

**ARIZONA CHRISTIAN UNIVERSITY**  
Residence Life Handbook  
2025/26

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 Residence Life Staff in maintaining student life policies in the university resident community. The term "campus residences" includes the residence hall in which all resident policies apply equally and at all times.

The objective of Residence Life is to help the students who live on campus accomplish certain milestones in their spiritual, personal, and academic life. With the help of Residence Life, residents should:

- Mature in their Christian faith
- Develop a deeper understanding of self
- Succeed academically
- Be Leaders
- Feel connected
- Grow in their cultural awareness
- Be safe, healthy, and well
- Make progress toward their career goals

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. This may also include vehicles on school property.

## **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 2025-26 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)

## **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 year's housing bill). Please follow the steps and timeline when it is available.

1. Make your pre-payment of \$100 in February when housing opens.
2. Select your housing during your allotted timeslot.
3. Select your room based on where specifically you would like to live and have your preferred roommate select the same room.

## **Housing Charges**

All students under the age of 23 will be automatically charged for 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. 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 denial.

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 may 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 <sup>nd</sup> Week of Classes	No penalty	Assigned a room; Charged full housing and dining
After 2 <sup>nd</sup> Week of Classes	\$250 fine	Assigned a room; Charged full housing and dining

### **Students Living On-Campus**

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 decide 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 on your Erez account.

### **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 or receive it 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 err on the side of caution when a safety decision 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)
- Nicotine pouches or other types of consumption
- 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
- Adhesives on the floor
- Subwoofers or electric amplifiers.
- Knives over 4 inches when open
- Non-surge protecting power strips
- Smoking appliances of any kind or tobacco products
  - Cigarettes, Vape Pens, or E-Cigarettes
- Dutch ovens, toaster ovens, coffee machines without automatic shut-offs, rice cookers, crockpots, and hot plates

Arizona Christian University is committed to a safe, drug-free environment. We strongly believe in the exclusion of the items listed above. For more information, please refer to the Student Handbook.

**ASSIGNMENT OF RESIDENCES**

Residences are assigned in the summer/winter by the Housing Coordinator 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 a member of the Residence Life Staff. Switching 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 in 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 campus residences.

- 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 Room Condition Form. If the student agrees with the form, they will sign it and if they see any other conditions in 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. 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](mailto: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, bedroom, and bathroom 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 \$25.00 per key may be charged.
- The Room Condition 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. If a student fails to clean their room and leaves the room in disarray, a \$100 fine may be added to their account.

## 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 the 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.
  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 affect 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 having a guest in your room will be 10am-12am.

**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. Additionally, students are responsible for common areas within the Residence Hall, including hallways, lobbies, and lounges. 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. A member of the Residence Life Staff must approve of 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 (except for command strips), carpenter nails, and screws are unacceptable under any circumstances. If it is found that the command strips are removed improperly and cause damage, charges may incur.

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/nicotine products, and material that focuses on or represents aspects of the occult, or anything that does not align with our mission and vision of the university. 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 a dresser. 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.

A request can be made, in writing, to the Office of Residence Life for a student's bed to be lofted or bunked. Due to the limited number of supplies, a bed lofting fee of \$50 will be added to the student's Populi account. Maintenance or approved Arizona Christian University personnel will loft your bed within 10 business days of the written request as long as supplies last.

**Students must receive special permission from Residence Life personnel to bring their own furniture on campus. If permission is granted, they must be responsible for removing 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 every mandatory hall meeting, usually scheduled at the beginning of each semester but may be subject to additional ones if the situation arises. If a student can't attend, they should contact their RD to work something out. Failure to show up 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 or more students, 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 Residence Life Staff 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, three times a semester. 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 note or to perform repairs and/or maintenance, and lastly to document violations of university policies under reasonable suspicion. Although not necessary, the Residence Life Staff 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 the Residence Life Staff within 24 hours with any charges that may apply. Residents will be granted 24 hours to communicate with the Residence Life Staff 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 \$75 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 Halls. It is recommended that students purchase renter insurance.

