



Haverford  
College

# Residential Life Handbook 2023-2024

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## Welcome

The Office of Residential Education & Student Engagement prepares students for success in an ever-changing world through intentional and inclusive co-curricular programs and engagement opportunities. We acknowledge and celebrate the experiences our students bring to the Haverford College community. We aim to promote continual learning and growth by shaping environments where they can build on existing skills, explore their identities, sharpen leadership competencies, and develop sound decision making.

A residential environment presents opportunities for personal growth and development. It is expected that students will work together to create a harmonious and positive living environment embodying trust, concern, and respect. These tenets include fellow students, College staff and property, and campus neighbors. Sometimes it is hard to achieve harmony without some discord. This handbook provides a framework for community expectations and is informed by the Residential Life Co-Heads and Committee.

## General Policies

Students coming to Haverford are given and assume much responsibility for their own behavior inside and outside of the classroom. Students accept the responsibility to live up to and abide by the Honor Code and all policies, rules, and regulations of the College. It is the responsibility of all students to read, understand, and abide by all policies and procedures in this handbook and other published guidance, as well as the Honor Code, and to act in accordance with the College's community standards.

When it comes to the College's attention that a student's or group of students' behavior or lifestyle is creating an unsafe or unsanitary condition, including putting themselves or others at risk, or is unduly disruptive or inhospitable to the lives of others, they will be expected to cooperate with College officials to correct any problems to the College's satisfaction. Failure to do so could either jeopardize their right to remain in College housing or to obtain such housing in the future.

## Expectations for Student Behavior

Students living in the residence halls are expected to act in accordance with the Honor Code, treating each other, the community and the campus with mutual trust, respect and concern.

### *2. Social*

*Our community's social relationships are also based on mutual trust, concern and respect. We must consider how our words and actions, regardless of the medium,*

*may affect the sense of acceptance essential to an individual's or group's participation in the community. We strive to foster an environment that genuinely encourages respectful expression of differing values in honest and open discussion. We recognize that acts of discrimination and harassment, including, but not limited to, acts of racism, sexism, homophobia, transphobia, classism, ableism, discrimination based on religion or political ideology, and discrimination based on national origin or English capability are devoid of respect and therefore, by definition, violate this Code. Upon encountering actions or values that we find degrading to ourselves and to others, we should initiate dialogue with the goal of increasing mutual understanding.*

### *Section 3.05 Community Standards*

*As part of the Haverford community, we are obligated to reflect on our own actions as well as the actions of those around us in light of their effect on the community and confront others when their conduct disturbs us. We must also report our own breaches to Honor Council if it becomes clear through self-reflection or through expressions of concern by others that our academic or social conduct represents a violation of community standards. We are obligated to report ourselves even if doing so may result in a trial and the possibility of separation from the college.*

When conflicts do occur, it is important to remember that the Honor Code requires students to try "to resolve conflicts by engaging others in dialogues that yield greater awareness for all parties involved." Students are reminded that resources are available if guidance would be helpful or is needed. These resources include but are not limited to Residential Community Advisors (RCAs) and Residential Student Liaisons (RSLs), members of the Honor Council, members of the Residential Life Committee, and the staff in the Office of Residential Education & Student Engagement.

## **Responsibility & Liability**

As part of the Haverford community, students living on campus assume a shared responsibility to treat their rooms, residence halls, and campus in general with respect and care.

Students are expected to keep their room, common areas, bathrooms, lounges, hallways, stairwells, and the residence halls in general – reasonably clean and in good order. Students' responsibilities also include, but not limited to, the following: taking care of and properly using College-owned furniture that has been assigned to them and for the timely reporting of any housekeeping, maintenance, or Campus Safety problems in residence halls. Students are responsible for cleaning up after themselves by removing and properly disposing of their own trash, garbage, and recycling on a regular basis in order to avoid creating health and safety hazards for themselves or other residents.

For safe egress in an emergency, students are responsible for keeping their belongings out of hallways and stairwells.

Please see the section on Residential Rules & Regulations for more information.

