

Students provide their own:

Blankets, pillow, rug, bedspread, towels, washcloths, iron, study lamp, mattress pad & bed linens for standard size (required).

Residents will be issued a room key for their use only. Keys may not be shared or lent out to other students. Residents are required to carry a room key at all times. There is a \$2.00 fee charged to students locked out of their room.

A student residing in a residence hall becomes a member of that unit’s governing body.

Damage / Community Damage

Residents are held accountable for property destruction that occurs in their room and/or in the public areas of their residence hall. Residents may be charged for repair or replacement costs due to the removal of, or destruction of, property in their residence hall room/suite. (See Student Handbook, Policies governing Residence Life, Damage.) Residents are responsible for their guest(s) and, therefore, could be held responsible for any damages incurred.

The student or students responsible for damage resulting from abuse of facilities, negligence, or means other than those attributed to normal deterioration, will be expected to assume the cost of repair or replacement. If the responsible individual or individuals are unknown, then the occupants of the residence hall room/suite will be expected to assume the cost of the repair or replacement. Community damage will be divided among the residents and assessed to each individual student account. Damage bills will be mailed out at the end of the academic year or when the student leaves the residence hall room/suite. Any appeals to damage bills must be in writing to the Residence Life Office by July 1st. Community damage charges are not subject to appeal.

- (Accidental) – A student may not be assessed a fine for damage if (1) he/she notifies a staff member immediately and (2) he/she accepts responsibility for the cost of the repair.
- (Student Room) – Occupants of a room will be held responsible for damage to their room. When two or more students occupy the same room and individual responsibility for damages to the room/furnishings cannot be determined, the damage charge will be assessed equally among those assigned to the room.

Personal Property

The College is not responsible for the loss of personal property in residence hall room/suites by fire, theft, or other causes. Each student is responsible for his/her own property and that of his/her guest. Students should check family homeowner’s or personal insurance policies for coverage.

Room Inspections and Searches

Barton College respects a student’s right to privacy in his or her residence hall room/suite. Accordingly, College officials will enter rooms only to inspect for standards of maintenance, preservation of existing structure, and identification of damage, and to search to enforce College rules, and for protecting the safety and security of members of the College community and their property.

Students will be given advance notice of routine inspections, such as those that are conducted during breaks and after semesters. Inspections do not involve searches for rule violations. However, under the “plain view” rule, when inspections by College staff reveal evidence of rule violation, students will be cited and any evidence removed from the room.

Room searches to enforce College rules follow strict procedures to protect the privacy rights of students. Searches can only be conducted based on probable cause that a rule violation has been committed, and that the evidence for it may be found in a particular room or suite. The search may proceed only after the probable cause, the place to be searched, and the things to be seized, have been described to the Vice President of Student Affairs, or the Director of Residence Life, and one of these officials has granted permission to conduct the search. Whenever practical, the search will be conducted in the presence of the resident(s) of the room. The College reserves the right to remove illegal items or unauthorized College property that is found during authorized searches.

Fire and Safety Considerations

All electrical appliances must bear the Fire Underwriters Approval Seal, and wiring and plugs must be in good condition. The following are strictly prohibited – open coil units, halogen lamps, toasters/toaster ovens, coffee makers, hot plates, sandwich makers, woks, as well as other items listed in the Student Handbook, Policies Governing Residence Life, Electrical Appliances. Candles and incense are strictly prohibited from all residence halls.

Students may use the following approved appliances in common kitchenettes: coffeepots and toasters. Coffeepots must have enclosed heating units that are thermostatically controlled.

Nothing (i.e. wires, banners, clothes, etc.) may hang out of Residence Hall windows or over light fixtures in a residence hall room/suite.

Communication

The Residence Life Office utilizes Barton College phone-mail and BARTON.EDU email systems as its primary source for communicating relevant and important information to its residents. Upon checking into your residence hall room, it is your responsibility to set up these accounts and check them on a regular basis. Residents will be held accountable for all information communicated by phone-mail or by BARTON.EDU email and mailbox. Please note: failure to properly set up voice-mail and BARTON.EDU email accounts, and check them on a regular basis, does not absolve the resident from adhering to the information that is communicated by these systems.

