

Guide to Community Living



2023-2024

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Guide to Community Living

Living in community often means there are certain rules, policies, and procedures residents must be aware of and abide by. It is required that every resident follow the policies and procedures of Campus Living & Learning. Students are also responsible for and agree to abide by the information contained in [Baylor University's Student Policies and Procedures](#).

Table of Contents

CL&L DICTIONARY	5
RESIDENTIAL COMMUNITY	5
RESIDENT	5
GUEST	5
COMMUNITY LEADER (CL)	5
RESIDENCE HALL DIRECTOR (RHD).....	5
ASSISTANT RESIDENCE HALL DIRECTOR (ARHD).....	5
GRADUATE APPRENTICE RESIDENCE HALL DIRECTOR (GARHD)	5
RESIDENT CHAPLAIN (RC)	5
FACULTY-IN-RESIDENCE (FIR).....	6
FACULTY STEWARD	6
PROGRAM DIRECTOR (PD).....	6
ADMINISTRATIVE ASSISTANT.....	6
OFFICE ASSISTANT (OA)	6
BAYLOR UNIVERSITY DEPARTMENT OF PUBLIC SAFETY OFFICER	6
ZONE TECH AND HOUSEKEEPING STAFF	6
RESIDENT BEHAVIOR	7
RESIDENCE HALL PROCEDURES: MOVE-IN/MOVE-OUT	7
MOVE-IN PROCEDURES	7
MOVE-OUT PROCEDURES	8
ROOM CHANGE REQUESTS.....	8
HOUSING CONTRACTS	8
EXTENDED STAY REQUESTS	8
PERSONAL PROPERTY IN RESIDENT ROOMS.....	8
PERSONAL PROPERTY INSURANCE.....	9
ABANDONED PROPERTY.....	9
REMOVAL FROM HOUSING	9
RESIDENCE HALL POLICIES: RESIDENTIAL FACILITIES.....	9
CARE OF FACILITIES	9
<i>Damaging, Destroying, or Defacing Property.....</i>	<i>9</i>

<i>Decoration Policies</i>	9
ROOM FURNITURE	10
COMMUNITY SPACES	10
RECREATIONAL EQUIPMENT	10
SUNDECKS AND SWIMMING POOLS	10
RESIDENCE HALL POLICIES: SAFETY AND SECURITY	11
HEALTH AND SAFETY INSPECTIONS.....	11
PROPPED, DISABLED, OR UNSECURED DOORS	11
EXTENSION CORDS.....	11
SMOKE DETECTORS & FIRE SPRINKLERS.....	11
FIRE PREVENTION STRATEGIES	11
FIRE DRILLS AND ALARMS	12
ROOM ENTRY.....	12
RESIDENCE HALL POLICIES: STUDENT RESPONSIBILITIES	13
BATHROOMS	13
<i>Community Bathrooms</i>	13
<i>Suite/Private/Apartment Bathrooms</i>	13
BICYCLES	13
EMAIL.....	13
UNIVERSITY ISSUED APPLIANCES	13
<i>Dishwasher</i>	13
<i>Garbage Disposal</i>	14
<i>Refrigerator</i>	14
<i>Microwave/MicroFridge</i>	14
<i>Heating and Cooling</i>	14
KEYS AND ACCESS	14
<i>Policies Regarding Keys and ID Cards</i>	14
<i>Lockouts</i>	14
<i>Lost ID Cards</i>	15
<i>Lost Keys</i>	15
PARKING	15
QUIET HOURS	15
<i>Courtesy Hours</i>	15
<i>Quiet Hours</i>	15
ROOMMATE COMMUNICATION	16
ROOMMATE CONFLICT	16
TRASH	16
VISITATION PRIVILEGES.....	16
<i>Overnight Guests</i>	17
WINDOWS	17

PROHIBITED ITEMS AND BEHAVIORS.....	17
ALCOHOL AND OTHER DRUGS.....	17
APPLIANCES.....	18
<i>Residential Spaces without Kitchens</i>	18
<i>Residential Spaces with Kitchens</i>	19
GAMBLING	19
DISRUPTIVE BEHAVIOR	19
HAMMOCKS	20
MISUSE OF UNIVERSITY PROPERTY	20
MOTORCYCLES, MOPEDS, AND HOVERBOARDS	20
OBSCENE MATERIAL.....	21
PETS.....	21
SECURITY CAMERAS, SURVEILLANCE CAMERAS, AND INVASIVE VISUAL RECORDINGS.....	21
SEXUAL CONDUCT.....	21
SOLICITATION, POSTING, AND STUDENT-RUN BUSINESSES.....	21
SMOKING	21
<i>Electronic Cigarettes</i>	22
<i>Hookahs</i>	22
THEFT OF STATE AND LOCAL PROPERTY	22
WEAPONS/EXPLOSIVES	22
CHARGES FOR DAMAGES.....	23

CL&L Dictionary

Residential Community

A residential community is the physical building and any community spaces within each residence hall. Residential Communities include: Allen/Dawson, Alexander/Memorial, Brooks Residential College, Brooks Flats, Collins, Earle, Kokernot, Martin, Penland, North Russell, North Village, South Russell, Teal Residential College, and University Parks Apartments.

Resident

A resident is a Baylor student who is living in one of the residential communities. A resident has agreed to the terms of the On-Campus Housing Contract and the policies in the Guide to Community living, outlined in this document.

Guest

A guest is someone who is visiting a resident in one of the residential communities. Guests are required to abide by all university and Campus Living & Learning policies. Guests may include another Baylor student or resident who does not have access to the room or facility space (i.e. if a student does not have card swipe or key access to the building, floor, or room, they must be escorted by a resident with access to that space), a non-Baylor person, and/or a family member.

