that our campus dining service cannot accommodate. These medical conditions must be verified by a certified medical physician by submitting a 'Medical Petition for Release Form'. Please submit 'Medical Petition for Release Form' to the Director of Residence Life. Please note- the 'Medical Petition for Release Form' in no way guarantees a student being released from the meal plan requirements. As a University, we make every effort to accommodate your needs. We provide menus and identifiers in resident dining locations which list nutrition information and major food allergens. We provide a variety of foods that are vegetarian, vegan, and gluten-free. If you have other dietary needs, our Campus Dining Services Program can accommodate your special dietary requirements.

MOVIE AND ENTERTAINMENT POLICY

Discernment must be exercised in avoiding all activities that are spiritually or morally harmful. Individual decisions regarding movies, television programs, music, video games, and all forms of electronic media and other activities are expected to reflect this moral commitment and must adhere to the ACU community life policies and student handbook.

Arizona Christian University supports the Federal Copyright Act. In order to better understand the Federal Copyright Act, and how it affects educational institutions, the following is provided from Swank Motion Pictures. More detailed information can be found on their website <http://colleges.swankmp.com/>

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a videocassette or DVD carries with it the right to exhibit such a movie publicly outside the home, unless the site where the video is used is properly licensed for copyright compliant exhibition.

This legal copyright compliance requirement applies to parks and recreation departments, colleges, universities, public schools, day care facilities, summer camps, churches, private clubs, prisons, lodges, businesses, etc. regardless of whether admission is charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

The movie studios who own copyrights, and their agents, are the only parties who are authorized to license sites such as parks and recreation departments, businesses, museums, etc. No other group or person has the right to exhibit or license exhibitions of copyrighted movies.

Under the "Education Exemption," copyrighted movies may be exhibited without a license only if the college is nonprofit and the movie exhibition is:

- An "integral part of a class session" and is of "material assistance to the teaching content."
- Supervised by a teacher in a classroom.
- Attended only by students enrolled in a registered class of an accredited nonprofit educational institution.

In summary, if a student or group of students are showing a video or DVD outside of the home (this includes common areas of the residence hall), it will more than likely be an infringement of copyright and can result in substantial financial damages.

PETS

Fish are the only personal pets of any kind that is permitted in the residence hall. You may have the fish in a container up to .5 gallons. Anything over .5 gallons is unacceptable. All fish need to be properly taken care of. The Director of Residence Life can ask you to remove your fish at any time. Under no circumstances can your pet stay on campus during the winter break. Violation of this policy may result in fines and/or residence life disciplinary action.

QUIET HOURS

Quiet hours are defined as times when music, televisions, conversations and other sound-producing activities are to be kept at a level which do not interfere with other students' sleep or study. Quiet hours apply to all areas surrounding the residence hall. Upper-floor residents are encouraged to be considerate of lower-floor residents at all times. Quiet hours are 10:00 p.m. to 10:00 a.m. daily. Residents who have concerns regarding quiet hour violations should respectfully address the issues with the person(s) in violation. If this fails, a Resident Assistant should be consulted. Not adhering to the quiet hours may result in a \$25 fine.

REPAIRS

Requests for repairs should be reported via email to: reslife@arizonachristian.edu, type REQ in the subject line. Students will be assessed a fee for any malicious damages during the semester.

RESIDENT ASSISTANTS

Resident Assistants are students that work closely with the Resident Life Office. There are about (20-25) RA's and they are responsible for a group of 25-45 residents working with them in the areas of advising, student care, programming (social and educational), discipline, administration, and general orientation of the residence hall. This position is scholarshiped and considered to be the student's primary Christian Service.

Full job descriptions are available in the Residence Life office and applications are made available in January. Interviews and selection takes place before students finish the Spring semester.

Eligibility Requirements:

- Must be a fulltime student (enrolled in 12 hours or more).
- Must possess a current and cumulative GPA of 2.5 or above.

- Must have lived on campus for 1 semester

RESIDENCE HALL MEETINGS

Periodic residence meetings are called by the Dean of Students, Director of Residence Life, Residence Director, or Resident Assistants. Attendance at official residence meetings is mandatory. A fine of \$50 will be given to those who do not attend.

