

**ARIZONA CHRISTIAN UNIVERSITY**  
Residence Life Handbook  
2017/2018

## **CAMPUS RESIDENT LIFE**

Administering the campus residences is the responsibility of the Dean of Students,, Director of Residence Life, Resident Director 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 Resident Director 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 insures long term use of these facilities by future students. When there is reason to believe that University policy is being violated, the Dean of Students, Director of Residence Life, Resident Director, Director of Campus Safety, Resident Assistants and/or members of the University Administration may enter and search a residence in the presence of a witness.

## **HOUSING**

### **Requirements**

Students are encouraged to live on campus so they can gain the greatest benefits from the total ACU educational experience. All full-time, un-married 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.

### **Exceptions**

Exceptions to this policy must have the approval of the Director of Residence Life and/or Housing Committee. Below are the only exceptions to the on-campus housing policy (effective for all new students beginning fall 2016):

- 1) 21 years of age or over by the first day of classes in August;
- 2) Married and/or has children residing with him/her; OR
- 3) Lives with parents, legal guardians, grandparents, or siblings over the age of 25 while attending Arizona Christian University

### **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) they will submit the paperwork to the Housing Committee within 10 business days. The Housing Committee (consisting of the Director of Residence, the Resident Director, and additional staff and faculty across campus) will have 5 business days to review all requests and make a decision. The Housing Committee's decision is final except where 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 Dean of Students within 5 business days after the Housing Committee's decision has been made. The Dean of Students will have 10 business days to review the written appeal. The Dean of Students decision is final.

**Providing false information (verbal or written) related to off-campus housing, including failure to contact the Residence Life Office prior to any change in off-campus housing classification, will subject the student to moving immediately into a residence hall, being financially responsible for room/board payments for any period of enrollment, for which, or during which, false or no information was provided, and probable disciplinary action through the on-campus community policies.**

Permission to live off campus is limited only to the academic year for which it was granted. Permission to live off campus one year in no way guarantees that a student will be granted that same permission to live off campus the following year.

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**

The following items may be used in the residence hall and apartment kitchen areas: toaster ovens, electric sauce pans, toasters, and skillets. Improper use of personal or residence hall appliances is strictly prohibited (including pouring hot grease down drains). Space heaters are not allowed anywhere. This is subject to fines and or disciplinary action.

## **ASSIGNMENT OF RESIDENCES**

Residences are assigned in the summer/winter by the Director of Residence Life once Housing Applications have been submitted. 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 \$50 fine. 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 of the housing application and housing application fee were submitted.

## AVAILABILITY OF RESIDENCES

Campus residences are available each semester. Priority in the assignment of larger residences is given to upper classmen and individuals over the age of 20. ***Married student housing is an option only when housing is available. The traditional student will have first priority to housing.***

## CHECK-IN FOR CAMPUS RESIDENCES

The following check-in procedures must be completed before moving into the campus residence:

- All residents must read and sign an ACU Campus Housing Contract at the time of application.
- A Resident Assistant must go through the Check-In/Out form with the student prior to moving into the residence.
- All unsatisfactory conditions and damages must be marked on the form at that time.
- If there are any damages at the time of move-in an e-mail must be sent to maintenance at [maintenance@arizonachristian.edu](mailto:maintenance@arizonachristian.edu).
- The student must sign the form in agreement with the conditions marked on the form.
- This form will be used at the time of check-out.
- The student will be issued a key.
- Students may be charged an early check-in fee of \$20 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.
- 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 \$5.00 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 list of checkout damages and fees at the end of this document.**

## CONFLICT RESOLUTION AND COMMUNICATION

Communication is essential for a successful on-campus living experience. Roommates are encouraged to arrange times early in the semester to discuss one another's needs and rights as related to on-campus living. Common courtesies should be discussed and expectations outlined regarding the activities that will take place in a room or apartment. Resident Assistants should be consulted if roommates cannot come to a position of agreement.

## 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.

## 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 including, but 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 Resident 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, chest of drawers, microwaves and refrigerators. 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. Rooms on the first floor of the residence hall have kitchen and stove. The 2<sup>nd</sup> and 3<sup>rd</sup> floors of the Resident Hall do have a small kitchenette with no stove. 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 on the back of the Residence Hall Room Inventory & Condition Report card that you will receive at the time you 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. Maintenance or approved Arizona Christian University personnel will loft your bed within 2 business days of the written request. There is a \$20 fee for changing your bed position from unlofted to lofted and/or lofted to unlofted after the 2nd week of classes. Changing your bed position without written approval may result in a \$50 fine.