Community Leader (CL)

The Community Leader serves students in one of Baylor's residential communities by exemplifying and implementing the policies and values of Campus Living & Learning. The CL provides leadership by fostering community and cultivating relationships, mentoring residents, and facilitating learning through efforts that integrate aspects of diversity, faith development, academics and relationships.

Residence Hall Director (RHD)

Residence Hall Directors are full-time master's level professionals who live in the residential communities. These staff members supervise the Community Leaders and work to create an environment that promotes academic success, physical safety, and authentic community. The RHD office can be found in the common area of each community. Residence Hall Directors are excited to get to know residents and make their residential experience a positive one.

Assistant Residence Hall Director (ARHD)

Assistant Residence Hall Directors are full-time professional staff members who live in some of the residential communities. The ARHD partners with the Residence Hall Director in overseeing the hall community and is available to support residents.

Graduate Apprentice Residence Hall Director (GARHD)

Graduate Residence Hall Directors are full-time graduate students, generally in the Higher Education and Student Affairs program. These students are completing an apprenticeship in addition to their studies and live in the residential communities. They also assist and partner with the Residence Hall Director and are an important resource available to residents.

Resident Chaplain (RC)

The Resident Chaplains are Truett Seminary students working on a master's degree to prepare them for ministry. They live in the residential communities and are responsible for assisting residents in spiritual formation and providing a pastoral presence in the communities.

Faculty-in-Residence (FIR)

Faculty-In-Residence are full-time, tenured, or tenure-track faculty members who live in every residential community, or communities with Faculty Stewards (Brooks Residential College, Honors Residential College, and Teal Residential College). Each FIR works collaboratively with CL&L leadership and residence hall staff to create diverse residential environments that support learning and faith development through programs and resident interactions.

Faculty Steward

Faculty Stewards are full-time, tenured, or tenure-track faculty members who live in the residential colleges (Honors, Brooks, and Teal). The Faculty Steward provides the direction and vision for the college and collaborates with the Residence Hall Director and Program Director to foster academic excellence, intensive faculty-student interaction, and a rich experience steeped in Baylor tradition.

Program Director (PD)

Program Directors are full-time student affairs professionals who oversee the daily functions of a specific living-learning community or residential college including the admission and retention of residents. The Program Director works in collaboration with the residence hall staff to provide programming and events directly related to the LLC's focus and purpose.

Administrative Assistant

Administrative Assistants provide support at the residence hall front desk during working hours in Alexander/Memorial, Brooks Residential College, Teal Residential College, and University Parks Apartments. Administrative Assistants perform a variety of administrative tasks for the residential community, such as reserving common areas and managing postal packages for students.

Office Assistant (OA)

Office Assistants are student employees who assist residents and guests at the residence hall front desk. OAs answer questions, check out resources and games to residents, assist with ID card access issues, and ensure safety and security for the residence hall.

Baylor University Department of Public Safety Officer

The Baylor University Police Department has a staff of 62 persons, including 37 police officers, 10 dispatchers, 13 Security Officers, an Administrative Manager, and a Records Manager. Officers can be reached 24 hours a day, seven days a week at 254-710-2222.

Zone Tech and Housekeeping Staff

Zone Techs are assigned to a residential community to perform general maintenance repairs reported within that specific community. Housekeeping staff are assigned to a residential community to uphold cleanliness standards in all common areas, including community bathrooms.

Resident Behavior

Community living is a unique experience that has its own rewards and challenges. Residents are expected to conduct themselves in a manner that regards the rights of other students, respects the safety of persons and property, follows all university, local, state, and federal laws, and does not interfere with any other student's academic pursuits.

The following are examples of conduct that may result in administrative action by Campus Living & Learning (CL&L) and/or disciplinary action through the Office of Student Conduct Administration. Please note that this list is not exhaustive:

- Interference with, failure to cooperate or comply with, or failure to provide identification to any Baylor administrator, faculty member, staff person, and/or student staff person
- Violating university and/or residence hall policies and procedures
- Providing false information or identification to a university official
- Aiding or encouraging others to violate university and/or residence hall policies
- Being present in a room, suite, apartment or other residential environment where policies are being violated

Campus Living & Learning reserves the right to enforce its On-Campus Housing Contract and may take administrative action in response to student behavior and choices. These administrative actions may include a change in housing assignment or cancellation of the On-Campus Housing Contract. In the event that the On-Campus Housing Contract is canceled, the student will be held responsible for the financial terms of the housing contract. Furthermore, since these actions are contractual in nature, no formal appeals process exists to review the outcome of administrative action by Campus Living & Learning.

If residents have questions about policies or how they are implemented, they can schedule an appointment with their Residence Hall Director or other designated CL&L staff member.

Residence Hall Procedures: Move-In/Move-Out

Each residential community has a standard procedure for checking in and out of rooms. While the process listed below is fairly standard, residents should understand that the process may vary slightly by residential community. It is the responsibility of each resident to be familiar with and follow the procedures of each residential community when checking into a room, moving to another room, moving to another residential community, or checking out of a room.

Move-In Procedures

Residents are required to check in at the front desk of their assigned residential community and complete the appropriate documentation before occupying a room. When checking into a new room, residents must inspect the furnishings and condition of their room in the CL&L MyHousing Portal. Residents should bring to the attention of a hall staff member any damages or missing items they notice on move-in day and make certain that these notations are included on their room inventory. Failure to complete your room inspection will result in automatic approval of inspection status as indicated by staff. The condition of the room will be evaluated by staff when the resident

is checking out and the resident may be charged for any missing furniture and/or damages that were not the result of normal wear and tear.

Move-Out Procedures

Residents must vacate their rooms within 24 hours of their last final exam or by noon on the last day the halls are open, whichever comes first at the end of each semester. Students withdrawing from the university before final exams must move out within 24 hours of withdrawing.