SAFETY EQUIPMENT

Fire extinguishers and alarms are to be used only in case of a fire. Fire safety equipment is expensive to replace. Rendering safety equipment nonfunctional (such as removing the battery from smoke alarms or covering them) may jeopardize the lives of others. Exit signs in buildings clearly mark exit routes for emergency situations. False alarms due to negligence or deliberate action will result in a \$100 fine.

All students and their guests are expected to immediately evacuate any living space once a fire alarm is sounded. No materials, liquid or otherwise, of an explosive or combustible nature shall be kept on the premises. Open flame devices, including open heating coils, space heaters, candles, and/or incense are also fire hazards and are prohibited.

SECURITY

The Residence Hall is not open to the public. Exterior doors should never be propped open. Guests are authorized only when accompanied by a current ACU Res Hall resident, campus safety officer, resident staff, or recruitment staff. School employed maintenance staff will enter in pairs and announce their presence when entering dorms occupied by the opposite gender. Off campus/contract personnel must be accompanied by a school employee at all times, unless cleared by the Director of Campus Safety. When a residence room is not occupied, a single maintenance worker can gain access. The residence hall lobbies are monitored by security cameras. Tampering and/or damaging the security cameras will result in a \$200 fine. Propping any doors leading outside or in/out of the hallways could result in a \$50 fine.

Residents are asked to report criminal activities or suspicious persons to a campus safety officer or the Director of Campus Safety. Questions regarding the Title II section of the *Student Right-To-Know and Campus Security Act* should be addressed to the Director of Campus Safety.

STORAGE

Arizona Christian University does not provide storage space outside of the assigned room. Students may not store personal belongings in rooms and closets over the summer break.

SUMMER HOUSING

Students Eligible for Summer Housing:

- Must submit a Summer Housing Application and obtain approval from the Office of Residence Life.
- Must be in good standing with the ACU Business Office.
- Must be enrolled in at least one summer course.
- Must be enrolled full-time (12 credits) for the upcoming fall semester.
- Must pay in full for the entire summer prior to the start of summer session.

Additional Information:

- Meal service will not be available, unless otherwise noted
- All *ACU Student Handbook* and *Residence Life Handbook* policies are applicable during the summer and must be adhered to during this time.
- Students who have had previous discipline issues may not be approved to live in the residence hall over the summer session.
- Additional charges may apply if staying for additional days beyond the summer housing dates.
- Students may not be prorated with housing fee if moved out of Residence Hall before the end of Summer session.
- Graduated students are not eligible for Summer Housing.

SWIMMING POOL

Arizona Christian University has established the following rules as it relates to use of the University Swimming Pool

- Swimming Pool hours are open from 10am-10pm seven days per week.
- Anyone entering the gated pool area must be able to swim.
- All persons visit the pool at their own risk. The University is not responsible for accidents and injuries.
- No persons under 17 years old permitted in the pool area.
- The pool is restricted to current Arizona Christian University staff and students only
- Use of the pool is first come, first served. The pool may not be reserved for private parties.
- All users must wear conservative swimsuit attire (Per Student Handbook)- No street clothes can be worn in the water. No cut-off shorts.
- Personal floatation devices must be U.S. Coast Guard Approved.
- Do not perform hypoxic/breath-hold training. Pool users must take at least one breath for every length of the pool.
- No diving allowed.
- No bags allowed on deck. All personal bags, backpacks, purses, etc. Must be kept in your room.
- No oil-based tanning products allowed on deck.
- No food, drink or gum inside the gated area. Water is permitted.
- Please shower prior to entering the pool.
- Be courteous to other students and staff.
- No unnecessary loud noise or music at any time. Noise disturbing the community between 10pm-12am will result in closing of the pool.
- No rough play in the water or on deck.
- No alcohol, tobacco, or vape products.
- No glass containers of any kind.
- Respect the facility and equipment.

Any person deemed unsafe and or not adhering to the rules will be asked to leave the pool area and are subject to having their pool privileges suspended, and are subject to other disciplinary action as deemed necessary by the Dean of Students.

Campus Safety guard and other staff instructions and requests must be promptly obeyed and followed. Campus Safety and other staff have the authority to make any decisions not specifically covered in the posted rules.