Pets

Due to health and sanitation issues and the possibility of other residents’ allergic reactions, pets are not permitted. ONLY fish are permitted as pets in College housing. Water-filled aquariums of no more than 10-gallon capacity may be maintained for fish (turtles, amphibians, other reptiles, snails, crustaceans and other aquarium dwelling animals are not permitted.) Fish will be taken home over semester breaks. The College will not be held responsible for the safety of fish in the event of electrical power failures.

All pets found in student housing, which violate this policy, will be immediately removed or confiscated and moved to a local shelter or the Humane Society. Students will be charged a \$50 fine for violation of this policy and charged for any damages to the facility.

Residence Hall Opening and Closing Dates

Residence halls will be open to new students for Orientation III – Wednesday, August 18, 2010 from 9:00 a.m. - 3:00 p.m. New students who have been to an orientation summer session will check in on Thursday, August 19, 2010 from 9:00 a.m. - 3:00 p.m. Residence Halls will be open to returning students on Saturday, August 21, 2010, beginning at 9:00 a.m. - 3:00 p.m. Any student who wishes to gain access to his/her residence hall room/suite after times allotted must receive prior permission from his/her Area Director and the Office of Residence Life.

NOTE: If you do not check into your residence hall room at the designated date/times, you will forfeit the housing assignment. Unless you have notified your Area Director or the Office of Residence Life that you are unable to move into the hall at the specific date/time; the room may not be held for you. The College reserves the right to assign and reassign residence hall rooms, and may at its sole discretion, terminate any residence hall room assignment.

Residence halls will close for freshmen, sophomores, and juniors on Thursday, May 19, 2011 at 12:00 noon. Residence halls will close for graduating seniors on Sunday, May 22 at 6:00 p.m. All students should plan to make travel arrangements according to these closing dates. A student is required to leave the hall within 24 hours after completion of his/her classes or examinations, or by hall closing, whichever comes first.

Office of Residence Life

BARTON COLLEGE

Residence Life Housing Contract

DIVISION OF STUDENT AFFAIRS

Office of Residence Life • Barton College • PO Box 5616 • Wilson, NC 27893-7000 • Phone: 252-399-6386 • FAX: 252-399-6548

This Residence Life Housing Contract is binding for the entire academic year. Barton College is a residential community and students are required to live on campus for four continuous semesters. Students participating in an academic program that requires them to be away from campus (internship, study abroad, etc.) may apply for a mid-year release. Students leaving the College at the end of the fall semester will be granted a mid-year release.

Please print and use ink.

Last Name _____ First Name _____ MI _____

Home Address _____

City _____ State _____ Zip _____ Country _____

Home Phone _____ Cell Phone _____ Gender Male Female

ID Number _____ Email _____

I agree to the terms and conditions of occupancy as specified in the [Barton College Residence Life Housing Contract](#) (http://www.barton.edu/pdf/studentlife/housing_contract.pdf), the [Barton College Catalog](#), and the [Barton Bulldog Student Handbook](#), all of which are incorporated herein by specific reference and made part of this agreement. If under 18 years of age, a parent or guardian must sign below.

Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Eligibility

Requirements for College housing include: a) being duly registered as a student, b) payment of debts to the College, and c) continuous compliance with College Residence Life policies, guidelines, standards, and the instructions of residence hall staff members. The student is committed to meet financial payment for food service and his/her space in the residence hall. Failure on the part of the student or his/her co-signer to fulfill the financial obligations of this contract will be cause for cancellation of enrollment, cancellation of graduation, and/or forfeiture of the right to academic transcripts. In the event that the student does not sign this contract, payment to the College makes this contract binding.