When vacating a room, residents must fill out the appropriate check-out documentation with their Community Leader or at the front desk and return their keys where applicable. Upon moving out of the room, residents will be held responsible for any damages or removal of furnishings that were made during their time in the room.

Roommates are equally responsible for the condition of their rooms. When damages occur, roommates will be charged proportionally for the cost of repairs, unless specific responsibility can be determined.

For the protection of the resident, it is important to follow proper move-out procedures and complete room inventories. It is the responsibility of each resident to schedule a walk through with a hall staff member to take an inventory of his/her room before moving out in order to prevent charges for damages that may occur after the room has been vacated. The Residence Hall Director will make a final inspection of each room. During this final inspection, charges may be assessed for damages.

Failure to check out with a staff member will result in an improper check-out charge plus a lost-key fee where applicable. If a resident does not return their room key, there may be a charge for re-coring the lock. In all room changes, once a student has been notified that they have been assigned to the new room, the student has 48 hours in which to vacate the old room and complete all check-out procedures. Residents who do not plan to return to the residence halls in the spring must go through proper checkout procedures at the end of the fall semester.

Room Change Requests

If you are considering a room change, please talk to your Community Leader to explore your options.

Housing Contracts

If you have questions about your housing contract, please contact Campus Living & Learning at Living@baylor.edu

Extended Stay Requests

Graduating seniors needing to stay until commencement and persons with other extenuating circumstances needing to remain beyond the 24-hour period will need to complete an extended stay request application form. The extended stay request form should be turned in by the provided deadline to their Residence Hall Director for review. Permission for extended stay is granted on a case-by-case basis and is not guaranteed. Graduating seniors with an approved extended stay request must move out by noon on the day of commencement.

Personal Property in Resident Rooms

Residents must remove all their belongings when moving out, including shared spaces in suites and apartments. Residents may leave their possessions in their rooms between the fall and spring

semesters provided they are assigned to that room for the spring semester and are registered for classes for the spring semester. Baylor University is not liable for the loss of personal property left in residential communities between semesters or during holiday breaks.

Personal Property Insurance

Baylor University does not provide insurance coverage nor take liability for personal property losses or damages. Therefore, residents should obtain personal property insurance through agents of their choice.

Abandoned Property

Any and all property of a resident that is left in his/her residential community room or apartment or in any community space within the residential community after the termination of occupancy for whatever reason may be removed or otherwise disposed of by the university at the risk and expense of the resident. The university shall in no event be held responsible for any property left on the premises by the resident. The resident shall pay to the university, on demand, all expenses in such disposition, including a reasonable charge for storage and/or removal; but the university shall not be under any obligation to provide or arrange for storage, and the student consents to the sale, removal, discarding or any other disposition of the property by the university.

Removal From Housing

Residents may be removed from housing for several reasons. These include, but are not limited to, cancellation of the On-Campus Housing Contract for conduct outside of community standards, removal from housing by Baylor University's Office of Student Conduct Administration, or suspension or expulsion from the university. Regardless of the reason for the termination of a resident's on-campus housing, the resident will be held financially responsible for the full term of the contract unless they meet the criteria listed on the On-Campus Housing Contract.

Residence Hall Policies: Residential Facilities

Care of Facilities

Damaging, Destroying, or Defacing Property

Residents are held responsible for the condition of their rooms and the common/public areas such as the hallways and study rooms. Any resident(s) causing damage will be billed for repairs. In addition to being charged for repairs, they may be subject to administrative action and/or disciplinary sanctions via the Student Conduct process. When no one is willing to accept responsibility for damages caused in a shared area, all residents of a room and sometimes even those of a wing or floor may share in the cost of repairs.

Decoration Policies

Residents may only decorate their assigned living space. Any decorating tools which damage surfaces (for example, carpet tape, duct tape, double stick tape, glue, nails, staples, etc.) are prohibited. Adhesive strips are suggested as a method for securing lightweight decorations to walls and doors in the residence halls as long as residents apply and remove the adhesive strips correctly. Affixing objects to the walls or other room surfaces may pose safety hazards. If a resident chooses to do so, he/she assumes the personal responsibility for any damage or injury the object may cause.

An individual room may not have more than 30% of the total wall space and 50% of any door covered with décor such as, but not limited to, paper, posters, fabric, flags, or drapery. A maximum

of one wall can be completely covered with removable vinyl “wallpaper.” Wall coverings cannot damage walls.

Residents should only use spring tension rods for window treatments.

Ceiling fans, other than those provided in select apartments, are not permitted. Similarly, antennas or anything attached to windows or outside of buildings are not allowed.

Residents may not paint the walls, ceilings, floor, or furniture in their assigned living space.

Live Christmas trees are not permitted.

Room Furniture

Furniture that is provided in resident rooms and accounted for on a room inventory must remain in the room. Residents are subject to disciplinary action as well as a \$25 charge for the unauthorized movement of furnishings or equipment belonging to the residential community, including dismantling of university-owned furniture, in addition to any necessary repair or replacement costs of moved furniture.

Residents may not construct their own lofts or beds or arrange room furnishings using residential community furniture, residential community structures or other construction materials (e.g., cinder blocks, wood, bed risers, etc.) in such a way that furniture is supported by other residential community furniture or residential community structures.

Water-filled furniture is not permitted.

Community Spaces

In the residential community, public areas such as lobbies, restrooms, TV rooms, study rooms, kitchens, laundry rooms and exercise rooms are provided for the use of the residents. Removal or relocation of any of these items can be considered theft and may be handled by a fine, a charge for replacement and administrative and/or disciplinary action. Personal belongings should not be left unattended. Personal belongings left in community common spaces will be deemed “Abandoned Property” and may be disposed of at the resident’s expense and result in disciplinary action. Behaviors deemed inappropriate by CL&L staff members will be addressed accordingly.