In accordance with the recommendation from the American Red Cross and the National Weather Service, upon the first sighting of lightning, sound of thunder, or detection of lightning within 8 miles (according to a weather tracking app), the pool will be cleared and everyone must evacuate the pool deck until 30 minutes after the last lightning is spotted, thunder is heard or detected.

Additionally, if weather conditions prevent the seeing the bottom of the pool (strong rain, dust storm, hail, etc.) the pool may also be closed until conditions improve.

The University reserves the right to deny use of, and closure of the pool facilities at any time without cause.

TRASH

Residents are asked to take all personal trash to the dumpsters outside their living area. Residents found leaving trash in the bathroom, hallways, common areas, etc. will be subject to fines and/or community service. Dumpsters may be found in close proximity to each living area.

VISITATION POLICY

Visitation is defined as those times which residents may have guests in their rooms, suites, or in the public areas of residential floors. Specific visitation boundaries should be outlined by roommates/suitemates stating the maximum hours during which visitors or guests may visit when they fill out their roommate agreement contract. Visitation is a privilege but is secondary to a resident's right to privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents. Visitation privileges can be revoked for an individual, a room(s), a floor(s), or the entire building by the Residence Life Office and the Student Development Division.

ACU does **NOT** allow visitors from the opposite sex to be near or inside the room at any time.

If an RA, Campus Safety, or an ACU staff member finds a student of the opposite sex in a room/suite, the resident and guest will be subject to disciplinary action.

The Director of Residence Life reserves the right to revoke the visitation privileges for repeated or other discipline issues, safety, and/or security reasons. Revoking visitation privileges can be reserved for a room(s), a floor(s), or the entire buildings. During Breaks when there is less staff on campus visitation restrictions could be in place including and up to no visitation.

VISITOR/GUEST POLICY

A visitor is any person who has signed into the hall (if required) with a resident anytime during the day or night. All visitor(s) should be escorted by a resident when he/she leaves the room/suite. He/she should go with the resident when leaving the building, abide by Residence Life and ACU school policies while in the hall, should not use the room/suite restroom if he/she is of the opposite sex, and must have permission from room/suitemates to be there. Visitors are not allowed to remain in the Residence Hall when the resident leaves the building.

Students in campus housing are allowed to have guests in their apartment or dorm. Students are expected to observe the following standards:

- Guests are the responsibility of the student who is hosting them, whether the guest is an ACU commuter student or an off-campus guest. The actions of the guests are the actions of the student hosting them. In other words, if a student's guest brings drugs into the apartment or dorm suite, the student host will assume all responsibility and sanctions for the violation.
- Guests are required to abide by all the policies and rules of the University.
- Residents are required to meet their guests and stay with them through the visit.
- Overnight Guests must be signed in before 10pm.
- Visitation be from 10am to 12pm Sun-Thursday and 10am-2am Friday-Saturday

Overnight visitors must be of the same sex and must be cleared by prior arrangement with the Resident Assistant by filling out a "Guest Registration Form". These forms can be obtained in the Residence Life Office or on your Populi student portal. Failure to submit a guest registration form can result in a \$25 fine. Overnight visitors are responsible to abide by all residence life policies including quiet hours. Non ACU residents/visitors can stay no more than 12 nights in a semester and no more than 3 consecutive nights at a time. Non ACU residents/visitors are not allowed access to the room while the assigned occupant(s) are not present. Non ACU residents/visitors cannot utilize and/or have possession of a key to enter a room that does not belong to them, they cannot use the bathroom and shower facilities as if one lived in that room/suite, and they cannot keep belongings such as clothes, bedding, toiletries and/or books in the room for a long period of time as if one lived there. Any student found in violation of the visitor/guest policy will be subject to disciplinary action.

WEAPONS AND EXPLOSIVES

The use, possession, storing, or detonating of firearms, fireworks, or any other dangerous weapons (including BB, airsoft and pellet guns, knives (excluding cooking utensils), swords, tasers, and blowguns) on ACU property is strictly prohibited. Sports weapons must be kept in the custody of the University. Possession of these will result in severe disciplinary measures, including the possibility of suspension and/or fines.