The College assumes no responsibility for loss, theft, or damage to a resident's personal property. Students should make sure that their personal property is adequately insured. The College will not honor claims made against it for damage or loss.

## Course Load Requirement

According to the [Haverford College Academic Catalog](#), "In order to maintain campus housing privileges, students must enroll for a minimum of three credits in any given semester regardless of whether they are on or ahead of schedule to graduate in the maximum of four years of study."

## Right of Entry

Staff from Facilities, Campus Safety, IITS, Residential Life or contracted vendors occasionally have to enter a student's room, apartment, or suite to perform routine inspections, maintenance, scheduled repairs, and to respond to a students' work requests. They will, whenever possible, try to notify the resident(s) in advance regarding entry. Staff will also announce themselves when entering a residential space. Under no circumstances are employees or vendors allowed to search through closets, cabinets, or drawers, nor are they to disturb any part of the room, apartment, or suite that is not the site of their designated work order. Work request status can be tracked via the [SchoolDude portal](#).

If, in the process of making repairs, an item prohibited by the College is found, staff are expected to notify Residential Life. This notification may result in the student(s) meeting with a Residential Education & Student Engagement staff member to discuss the removal of the item and any outcomes related to this violation.

The College respects a student's right to privacy while they are living in the residence halls. In case of emergency or immediate concern for the wellbeing of a student, the College community, or its property, the College reserves the right for its personnel to enter a residential space without advance notice.

## Safety & Security

Haverford College is committed to the safety and security of its students in residence. Every student living in the residence halls and their guests play an important role in preventing fires and responding appropriately to life safety emergencies. Students assume the responsibility of complying with fire and life safety policies, procedures, and guidelines as put forth in the [Haverford College Students' Guide](#) and all [Fire and Life Safety Device Policies](#).

### Fire Safety

All students are expected to abide by all established and communicated fire safety procedures including the participation in fire alarm or evacuation drills. When the building fire alarm system activates for any reason, drill or otherwise, all occupants of the building are required to immediately leave the building and not return until authorized to do so. It is prohibited to tamper with or render ineffective any fire or life safety device such as fire extinguishers, alarm systems and conduits, smoke and carbon monoxide detectors, sprinkler heads, strobes, devices, door closer hinges, and exit signs. Students should never cover, attach to, or hang anything from these fire and life safety devices.

Located in each student's room and HCA living rooms and bedrooms are single station smoke detectors. Single station means the smoke detector only protects the area in which it is located. If the detector activates, it will only sound in that area. It will not sound the building's main fire alarm system.

If you suspect the smoke detector is not operating properly or is sounding the low battery alert (an intermittent beep) please contact Campus Safety immediately (610-896-1111). Replacement smoke detectors or batteries are available 24 hours a day – 7 days a week.

Violations of these and related College policies and procedures are treated with the highest priority and carry serious consequences. Anyone found to have tampered with or otherwise rendered ineffective any smoke detector or other fire/life safety equipment – including the defacement of hallway exit signs, falsely activating fire alarms, discharging fire extinguishers, and activating fire suppression/sprinkler systems – in the residence halls, houses, and apartments will face the loss of their campus housing privileges. Depending on the circumstances, further action may be taken.

There will be no punitive action if the student calls to report an accidentally damaged or non-working alarm or other fire or life safety device or even one which you suspect might not be working properly. In the case of accidental damage, the student responsible will, however, be asked to pay the cost of the necessary repairs. Students are to call Campus Safety (610-896-1111) who will respond immediately 24/7 to repair smoke alarms. If you have any questions about any aspect of dorm fire safety equipment, please do not hesitate to contact Safety Coordinator Mark Sweeney ([msweeney@haverford.edu](mailto:msweeney@haverford.edu)).

Please see the section on Residential Rules & Regulations for prohibited items.

### Building Security & OneCard Access

Security is the shared responsibility of every resident, and the College expects every student to take that responsibility seriously. Students should get into the habit of locking their room doors and windows when leaving and should always lock the door before going to bed.