Recreational Equipment

Each front desk has resources, which may include games, cleaning supplies, and equipment, that are available for check-out. Residents are responsible for any resources that they check out from their residential community front desk and may be charged to replace any damaged or lost resources.

Sundecks and Swimming Pools

Sundecks are provided in some residence halls and are open for use during daylight hours. These are the only locations on Campus Living & Learning properties where sunbathing is permitted. Visitors of the opposite gender are not permitted in these areas. Swimsuits are to be worn at all times and cover-ups are recommended while traveling to and from the sundeck area. University Parks Apartments has a swimming pool and the posted signs and rules for the pool must be obeyed at all times.

Residence Hall Policies: Safety and Security

Health and Safety Inspections

Campus Living & Learning staff will conduct health and safety inspections for all spaces in residence halls and apartments. Health and safety checks will be conducted in resident rooms each semester. Checks will be announced at least 48 hours in advance. All inspections are conducted for the purpose of compliance with university health and safety standards and policies. Residents are required to rectify any issues cited in a health and safety inspection.

Propped, Disabled, or Unsecured Doors

In order to ensure safety & security in our residential communities, propping or disabling exterior doors to residential communities is prohibited, as is propping or disabling interior doors that are part of the egress path to exit the building. These include, but are not limited to, wing doors and stairwell doors. Additionally, it is prohibited for a resident to allow someone they do not know or someone who does not live in the building and is not their guest to enter the building behind them. All guests should be escorted by the resident they are visiting at all times.

For on-campus apartments that have exterior doors, the exterior doors to the apartment should not be propped open. The screen doors leading to back porches or patios may be left open in good weather as long as the resident is present. Apartment residents should keep all exterior doors closed and locked when the apartment is not occupied.

Residents in any suites/apartments are encouraged to lock and secure their interior door when they are not present. However, residents are encouraged to open or prop their interior room door while they are present to build community within their apartment.

Extension Cords

Only power-strip/surge protectors with on/off switches are allowed as long as they are plugged directly into the wall outlet. Lamps with outlets are allowed. Extension cords and multi-plug outlet covers are not allowed on campus, including residence halls. Fridges, microwaves, and MicroFridges must be plugged directly into wall outlets.

Smoke Detectors & Fire Sprinklers

Residents should not test or tamper with smoke detectors or fire sprinklers; this will cause a response by Baylor Police, Waco Fire Department and university officials and could cause flooding in the hall. Residents should not cover, dismantle, or otherwise tamper with residential community smoke detector and fire sprinkler equipment. If a resident believes that there is a concern or problem with their smoke detector or fire sprinkler, they should report the problem through the online maintenance request system, to a residence hall staff member, or to the residential community front desk.

Fire Prevention Strategies

Items that are a potential fire hazard are prohibited in residential communities. The list includes but is not limited to:

- Candles (unless wicks are completely removed)
- Space heaters
- Halogen lamps

- Open flames such as matches, lighters, etc.
- Use or possession of incense
- Use or possession of fireworks or firecrackers
- Use or possession of combustible paints or liquids, including lighter fluid
- All types of grills. Residents are only permitted to use community charcoal grills
- Doors that are over 50% covered with paper, posters, etc.
- Total walls that are more than 30% covered with paper, posters, etc.
- The use or possession of tobacco, e-cigarettes, hookahs, or any other item that emits smoke
- Mopeds, motorcycles, motor-scooters, or other gas combustible engines within the hall or apartment community
- Appliances with exposed heating elements, including but not limited to space heaters, heating lamps, toasters, griddles, waffle makers, George Foreman Grills, or camping burners/stoves, and electrical zappers for flies or insects
- Remote control devices, such as drones, which may trigger sprinklers

Fire Drills and Alarms

Campus Living & Learning will conduct fire drills in all residence halls each semester. Fire drills will not be announced ahead of time. All students are required to exit the building when the fire alarm sounds.

Room Entry

The university reserves the right to enter residence hall rooms and apartments to check general conditions, to perform custodial service, to make repairs, to clear a space for a new resident, to handle emergencies, to ensure compliance with university rules and regulations or if there is reason to believe that a health or fire hazard exists. Entry under the above conditions will not be used as a means to search a room for prohibited items.

Where there is legitimate reason, however, university officials reserve the right to search a room with the consent of the occupying resident or with the written authorization of the President of the University or the Vice President for Student Life. When possible, it is desirable for the resident to be present when a search is made. During official closedown periods, residence hall staff members will check all rooms prior to closing the building to make certain that rooms are secure and proper closedown procedures have been followed.

Campus Living & Learning staff members or appropriate university officials reserve the right to confiscate items which they deem to be offensive, harmful, or a violation of Campus Living & Learning or university policies. Following notification of such action, residents will have two weeks to arrange for alternate storage off-campus. Some items may be retained indefinitely if criminal or student conduct charges are pending. Following this time period, Campus Living & Learning may dispose of any and all confiscated property without financial liability.

Residence Hall Policies: Student Responsibilities

Bathrooms

Community Bathrooms

It is the responsibility of each resident to help keep the community bathrooms clean and usable for other residents between scheduled cleaning by Baylor Housekeeping. Community bathrooms are cleaned daily on weekdays. Guests of the opposite gender may not use community bathrooms. Residents should report any concerns or problems with the community bathroom to a residence hall staff member or submit a work order. Toilet paper is provided in community bathrooms.

Picture taking, video calling, and video recording is not permitted in community bathrooms. This includes, but is not limited to, cell phones, cameras, and video recording equipment.

Suite/Private/Apartment Bathrooms

It is the responsibility of each resident in the room or suite to clean and maintain the connecting or private bathroom facility. Toilet paper and cleaning supplies are not provided in connecting or private bathrooms. Guests of the opposite sex may not use the shower in suite, private, or apartment bathrooms.