**Students must receive special permission from Student Services 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.**

## 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.

## INSURANCE

Insurance for a resident's personal belongings is the responsibility of the resident. It is recommended that students purchase renter's insurance.

## INTERNET CONNECTIONS

Internet connections are available in all on-campus rooms. All students must sign a *Student Internet Policy Form* before their computer will be connected to the Internet. For more information on our internet and email policies turn to the email section of student handbook.

## KEYCARDS

All students living in Arizona Christian University housing will be issued a keycard to their specific residence. **There is a \$10 charge for any and all lost or damaged key cards.** Residents who lock themselves out of their room can call campus safety to gain access after they have been properly identified and their residency has been established. School ID cards and/or driver's licenses will be checked before or immediately after access has been granted. However, after 3 entries into the Residence Hall, hallway or room due to being locked out will result in a \$20 fee.

Important note: Lost or stolen keys must be reported to Campus Safety immediately. Key holders will be held responsible for property loss and/or damage due to negligent management of issued keys. (This includes the loaning of keys to unauthorized personnel, loss, or not properly securing keys). Security of the campus must be a priority for all employees and students. The person to whom the keys are issued is responsible for the keys and the security of the areas opened by the keys. Keys should not be borrowed nor should they be loaned out to other employees or students. Safety officers may always be contacted to open any door where there is a genuine need for access.

## 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.

## LOBBIES

Students are expected to act in a respectful manner while using the lobbies. Please be mindful that this is a shared space. Lights are to be left on in the lobbies at all times. The lobbies are closed from 2am-5am every day.

## **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 10 meal plan will be the default plan given to students. The board rates are established on the basis of a 10, 15 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. Commuter residents 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 Fire Pit. Students can change their meal plan at any time up until the end of the 2<sup>nd</sup> week of classes 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.

### **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) they will submit the paperwork to the Housing Committee within 10 business days. The Housing Committee (consisting of the Director of Residence, the Resident Director, and additional staff and faculty across campus) will have 5 business days to review all requests and make a decision. The Housing Committee's decision is final except where 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 Dean of Students within 5 business days after the Housing Committee's decision has been made. The Dean of Students will have 10 business days to review the written appeal. The Dean of Students 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 in writing by a medical physician. Please submit documentation to the Director of Residence Life. However, 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.

## **PETITIONS**

A student can fill out a petition form online for a number of different reasons; including but not limited to: Housing Policy Exemptions and Meal Plan Exemptions. 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) they will submit the paperwork to the Housing Committee within 10 business days. The Housing Committee (consisting of the Director of Residence, the Resident Director, and additional staff and faculty across campus) will have 5 business days to review all requests and make a decision. The Housing Committee's decision is final except where 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 Dean of Students within 5 business days after the Housing Committee's decision has been made. The Dean of Students will have 10 business days to review the written appeal. The Dean of Students decision is final.

## **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 community service hours, fines, and/or residence life suspension or dismissal.

## **QUIET HOURS**

Quiet hours are defined as times when stereos, 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 7:00 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: maintenance@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 is one RA per hall and they are responsible for a group of 25-45 residents working with them in the areas of advising, programming (social and educational), discipline, administration, and general orientation of the residence hall. This position is scholar shipped 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.

## **RESIDENCE HALL MEETINGS**

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

## **ROOM CHECKS**

Students can expect reasonable privacy of rooms and personal property. However, the University reserves the right to enter and inspect rooms at any time, with reasonable cause, for purposes related to maintenance, health, safety, security, and the upholding of University policy.

Students are expected to keep their room in a clean and picked-up condition. Weekly room checks will be done by the Resident Assistants.

Students must provide their own cleaning supplies:

- Students who fail to pass room checks are subject to disciplinary action.
- Sanctions for repeated violations include, but are not limited to, assignment of community service hours, fines, and/or residence life suspension or dismissal, without refund.
- The Resident Assistants reserve the right to confiscate items that are deemed offensive, harmful, or violate Resident Life or other Student Life Handbook policies.

## **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) 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.

## **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**

Residents or students that wish to live in the residence hall over the summer break must complete a summer housing application and be in good standing with the Business Office and Residence Life Office. Students who have had previous discipline issues may not be approved to live in the residence hall over the summer break. Meal service will not be available. All *ACU Student Life Handbook* policies are applicable during the summer and must be adhered to during this time.

## **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. 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 Services Department. In conjunction to the visitation policy, the Residence Hall has designated visitation hours for members of the opposite sex, referred to as "Open Hall". This aspect of the visitation policy applies to all areas of the residence hall, which includes but is not limited to hallways and individual rooms. When residents have visitors of the opposite sex, the room's entry and bedroom doors must remain propped open completely.