Students must, for safety reasons, be aware of and accept responsibility for those who they allow to enter the residence halls and not allow anyone that they do not know in the residence halls nor allow them to follow in behind them when entering the building.

Upon arriving on campus all new students are issued a student ID card (OneCard) that they are expected to carry with them all four years. In the case of a lost, stolen, or broken OneCard, students should contact Campus Safety immediately for a replacement. In most cases, students will be charged for a replacement OneCard.

A student's OneCard opens the exterior doors of their assigned residence hall. Student OneCards also include access to student spaces like Lutnick Library and the Dining Center.

OneCards are to remain in possession of the assigned cardholder. Students are prohibited from duplicating their OneCard. Students found to be using a duplicated device or a OneCard that does not belong to them risk losing their on-campus housing privileges and may face further disciplinary action. Students violating this policy must surrender the unauthorized OneCard and will be reported to Campus Safety.

Problems with OneCard building access should be reported immediately to Security Systems Administrator John Castregge ([jcastreg@haverford.edu](mailto:jcastreg@haverford.edu)).

## Keys & Lock-Outs

Residential Life oversees residential keys for the academic year and works with Facilities for key changes and lock maintenance. Students living on campus are required to pick up and carry their College-issued room key. Each room key is marked with a unique identification number and each student is responsible for the particular room key assigned to them until it is returned to Residential Life when a student moves out of their room. For safety and security reasons, keys and OneCards should not be left in a public area or given to someone else.

Students will receive their key and be checked into Residential Life's housing software, at which point their OneCard will be activated and provide access to their assigned building. Students must present their OneCard (or some form of identification) to check-in and receive their room key.

In the HCA apartments, the secondary lock on the apartment door is a deadbolt lock, which operates on a special key held by Campus Safety and the maintenance staff. Students' keys cannot operate this lock. This deadbolt is only locked when the apartment is unoccupied such as during the Winter Break.

## Keys During Room Changes

Students who change rooms during a semester must make prior arrangements with the Office of Residential Life about new key pick up and the return of their old room key. Students changing rooms at the end of the fall semester are expected to complete their room change and return their old room key to Residential Life before leaving for winter break. Failure to return room keys will result in a lost key charge.

## Returning Keys after Moving Out

Students returning to the same room after a regular break in the academic year do not return their key to Residential Life. In addition to the students moving out at the end of an academic year, students moving out to study abroad or for a leave are required to return their room key to the Office of Residential Life before they leave campus. All keys issued during the academic year must be returned at the end of the spring semester.

The deadline for returning keys without penalty is 4:00pm on the Monday immediately following the closing of the residence halls for that semester. Each student is responsible for returning the individual key issued to them. If a student returns a key that was not assigned to them, they will be charged for the key that was assigned to them.

If students return a key when Residential Life is closed, the student must follow the instructions posted on the doors of the office. This includes filling out the envelopes available outside the office, putting the key into the envelope, and sliding the envelope into the door slot. If a student leaves campus without following these instructions, they will face a fine of \$50 for an improper checkout. If a student fails to return the key assigned to them by 4:00pm the Monday after the residence halls close for the semester, they will be charged a fine of \$150.

## Lockouts

Students living in all residence halls who are locked out of their building or room should call Campus Safety at 610-896-1111. An officer will unlock the room when their normal duties permit. The officer will need to see both the student's OneCard and their College-issued room key. Each lockout will incur a \$10 fine.

If the student is unable to produce their room key, Campus Safety will inform Residential Life. The student will be contacted by Residential Life the following business day to present the key they were originally issued. If the student does not stop by Residential Life within the business day during which they are contacted, the student will be charged a \$150 lost key charge and their lock will be changed. This timeline is non-negotiable.