Bicycles

All bicycles must be registered with the [Department of Public Safety](#). Bicycle racks are provided outside each residence hall. Residents may store their bicycles in their room with the agreement of their roommate(s). Residents may not store their bicycles in hallways, stairways, bathrooms, or community storage closets. It is prohibited for residents to secure their bicycles to handrails, benches, or trees. The university may remove at the owner's expense any bicycle improperly secured to anything other than a designated bike rack. Residents are encouraged to use a U-Lock to secure their bicycles to bike racks. Campus Living & Learning is not responsible for stolen bicycles.

Email

Campus Living & Learning will communicate with each resident through their Baylor University email account. In accordance with Baylor University's ITS policy, "Baylor University may send official correspondence via e-mail to faculty, staff or students using the e-mail address as assigned by Baylor University. Each faculty, staff or student is personally responsible for checking his or her e-mail on a regular basis for receipt of official University correspondence."

Residents are responsible for any and all communication sent to their Baylor University Email account, including mail from Living@Baylor.edu (the official CL&L email account).

University Issued Appliances

Many of the apartment and suite style residences have a full kitchen with a variety of appliances offered. Additionally, most residential communities have a community kitchen that is available for the residents to use. Residents should keep the following in mind when using university provided appliances:

Dishwasher

Use only dishwasher detergent in the dishwasher.

Garbage Disposal

Not all kitchen sinks have garbage disposals. If there is not a garbage disposal, residents should dispose of all food in the trash and only pour liquids down the sink. Cold water should always be run when the garbage disposal is in use. Only small amounts of biodegradable food can be put down a garbage disposal. All other items should be disposed of in the trash.

Refrigerator

Residents should wipe down the interior of the refrigerator periodically with a solution of baking soda and water. Residents should keep seals on the doors clean to keep doors closing tightly and to avoid mildew. Putting too many items at the rear of the fridge can cause circulation problems.

Microwave/MicroFridge

Microwaves (except for approved MicroFridges) are only permitted in apartments with kitchens. Furthermore, there can only be one MicroFridge or mini fridge per room. Please contact your Residence Hall Director for guidance on a medical exemption for an additional appliance.

Heating and Cooling

Residents who have control of their room or apartment thermostat should keep the thermostat set between 72° and 76°. Residents are prohibited from tampering with the thermostat outside of the approved range. Thermostat fans should be set in the "AUTO" position at University Parks.

Windows of apartments at University Parks may be left open if the resident is present to help ventilate the apartment. Windows in all other apartments or residence halls should remain closed for the safety of the community and the efficiency of the building's heating and cooling systems.

Keys and Access

Policies Regarding Keys and ID Cards

Staff will add access to a resident's student ID card for their assigned building and room when they move in. When applicable, staff may also issue room keys. The student ID card and key are the responsibility of the resident and should be carried at all times. Residents should never leave their rooms unlocked. A resident may not loan their key or student ID card to another individual to use for any reason. In addition to not loaning their key or student ID card to anyone to use, a resident may not give anyone access to the building and/or their room by any other means.

In addition to bedroom keys and student ID card access that are issued to residents in apartment/suite style housing, in some residential communities, residents are also issued a key for their mailbox. These key related items are considered university property and may not be shared with others.

Residents are responsible for their keys at all times and must return them at time of check out. Failure to return any other issued keys will result in a lock-change for the mailbox or apartment for which the student will be billed.

Lockouts

For those facilities that use a Baylor ID for entry, a temporary unlock code may be retrieved on the student's own device from the "unlock my door" website – www.idcard.baylor.edu. Only resident(s) of a particular room are permitted to retrieve and/or use unlock codes for that room. Residents should not share unlock codes that they retrieve for their room with any other individual. Only occupants of a given room space should access that space.

In some residential communities that use hard keys or key cards, a resident who is locked out of his/her room may check out a temporary key or replacement key from the front desk by presenting his/her picture ID. The key must be returned and signed back in within 15 minutes. A key to a room will be issued only to a resident of that particular room.

Residents may not duplicate university keys or tamper with locks.

Lost ID Cards

If a resident's ID card is lost, damaged or does not perform needed functions as expected, the resident should take it to the Parking and Transportation Services office located in Room 190 on the first floor of the Speight Garage. Replacement cards can be issued from the Parking and Transportation office. There may be a fee to replace a lost or damaged card.

Lost Keys

Residents should immediately report to the residence hall staff if they have lost a key. A lost key will usually result in the lock being changed for the safety and security of the space. The resident may be charged a lock change fee to their student account.

Parking

Parking permits are virtual and are connected to the vehicle license plate number. Parking permits belong only to the student who purchased it and cannot be transferred to another student. If a resident gets a new vehicle or new license plates, they should update their parking account as soon as possible at www.baylor.edu/parking

Baylor parking permits may be obtained online at www.baylor.edu/parking

Purchasing a Vehicle Parking Permit does not guarantee a parking place nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Residents are prohibited from washing and/or repairing their vehicle on university property. Students are only allowed to park in student designated parking spaces according to their permit permissions. Additionally, no boats, trailers, campers, motor homes, or other recreational vehicles may be parked on the premises.

There are no required parking permits for the parking lot at University Parks Apartments.

Quiet Hours

Courtesy Hours

All of our residential communities observe courtesy hours 24 hours per day. Noise should be maintained at a reasonable level at all times. Any actions that infringe on the rights of others to sleep or study will be addressed by the hall staff.

Speakers or other sound equipment may not be at a volume that disrupts the community.

Quiet Hours

Quiet Hours have been established in all residential communities to ensure that residents have the opportunity to exercise their primary rights to sleep and study in their own rooms and apartments. At a minimum, quiet hours are from 11:00 PM until 10:00 AM daily. Residents are responsible for knowing the quiet hours for their community.

During Quiet Hours, noise should be limited to a level which could not disturb the nearest neighbor's attempts to sleep or study. This standard will be upheld whether or not the neighbors are present.