Housing Costs

Please see the Financial Planning Guide, 2010-2011 for a complete account of General Fees, including the cost of room and board. Room and board charges are divided in half and billed in equal amounts per semester. Housing Costs for designated rooms are as follows:

Hillel, Hackney, Waters, and Wenger Hall Private/Single	\$4,772.00 per academic year
Hillel, Hackney, Waters, and Wenger Hall Double	\$3,344.00 per academic year
East Campus Suites Private/Single	\$5,226.00 per academic year
East Campus Suites Double	\$4,056.00 per academic year

Deposits and Reservation of Space

In order for new students to reserve residence hall space: a) a \$200.00 Advanced Tuition Deposit must be made to the Admissions Office by May 1 (or 30 days after notification of admission); b) the Barton College Residence Life Housing Contract and Application must be completed, signed and returned to the Residence Life Office.

Check-In / Check-Out

Halls open at 9:00 a.m. on the Saturday before classes begin in August. Halls close at 6:00 p.m. on the last day before vacation, and open at 9:00 a.m. on the day preceding resumption of class.

Residence halls will close for freshmen, sophomores, and juniors on Thursday, May 19, 2011 at Noon. Residence halls will close for graduating seniors on Sunday, May 22 at 6:00 p.m. All students should plan to make travel arrangements according to these closing dates. A student is required to leave the hall 24 hours after the completion of his/her classes or examinations, or by hall closing, whichever comes first.

inspiring futures

Barton College

WILSON, NC. • WWW.BARTON.EDU

P.O. Box 5616 • Wilson, NC 27893-7000
(252) 399-6386 • 1 (800) 434-4781
Fax (252) 399-6573

and both requests must be received in writing. The College reserves the right to make assignments and reassignments in order to fully utilize available facilities and to consolidate vacancies. Room assignments and changes are prerogatives of the College and are processed by written authorization from the Director of Residence Life or designee. The College reserves all rights with respect to the assignment and reassignment of the room accommodations, and may at its sole discretion, terminate such assignment. Students living in a multiple occupancy room must accommodate a new roommate assigned, if the room drops below capacity.

Room Changes

In order to make administrative adjustments where necessary, there will be a 20-day room freeze at the beginning and end of each semester. New requests for roommate changes will not be processed during this time. Room changes due to roommate conflicts will not be permitted until after the students have attempted an agreement through the Residence Life designee.

Unauthorized room changes may result in administrative fines and/or referral to Judicial Affairs, and/or other appropriate administrative action. Students may be administratively removed from their assigned residence hall if they demonstrate an inability to function in the group living environment. Any student making a room or roommate change, without prior clearance from the Division of Student Affairs, may be placed back in his/her previous assignment and he/she is subject to judicial action, including a \$50.00 processing fee for moving illegally. The College makes assignments without regard to age, color, creed, disability, marital status, national origin, race, and sexual orientation. Room assignments will be made to accommodate smokers and non-smokers as noted on the Housing Application. NOTE: Barton College residence halls are smoke-free buildings; those students who smoke are required to smoke outside or in the designated smoking areas of the residence halls.

Roommate Conflicts

Students experiencing roommate conflicts must work with the residence life hall staff to arrive at some agreeable solution. Before a room change will be granted, the roommates must attempt a resolution by taking the following steps:

- Meet with their Resident Assistant.
- Set up a meeting with the Area Director and develop a roommate contract to abide by.
- If a student is not satisfied with the solution, the next step is to discuss the situation with the Director of Residence Life.

If, in the judgment of College officials, roommates should not remain together, an “as needed” room change will be provided. If one of the students involved does not volunteer to move, both students may be required to move to other spaces on campus.

Consolidations

If vacancies exist in a residence hall room/suite to which a student is assigned, residents without roommates may be required to move in together (consolidate). The Office of Residence Life may assign, re-assign and adjust the occupancy of rooms at any time. The Barton College consolidation policy serves to better meet the demand of students, reduce the number of room changes, open space for housing special groups during the year, and ensure maximum occupancy and efficiency of all residence hall room/suite spaces. The Office of Residence Life will determine who has a space in their room or suite. In the case of two residents, both of whom have vacancies in their respective rooms, and who wish to voluntarily consolidate, the Office of Residence Life will honor the voluntary consolidation. Administrative consolidation may require relocating one resident to another resident’s room.