Open Hall hours will be:

Monday, Tuesday, Wednesday, Thursday—6:00 PM until 10:00 PM  
Friday—6:00 PM until 12 AM midnight

If an RA, Campus Safety, or an ACU staff member finds a student of the opposite sex in a room/suite when it is not during designated Open Hall hours, 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 Open Hall violations, 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 Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Summer Breaks there will be NO Open Hall hours.

## **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.

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 MyACU 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. There will be a \$5.00 per night fee for non-family overnight visitors. 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, air soft 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.

The below list of fines and fees are examples of charges, infractions or violations that could occur but are not limited to this list. This form is to provide a general understanding of what an infraction could be, however it is subject to change. Please review the Arizona Christian University Student Handbook and Residence Life Handbook for further information.

\$5	Overnight visitor fee (up to 3 consecutive nights and 12 nights per semester)
\$10	Keycard replacement
\$20	Entry into Residence Hall/Hallway/Suite/Room after 3 free "let-ins" per semester
\$20	Overnight Guest Form not submitted
\$20	Bed Position Change Request (unlofted to lofted/lofted to unlofted)
\$25	Misuse of lobby hours. Lobbies are closed from 2am-5am everyday
\$25	Lit candles in any room of the Residence Hall
\$25	Disrespectful of quiet hours 10pm-7am everyday
\$25	Dining Hall Items found in your room/suite (plates, cups, bowls, utensils, etc.) each item charged separate
\$25 +	Inappropriate room/door decorations
\$25 +	Room Check Violation per person
\$25 +	Misuse of appliances (including hot grease down drains)
\$50	Propping Hallway doors
\$50	Propping suite/room door (including tape) when no one is present in the suite/room
\$50	Unapproved Bed Position Change
\$50	Switching rooms and/or suites without prior permission
\$50	Movie and entertainment infraction in the lobbies
\$50	Unexcused absence for a Mandatory Residence Hall Meeting
\$50 +	Window infraction (including talking to someone through your window or passing anything in/out of windows)
\$50 +	Visitation infraction (opposite sex in room during non-open hall times and not propping door while participating)
100 +	Visitor Violation (extended stay without permission)
\$200	Pets in the Residence Hall or Suite/Room other than fish
\$200	Tampering with security cameras
\$200 +	Window infraction (people coming in/out of windows)
\$250	Alcohol and/or tobacco in/on possession in Residence Hall
\$250 +	Weapons and/or explosives (including fireworks) in/on possession in Residence Hall



**Damage Costs**

Item	Cost
Bedends	\$ 150.00
Mattress	\$ 125.00
Box Spring	\$ 100.00
Ladder	\$ 60.00
Desk	\$ 120.00
Desk Chair	\$ 85.00
Dresser	\$ 260.00
Closet door	\$ 225.00
Closet shelves	\$ 25.00
Window	\$ 275.00
Window Screen	\$ 50.00
Kitchen shelves	\$ 25.00
Broken light switch/outlet covers	\$ 5.00
Holes in the wall	?
Carpet Stains	?
Furniture/Room Alterations	?

**Description**

<p>These are replacement costs for the Res Hall style furniture. The older furniture will be assessed by maintenance and the Director of Residence Life and appropriate charges will be placed on your account.</p>
mirrored closet doors
broken or missing
window needs to be replaced
broken or missing
broken or missing
each broken or missing cover
Minimum \$5.00
Minimum \$5.00
Minimum \$25.00

**Checkout Fines**

Item	Cost
Improper Cleaning (Room)	\$ 50.00
Improper Cleaning (Suite)	\$ 100.00
Furniture not put back	\$ 50.00
Improper Checkout	\$ 100.00
No Key	\$ 10.00
Heavy Cleaning Fee	\$ 100.00
Late Checkout	\$ 50.00
Personal Items Left Behind	\$ 25.00 min

**Description**

Room not vacuumed and thoroughly cleaned
Bathroom, Kitchen, floors, cabinets, etc. not thoroughly cleaned
Furniture in same positions as when you moved in
You leave without checking out or you do not sign up for a time with your RA.
You do not turn in your key or turn in the wrong key.
pets, cigarette smoke, extreme water damage, fire damage, anything where outside services are required. Minimum charge of \$100 or cover the cost of services rendered.
for every half hour after your checkout time was scheduled.
Abandoned property becomes school property after 7 days with no communication. Additional fines may be assessed.