Twenty-four-hour quiet hours are observed during study days and finals for each semester. Beginning and ending dates will be posted in each facility.

Roommate Communication

Roommates and suitemates should arrange times to discuss one another's needs, expectations and common courtesies in the living situation and complete the Roommate Agreement provided by their Community Leader upon move-in. Topics that might be helpful for roommates to discuss would include their schedules, cleaning expectations, privacy expectations, and guests.

Roommate Conflict

Residents who are experiencing persistent conflicts with their roommate(s) are highly encouraged to discuss problems and concerns with their roommate(s). However, Community Leaders and Residence Hall Directors are available for assistance if needed. We encourage residents to use the following steps when approaching a roommate conflict:

Step 1: Speak to the person causing the interference and courteously request that the behavior be modified.

Step 2: If the request does not produce satisfactory results, contact a CL for assistance.

Trash

Residents are responsible for taking out their own trash either to the trashcans in the trash rooms of their residential community or to the dumpsters located near their residential community as stipulated by residence hall staff. Trash rooms and trashcans located in the residential communities are for the disposal of smaller bags of trash. Large bags of trash or large items such as pizza boxes should not be placed in trash rooms but taken directly to the outside dumpsters. If at any time the trashcans provided in the residential communities are full, residents should take their personal trash directly out to the provided dumpsters and not overfill the trashcans. Medical needles and related items must be placed in a sharps box before being placed in community trashcans or dumpsters.

Visitation Privileges

Guests are welcome in the public (lobby) areas of each residential community at any time for academic and social activities as long as they are escorted by a resident. Guests should be escorted by the resident they are visiting at all times, including in the room of the resident.

Campus Living & Learning permits students to host guests of the opposite gender during specific times for the purposes of collaborative study, spiritual enrichment, and social interaction. These times are limited to the following days/hours:

10:00 am – 1:00 am daily

Other visitation times may be designated for special occasions. Times for special visitation will be posted in advance. Residents are responsible for the behavior of their guests, whether overnight, from another hall, or from off campus; and they will be liable for any damages and/or held responsible for any policy infractions caused by their guests.

Visitation privileges are suspended during extended break periods: Thanksgiving Break, Semester Break (for continuous housing students), and Spring Break.

Overnight Guests

Residents may have up to two overnight guests as long as their guest is at least 18 years of age, of the same sex, and the resident received their roommate's approval to have an overnight guest. However, guests may not stay overnight in the residence halls on a consistent or frequent basis. The following overnight guest guidelines must be adhered to:

- Guests may not stay longer than three total nights per semester
- A resident is responsible for the behavior of his/her guest and will be liable for any damages and/or held responsible for any policy infractions caused by the guest
- A guest may not check out a key
- Guests are not permitted to stay overnight in the residence halls before the first class day, during finals, or after the last class day of each semester
- Guests must be escorted through the hallways as any other non-resident, non-staff member would be

Guests under the age of 18 years of age are only permitted for specially approved university events. Written permission must be granted by the Director of Campus Living & Learning.

Windows

Residents should ensure windows are closed and locked at all times for both the safety of the community and to prevent impairing the complex heating and cooling system of the residential facility (see "Heating and Cooling" for exceptions at University Parks). Students are prohibited from displaying any inappropriate or obscene material in their window. Political material is permitted if it is not disruptive, inappropriate, or obscene. Campus Living & Learning may require residents to remove decorations or furniture near windows that disrupt the heating and cooling systems in the building.

Prohibited Items and Behaviors

Alcohol and Other Drugs

Baylor University policy prohibits the unlawful manufacture, possession, use, sale, transfer, or purchase of a controlled substance or designer drug on or off the campus. This includes but is not limited to prescription medication without an appropriate prescription, and the storage and brewing of any alcoholic beverage (included but not limited to the brewing of beer and Kombucha).

Possession or use of any consumable hemp products on university property or non-campus property owned or controlled by the University is not permitted. (Note: Products that are FDA approved for use as food ingredients or cosmetics are permitted on university property. Hemp-derived products that are legally produced and/or sold in Texas, but not approved by the FDA for use as food ingredients or cosmetics, such as CBD oil, may be stored in privately owned or leased motor vehicles parked on a street or driveway or in a Baylor parking lot or parking garage. The university prohibits the possession of such products by students in premises that it owns or controls.)

It is also a violation of university policy for anyone to possess, use or be under the influence of an alcoholic beverage on the campus (which includes the apartments) or at a university-related activity off campus, regardless of age. Anyone violating these policies is subject to administrative and/or disciplinary action. In addition, alcoholic and/or drug paraphernalia are not permitted in any residential communities. This includes alcoholic beverage containers used for decorative purposes, posters, signs, or rugs. Possession of these items may result in administrative and/or disciplinary action.

Appliances

Residential spaces without individual kitchens are not equipped to cook full meals. Most electrical appliances will place strain on the wiring system, which creates a fire hazard. A public kitchen is available in each residence hall. Most kitchens have an oven, refrigerator, and microwave. All appliances used in residence halls must be U.L. approved and should be properly maintained by the student. Fridges, microwaves, and MicroFridges must be plugged directly into wall outlets.