Vacancies

If a student has a space in his/her room, he/she must be prepared to accept a new roommate when assigned. Students exhibiting grossly inappropriate behavior intended to discourage prospective roommates or to otherwise manipulate the housing assignment process, will face serious ramifications, including the loss of privileges to make housing preferences in the future and possible referral to Student Conduct.

Students with a vacancy in their room at the end of the fall semester must leave their room with adequate space for an incoming student to move in for the spring semester. If the student’s room is unacceptable for an incoming student to move into, that student may face an administrative fine and mandatory Private Single room rate increase (please see above, Housing Costs, Private Singles). The Residence Life Staff will assess the student’s room at semester break and determine if the vacant space is acceptable.

Occupancy

The College will provide the named student with a space in College housing and with food service for the times specified on the academic calendar. Those days when the College is closed for vacations are specifically EXCLUDED. No meals are provided during these periods. Initial occupancy is required by the College’s first day of classes. Rooms not claimed by this date may be reassigned unless the Director of Residence Life or designee has given permission for late arrival. A student who has not notified the College of late arrival may be reassigned to any available space. A room must be occupied by only the person(s) properly assigned to the room.

Guests

Students living in the residence hall are allowed a same-gender guest for up to three consecutive nights, with the exception of Hackney Hall during defined periods (Thursday-Saturday when 24-hour visitation is in effect). Students must complete the Overnight Guest Form which can be obtained 12:00 p.m. - 5:00 p.m. Monday-Friday from their Area Director and/or Hall Director. East Campus Suites allows overnight guests of either gender 24 hours a day/ 7 days a week, for up to three consecutive nights.

Noise: Courtesy and Quiet Hours

The residence halls are both living and learning environments. As such, enforcing Courtesy and Quiet Hours is the responsibility of all community members. If cooperation is not received, please contact an RA.

Courtesy Hours are practiced 24 hours a day. Students living in the residence halls must be considerate of their fellow community members. The Office of Residence Life encourages students to ask one another to turn down the volume or to speak more quietly. Quiet Hours are in effect from 8:00 p.m.- 8:00 a.m. (Sunday-Thursday), and 11:00 p.m. - 8:00 a.m. (Friday-Saturday).

Telephone Service

Students are allowed to have private telephones in their rooms. Numbers are pre-assigned. The telephone and voice mail service can be accessed by plugging a phone into the phone jack provided. Local, collect, credit card, and third-party billing calls may be made from student room phones by dialing “9” and waiting for a dial tone. Students who wish to make a long distance phone call should purchase calling cards or call collect.

Check-In / Check-Out

Access to an assigned room is given to occupants only during regular academic sessions, which require their presence on campus. Students are responsible for completing, and returning to the Residence Life staff, a room history, within the first week of their occupancy. At check out, damages identified in your assigned room, and noted on your room condition report, may be billed to you. Halls open at 9:00 a.m. on the Saturday before classes begin in August. Halls close at 6:00 p.m. on the last class day before vacation, and open at 9:00 a.m. on the day preceding resumption of classes.

When checking into a residence hall, students receive a completed Room Condition Report (RCR). Individuals should check the room for any damage and note changes on the Room Condition Report. Any changes or modifications to the RCR should be reported to the RA prior to student signing. When the student agrees with the information reported on the RCR, he/she should sign the RCR and return it to the RA. The RA will return the copy of the RCR to the student.

When checking out of the residence hall, students must first schedule an appointment with his or her RA to have the room inspected, as well as to return the room key. Prior to the check-out meeting, students must have all of his/her belongings out of the room and have cleaned the room. The room is expected to be in the same condition at check-out as it was at check-in. During the inspection, the RA will use the RCR and note any new damages. Once the student signs the RCR, he/she will receive a second copy of the RCR. With the exception of graduating seniors, students must vacate their rooms within 24 hours of their last examination.

