

MOVE The Initiative Dorm Policies



Check In:

Students will complete a checklist on the condition of their room.

Express Checkout Envelopes: *(All students will follow an Express Check out Process)*

- It is an expedited check-out. You don't wait for a staff member to inspect your room, instead, you complete the express check out form and put your keys inside and seal it up.
- You will pick up an express check out envelope at check in.
- Pack up your belongings, clean the room and remove all personal items.
- Place your keys inside the envelope.
- Fill out the form.
- Take a photo of the form for your record.
- Return the express check out envelope to a staff member when one is available.

Remove All Items from Your Room:

Make sure to remove all items when you move out – even items that may seem unobtrusive (plastic bags, hangers, cleaning supplies, loose change). Basically, if someone brought the item into the room, someone must remove it from the space. It is much easier (and cheaper) for you to remove these items than to have a facilities cleaning crew remove them. You may receive a bill if any items, including small objects that remain in the space.

Reminder: Take out all the trash. The most common charges assessed are cleaning and trash removal.

Room Condition:

While checking into your room, you will be asked to complete a Room Condition Report (RCR), which contains a list of areas in the room and their condition prior to your arrival. You will have until the evening to complete this document to provide an accurate description of your arrival.

The staff does not assess damages, or quote any prices or conditions, but only documents what is immediately observed. Additional review of the condition of your room will be conducted after checking out by a staff member. Ensure a thorough completion of your RCR, so that you will not be charged for items damaged, or missing.

Work Orders, Damages, and Repairs

If you have an issue with the physical room, or contents provided by the facility, please inform a staff member. If the work order is something that needs immediate assistance (overflowing toilet, power outage, etc.) please contact a staff member immediately. Depending on the issue, it could be handled immediately, or over the course of several days or weeks. Please stay in touch with your Residence Coordinator, but sometimes patience is needed.

Pest Management

Under community living conditions, pests can become unwanted guests. You can minimize problems by being proactive:

- Keep the kitchen area clean.
- Use sealed containers to store food items, condiments, etc in rooms.
- Never leave food in open containers; use glass, metal, heavy plastic or other sturdy, tightly-sealed containers.
- Use plastic trash bags for storage and for trash.

Individual Damage Billing

Individual damage billing refers to damages to an individual's room whereby the resident(s) is responsible for the costs associated with any repair or replacement. Individual damage is documented by a staff member.

Community Damage Billing

The philosophy behind community damage billing is that all dorm students on campus housing are part of a larger community. Therefore, residents are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section. Community damage is documented by our staff.

Examples of Damage Billing Incidents

- Any damage that goes beyond the normal, expected, wear and tear of items.
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas
- Broken exit signs
- Broken windows or glass
- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible)
- Removal of any College furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

Keys

Students will be given keys to enter the dorms and their individual room. If keys are lost, please be advised, an invoice will be sent as a key replacement charge.

Dorm Etiquette

- Be kind and respectful to the dorm parents, students, and roommates in all common areas and dorm rooms.
- Maintain effective communications with dorm parents at all times.
 - Includes: group chats regarding departure times for meals, classes, and activities.
- Communicating with the nurse regarding medication schedule (if applicable).
 - Students MUST report to the nurse when notified. If the student does not respond and report, the student's parents will be notified.
- Bullying, Showing off, and Stealing will not be tolerated.

*** Refer to Discipline Policy for disciplinary actions if dorm etiquette is not followed.**

No Smoking or Alcohol Use

Mount Holyoke College is a tobacco free/smoke free campus. **DO NOT** smoke, vape, or drink on, off, or around campus. Students will be sent home if it is discovered they have partaken in any of these activities.

Please sign to acknowledge you have read and understand the above policies

Parent/Guardian Print Name _____

Parent/Guardian Signature _____