Residential Spaces without Kitchens

For any residential spaces without kitchens, the following policies regarding kitchen appliances apply. **This policy refers to any room within Allen, Dawson, Memorial, Alexander, Kokernot, Brooks Residential College, Collins, Martin, Penland, North Russell, and South Russell. Additionally, this policy refers to any suite or double room in North Village, Earle, or Teal Residential College, without a full kitchen.**

Allowed:

- Air popcorn poppers
- Hot pots
- Air fryers
- Personal coffee pots (no larger than 12 cups) including a Keurig
- Electric kettles with automatic shut-off
- Approved MicroFridge units refrigerators which use no more than 1.5 amps and are no more than 36 inches tall
- Only one MicroFridge or allowed refrigerator (1.5 amp, 36" tall) unit is permitted in a room

Prohibited: Please note that this is not an exhaustive list

- Any appliance with an exposed heating element
- Space heaters
- Crockpots/ rice cookers
- Deep freezers
- Deep fryers

- Electric skillets
- George Foreman grills
- Griddles
- Hot plates
- Standalone microwaves
- Toasters (pop-up and ovens)

Residential Spaces with Kitchens

Residents living in an apartment with a full kitchen must adhere to the following list of approved and prohibited items. **This policy refers to units with full kitchens in North Village, Earle, Teal Residential College, Brooks Flats, and University Parks communities.**

Allowed:

- All items allowed in rooms without kitchens
- Pop-up toasters
- Microwaves (these are provided in almost all apartment kitchens)
- Crockpots/ rice cookers
- George Foreman grills/ electric skillets
- Air fryers

Prohibited: – note that this is not an exhaustive list

- Space heaters
- Deep freezers
- Deep fryers
- Hot plates
- Toaster ovens

Gambling

Consistent with Baylor University's Student Conduct Code, residents will not unlawfully conduct, organize, or participate in an activity involving a game of chance, including but not limited to, gambling, casino games, or sports wagering.

Disruptive Behavior

The following behavior is not permitted inside any residential community. This includes, but is not limited to:

- Athletic activities in the apartments, residence hall, or parking lot

- Excessive noise or music that is not in accordance with courtesy or quiet hours
- Roughhousing
- The use of any type of stick to strike a ball
- The use of any type of ball or Frisbee
- Pranks
- Riding bicycles or skateboards in the residence hall
- Shaving cream and powder fights
- Throwing, dropping, or hanging objects from windows
- Water fights
- Water balloons

Hammocks

Hammocks may only be used in designated areas on campus. Hammocks may not be hung in residential rooms or outdoor structures of a residence hall not specifically designated for hammock use.

Misuse of University Property

Students should be aware of and refrain from the following misuses of university property:

- Tampering with any university property, including security equipment, fire safety equipment, and exit signs. Such actions can result in a \$500 fine and removal from housing with no refund of the On-Campus Housing Contract fee.
- Hanging clothes, rugs, towels or other items from life safety equipment such as fire sprinklers, window openings, security bars, porch swings, shrubbery, or pipes.
- Unauthorized entry into secured or restricted areas or areas not open to the general public, including but not limited to vacant residential rooms within residence halls.
- Dismantling door hinges in residential rooms. Tampering with hinges is a fire hazard and can result in fines or disciplinary action.
- Uncleanly room conditions.

Motorcycles, Mopeds, Motor Scooters, and Hoverboards

Mopeds, motorcycles, electric motor scooters, hoverboards, gas combustible engines, and any type of flammable fuels are not permitted inside any residential community. Electric motor scooters may not be charged inside residential communities. Further, these vehicles are prohibited from parking on walkways or near doorways.

Obscene Material

Obscene material, including but not limited to, pornographic literature, paraphernalia, X-rated movies, posters depicting full or partial nudity, displays of profanity (verbal or written), and language or images that are offensive to others are prohibited from all on-campus residential communities. This standard also applies to obscene material saved to or accessed via electronic devices.

Pets

Pets are not permitted in any residential facility or on the complex grounds, with the exception of fish kept in a ten-gallon or smaller tank. Friends or relatives who visit will need to make other arrangements if their pets are with them. Harboring pets could result in administrative and/or disciplinary action. Residents who request to have service animals or emotional support animals on campus must apply with the Office of Access and Learning Accommodations for regulations and approval.

Security Cameras, Surveillance Cameras, and Invasive Visual Recordings

Students may not install security and surveillance camera systems, including but not limited to Ring, Arlo, and Nest, in or around resident rooms, suites, apartments, or community areas in the residence hall. Furthermore, invasive or nonconsensual visual recordings, including but not limited to web cameras, photographs, video recordings, and broadcasts, are not permitted in resident rooms, suites, apartments or community areas in the residence hall. Baylor University operates a system of security cameras covering public areas of the campus and reserves the right to install new security cameras in public areas in and around residence halls and other campus buildings.

Sexual Conduct

Campus Living & Learning supports the Baylor University Policy on Sexual Conduct, which can be found at: <https://www.baylor.edu/risk/doc.php/339238.pdf>.

Solicitation, Posting, and Student-Run Businesses

Soliciting in residential communities is restricted to protect residents from unwanted disturbances. Soliciting in residence halls is strictly prohibited unless prior approval is obtained under the Campus Solicitation Policy. Residents should report all solicitors to the hall front desk or Baylor Department of Public Safety at 710-2222.

Campus organizations or individuals desiring to post notices or sell items in the residence hall lobbies must receive written permission from the Student Activities Office and then submit the related paperwork to the Campus Living & Learning office for approval.

Residents cannot use the residence hall to advertise, promote, or operate a business venture which may include but is not limited to renting out on-campus rooms using websites like Airbnb, running a day care, food service operations, cosmetology, hair salons, and/or direct sales business.

Smoking

Consistent with Baylor University's Student Conduct Code, the use of all tobacco products are banned on all property that is owned, operated, leased, occupied, or controlled by the university. Furthermore, tobacco, including but not limited to cigarettes, cigars, smokeless, dipping, pipes, or related paraphernalia is not permitted in residence halls. Violations of this policy may be addressed through administrative action and/or disciplinary action.

Electronic Cigarettes

The use or storage of electronic cigarettes (e-cigarettes) are not permitted in any residential community.

Hookahs

Consistent with Baylor University's Student Conduct Code, hookahs, bongos, and water pipes are not permitted anywhere on campus, including residence halls.