A student is required to leave the hall within 24 hours after completion of his/her classes or examinations, or by hall closing, whichever comes first. The student must check out in accordance with circulated checkout procedures. Failure to do so will result in an improper checkout charge. In addition, the student will be assessed charges for failure to turn in a key, for failure to clean, and for damages incurred. **Improper Check Out:** Failure on the part of the student to properly vacate (i.e. be checked out by a staff member and turn in key.) No credit will be given on any keys returned following checkout. Students leaving the College must remove all of their belongings unless the Director of Residence Life gives written permission. Student personal property that is left in a vacated room will be disposed of within 24 hours. The student’s account will be billed appropriately for the labor involved as well as for improper check-out. Student personal property left in common areas will be disposed of within 24 hours. The occupants on the floor will be billed for labor (unless the responsible person claims property).

Improper Check-Out

Failure to properly check out will result in a fee of \$25.00, as well as a \$100.00 fee, to replace the core of the door lock, should the key not be returned. The Division of Student Affairs will bill the student’s account to collect fees.

A student who is dismissed or who voluntarily withdraws from the College has 24 hours in which to vacate the residence hall.

Break Housing

Barton College requires all students to vacate the residence halls during fall break, semester break, spring break, and at other times when the residence halls are officially closed. Exceptions to this policy will be made for in-season athletes, with the permission of their coaches, and for other students completing clinical rotations, student-teaching, or internships). All students must have permission from the Director of Residence Life in order to be in the residence hall when the residence halls are officially closed. Students not approved for break housing will have their access cards to the residence halls deactivated for the duration of the break period. Students needing access to their rooms in emergencies should contact the Director of Residence Life during normal working hours at 399-6366 or 399-6386. If unavailable, the Wilson Police Department may be called at 399-6911, in order to reach the Director of Residence Life.

The College reserves the right to use any of the residence hall room/suites to house a student during vacations. It should be noted that during some of the break periods, College facilities and services are available on a limited basis. There are no food services available during vacation periods. For break periods, students who are not registered to stay are required to vacate their residence hall room/suite by 6:00 p.m. on the last day of classes (i.e. 6:00 p.m. on Tuesday before Thanksgiving, and 6:00 p.m. on Friday of Spring Break.) Residence halls will then reopen at 9:00 a.m. on the Sunday before classes resume after a vacation period.

Visitation and Escort Policy

All residential students must be with their guests at all times in the residence hall. This includes escorting guests/visitors to the bathroom and vending machines, as well as when the guest/visitor is leaving the hall.

- Definition – a “Guest” is defined as any individual who is not currently assigned as a resident of that particular residence hall.
- Proper concern for the needs of roommates and other residents must be shown. In all cases, rights of roommates supersede those of guests. Residents will be held responsible for the behavior of their guests. Hosts must ensure that guests abide by residence hall policies. Students who violate guest policies face loss of guest visitation privileges, or other disciplinary action. Non-Barton College student guests who violate College policies and regulations may be banned from the College and face possible civil/criminal action.
- A guest’s stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of Residence Life staff, indicates illegal residence in a residential unit, or disrespect of the rights of the roommate(s), may lead to immediate removal of the guest, disciplinary action, reassignment to another room, and/or loss of the host’s and guest’s sign-in privileges.
- Guest Sign-In:
 - Any guest who is not a current Barton College student must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in guest removal from campus and guest restrictions for the host.
 - Current Barton College students must be positively identified upon entering a residence hall. Upon request, a valid college identification card must be presented.
 - Any guests must provide valid picture identification upon request of a College staff member. Failure to provide valid identification will result in immediate guest removal.
 - A resident may sign in up to two guests at any one time.
- Any guest who is under 18 years of age must provide an emergency phone number, as well as written authorization for the visit, from a parent or guardian. College staff members may call to confirm authorization for a visit. Underage guests who violate policies will be required to leave, and face parental notification.
- Barton College commuter students are welcome to visit residential units under these guidelines.

Facilities and Services

Facilities and services provided by the College include:

Bed, mattress, desk, desk chair, dresser, closet space, telephone, window blind/curtains, intra-campus mail, cable TV access, Internet accessibility, laundry facilities.

Residents may not remove designated College furniture from their room or place common area furniture in their room. If any unauthorized property is found in a room, the resident(s) assigned to that room are subject to judicial action.