## **INTERNET CONNECTIONS**

WIFI is available in all on-campus rooms. The WIFI provided is sufficient for day-to-day schoolwork. 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 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, they can 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 after their 3<sup>rd</sup> request to gain access to their dorm due to being locked out. All charges will be billed to the student's business account. Staff members 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 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 another student 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 or loss of clothing by use of laundry facilities. These machines should be used at the risk of the user. Students are expected to use the laundry machines responsibly. Do not overload the machines and do not wash oversized items, as these can cause damage. Any damage resulting from misuse or tampering with the machines may result in a fine.

## **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. Personal safes cannot be mounted or permanently placed in any room. Personal safes are subject to be searched with reason if believed 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 lounges at all times. The lounges are closed from 12am-6:30am Sunday-Wednesday and from 2am-6:30am on Thursday-Saturday. 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 14 or 19 meal plan by submitting the commuter meal plan application online which would be supplemental to their Commuter Meal Plan. Students and guests not on the meal plan can purchase individual meals at the rates posted in the Commons (Dining Hall) and Tower Grill. Students can change their meal plan at any time up until the add/drop date of each semester by emailing [reslife@arizonachristian.edu](mailto:reslife@arizonachristian.edu). Meal plans are non-transferable, non-refundable, and do not roll over from week to week.

Similar to cash, Flex Dollars are pre-paid dollars tied to your meal plan that can be used for food and beverage purchases at the Commons, Tower Grill, Team Shop, etc. Each Meal Plan carries a certain amount of Flex Dollars each semester and must be used by the end of each semester. Flex Dollars roll over to the next semester. Flex Dollars are accessed via your Student ID on your

Populi account at any register. Students and parents may add Flex Dollars to their student account at any time by purchasing at any on-campus register or by going to [acudining.myway.com](http://acudining.myway.com). Residential meal plans have a combination of meals per week and Flex Dollars. The Commuter meal plan is strictly Flex Dollars (\$350).

### **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 a procedural error. In which case, a written appeal can be made to the Housing Committee (consisting 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 being 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. Please submit medical petition to the Director of Residence Life. Please note- the medical petition 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. We make every effort to accommodate your needs. If you have other dietary needs, our Campus Dining Services Program can accommodate your special dietary requirements. For more information, please contact [james.cacciatore@sodexo.com](mailto:james.cacciatore@sodexo.com).

### **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. 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.

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.

## **PETS**

Please see Student Handbook for pet policy.

## **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 does 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 conduct violation.

## **REPAIRS**

Requests for repairs should be reported via email to: [reslife@arizonachristian.edu](mailto:reslife@arizonachristian.edu). Students are responsible for notifying Residence Life about any maintenance issues they have. Students will be assessed a fee for any excessive damage during the semester or any damage not listed on their Room Condition Form.

## **RESIDENT ASSISTANTS**

Resident Assistants are students that work closely with the Resident Life Office. There are about (20-25) RAs 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.

Full job descriptions are available in the Residence Life office and applications are made available at the end of the Fall Semester. Interviews and selection take place before students finish the Spring semester.

Eligibility Requirements:

- Must be a full-time 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 at the time of application

## **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 non-functional (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 or tampering with any safety equipment in general will result in a minimum \$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 Arizona Christian University 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 minimum \$200 fine. Propping any doors leading outside or in/out of the hallways could result in a fine starting at \$50.

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 summer break.

## **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 a week.
- Anyone entering the gated pool area must be able to swim.
- All people visit the pool at their own risk. The university is not responsible for accidents and injuries.
- The pool is restricted to current Arizona Christian University staff and students only
- Use of the pool is: first come, first serve. 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.
- 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.
- 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 the pool.
- No rough play in the water or on deck.
- No alcohol, tobacco, vape, or nicotine 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 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 seeing the bottom of the pool (heavy 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. See below for more information on our Visitor/Guest Policy. 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 building.

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 throughout the visit.
- Overnight Guests must be signed in before 10pm.
- Visitation is from 10am-12am everyday

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. 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, 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.