Theft of State and Local Property

Possession of stolen property is illegal and can result in administrative and/or disciplinary action and criminal charges. Traffic equipment, building signs, business signs, dining hall cups, plates, and utensils, etc., are examples of stolen property not permitted in residential communities. Street signs, fire hydrants, and construction cones not purchased by the resident, as evidenced by bill of sale, are subject to removal and reporting to the Baylor Police Department and Student Conduct Administration.

Weapons/Explosives

Weapons are prohibited in the residence halls. This includes, but is not limited to:

- Air rifles
- BB guns
- Paintball guns
- Dart guns
- Blow guns
- All gun accessories and components (shell casings, bullets, scopes)
- Non-kitchen knives (butterfly knives, pocketknives, switch blades, kitchen knife blades need to be less than 5 ½ inches)
- Steel-tipped darts
- Nerf guns
- Pellet pistols
- Pepper spray
- Police equipment (batons, riot shields)
- Bows and arrows
- Shot guns
- Sling shots
- Stun guns
- Swords

- Water balloon catapults or launchers

Furthermore, explosives, including ammunition and fireworks, are not permitted on campus, including university operated student mailboxes. Possession or use of these items will result in administrative and/or disciplinary action. Students should consult the Student Conduct Code for weapons prohibited on campus.

Charges for Damages

The following table includes an example of the approximate charges for damages or repairs that must be made due to neglect or abuse by residents. Charges may increase or decrease dependent on the extent of the damage. This list is not exhaustive. Please direct any questions you may have to your hall staff.

General Charges	
Improper check-out	\$25
Re-key a lock	\$45
Return furnishing to designated room	\$25
Room Cleanliness	
Spaced not cleared	
• One garbage bag full (size of a grocery bag)	\$25
• More than one garbage bag	\$25 per bag
Room space not cleaned (dusting, mopping, or vacuuming needed)	\$25 per resident
• Excessive cleaning required	\$50 per resident
Apartment or suite-style bathroom	\$25 per resident
Apartment kitchen	\$25 per resident
• Excessive apartment kitchen clean	\$50 per resident
Carpet removal	\$50
Remove carpet tape	\$25
Remove stickers / double-sided tape	\$1 per sticker
Room Repairs	
Bed frame	Actual cost
Blinds	
• Each blind slat	\$30 per slat + \$30 restring
• Blind wand	\$20
• Replace blinds	\$130
• Replace vertical blind (University Parks)	\$4
Bookshelf	Actual cost
Bulletin board	Actual cost
Ceiling tiles	\$5 per tile
Chair	Actual cost
Chest of drawers	Actual cost
Desk	Actual cost
Dismantling university furnishings	\$25 per piece
Door	
• Replace damaged or severely scarred door	Actual cost
• Cleaning of marker or other defacement	\$25 per side
Door vents	\$100
Electrical outlets	Actual cost
Furniture refinishing due to carvings or other defacement	\$100
Floor	

• Repair/replace vinyl floor tile	\$35 each
• Repair/replace sheet vinyl	Actual cost
• Repair/replace ceramic tile	\$35 each
• Repair/replace carpet	Actual cost
• Repair/replace LVT	\$20 each
Holes in wall	
• Nail holes	Varies
• Larger holes	\$30 + painting the wall
• Paint chipped	Varies
• Paint entire wall	\$250
Light switch	
• Cover plate	\$5
• Replace switch	\$20
Mattress	
• Stained or defaced	\$25
• Replace standard twin size	\$130
• Replace extra-long twin size	\$140
• Replace full size	\$160
Medicine cabinet	\$130
Mirror	Actual cost
Overhead lights (NV/BV)	\$35
Overhead lights (all other)	\$15
Replace missing/broken florescent light bulb	\$10
Peg board	\$50
Residential Technology	
• Damaged phone/internet jack	\$50
• Damaged coaxial cable	\$35
• Jack missing	\$250
• Missing cover	\$50
• Missing back bracket	\$50
Sink	Actual cost
Sink light	\$65
Smoke detector (missing or damaged)	\$120
Towel rack	\$30
Tub/shower	Actual cost
Windows	Actual cost

Index by Topic

A

Abandoned Property..... 9

Alcohol and Other Drugs..... 17

Appliances..... 18

B

Bathrooms..... 13

Bicycles..... 13

C

Care of Facilities..... 9

Charges for Damages..... 23

Community Bathrooms..... 13

Community Spaces..... 10

Courtesy Hours..... 15

D

Decoration Policies..... 9

Dishwasher..... 13

Disruptive Behavior..... 19

E

Email..... 13

Extended Stay Requests..... 8

Extension Cords..... 11

F

Fire Prevention Strategies..... 11

Furniture..... 10

G

Gambling..... 19

Garbage Disposal..... 14

H

Heating and Cooling..... 14

Hookahs..... 22

I	
ID cards	14
Insurance.....	9
K	
Keys and Keycards.....	14
L	
Lockouts	14
Lost ID Cards	15
Lost Keys	15
M	
Microwave/MicroFridge	14
Misuse of University Property	20
Motorcycles, Mopeds, and Hoverboards.....	20
Move-In Procedures.....	7
Move-Out Procedures.....	8
O	
Obscene Material.....	21
Overnight Guests	17
P	
Parking	15
Personal Property	8
Pets	21
Prohibited Items and Behaviors.....	17
Q	
Quiet Hours.....	15
R	
Recreational Equipment	10
Refrigerator.....	14
Removal from Housing.....	9
Residential Spaces with Kitchens.....	19
Room Entry	12
Roommate Communication	16
Roommate Conflict	16

S

Smoke Detectors 11
Smoking..... 21
Solicitation, Posting, and Student-Run Businesses 21
Student Behavior 7
Suite/Private/Apartment Bathrooms 13

T

Theft of State and Local Property 22
Trash..... 16

V

Visitation Privileges..... 16

W

Weapons/Explosives 22
Windows 17