### Lost or Stolen Keys

Students are responsible for lost or stolen keys and the costs of the lock change. If a student loses their room key or if it is stolen, they are expected to immediately report the loss to Residential Life via email ([hc-reslife@haverford.edu](mailto:hc-reslife@haverford.edu)) If the key is found to be missing after 5:00 PM, they should call Campus Safety to be let into their room and send an email to [hc-reslife@haverford.edu](mailto:hc-reslife@haverford.edu). For security reasons, the College does not issue replacement keys and Facilities Management's on-site locksmith will change the lock as early as their schedule allows. While the student waits for the lock to be changed, they should keep their door locked at all times.

## Housing Processes & Policies

Haverford offers a variety of housing options. Students can choose from living arrangements that include single rooms, double rooms, triple rooms, suites (groupings of single rooms, some with a common area), on-campus apartments with kitchens and single-use bathrooms, and houses that were originally private dwellings. While a majority of our room types are singles, this does not mean that every student is guaranteed a single room. The room rate is standard and does not vary by room type.

The traditional style residence halls are Barclay, Gummere, Kim, Leeds, Lloyd, the North Dorms (Comfort, Jones and Lunt), and Tritton. The houses are 5 College Circle, 8 Railroad Avenue, 710 College Avenue, 773 College Avenue, Cadbury, Ira de A. Reid, Drinker, and Yarnall. The Haverford College Apartments (HCA) are a collection of 21 garden-style buildings.

Haverford also offers identity-based and theme-oriented [community housing options](#). The Office of Residential Life will provide information on the application process at the end of the fall semester.

### Accommodations

Haverford College is committed to ensuring equal and meaningful access to all campus programs, activities and services for all students. Access and Disability Services (ADS) supports this commitment by recommending accommodations and resources for students with disabilities.

All requests for housing accommodations begin with ADS, which works closely with the Office of Residential Life. This collaboration allows the College to best meet students' needs for residential modifications. All students requesting housing accommodations must submit the Housing Accommodation Request Form and provide appropriate documentation to the Office of Access and Disability Services. ADS will evaluate each accommodation request and the supporting documentation. Please visit the [Access and Disability Services website](#) for complete information about housing accommodations, documentation guidelines, and necessary forms.

Students seeking housing accommodations must submit their request and current documentation each year and by the stated deadline. Accommodation requests received after the deadline cannot be guaranteed.

## Air Conditioning

All bedroom spaces on campus have air conditioning units that can be locally controlled. Kim and Tritton Halls have central air conditioning that cannot be controlled locally by the residents. The AC unit will be in place at the beginning of the Fall semester and will remain in place until the end of the Spring semester.

If you request the units to be removed from the windows, they must remain in the room. AC unit removal and installation requests should be directed to Facilities via the [SchoolDude portal](#).

## Early Arrivals

Only pre-approved students are permitted to arrive on campus early. The Office of Residential Life will work with partners on campus to determine timelines and eligibility for early arrivals. Departments or offices requesting early arrivals must apply and provide rationale for early arrival. These entities are responsible for the cost of meals and the behavior of their group members. The standard early arrival is one day prior to the start of the program, event, or training.

Please see the section on Penn Courses for more information about early arrivals for enrollment in classes at the University of Pennsylvania.

## First Year Communities

First Year students are required to live on campus so that they may fully take part in all of the First Year programs, and become acquainted with the Haverford community. The only exception is if a first-year student has special circumstances and receives permission from the Associate Dean of the College for Residential Education & Student Engagement.

All incoming first-year students are required to complete a Housing Questionnaire form. Using this information, the College assigns students to Customs groups in one of the first-year residence halls: Comfort, Gummere, Jones, or Tritton. While we understand there are numerous reasons students might want to request a specific residence hall, we place a greater value on the people who will shape your community rather than the building in which you will be living. First Year students are expected to remain in their assigned housing for the entire academic year.

The default arrangement for bathrooms in first year communities is that they are all-gender. One of the first decisions first year communities make is whether the bathrooms on the hall will be designated as all-gender or single-gender bathrooms.

For some, it may be uncomfortable to share opinions and preferences so publicly, even if they feel strongly about one side versus another. For a number of reasons, some students would prefer to live in housing with all-gender bathrooms. This process may be especially uncomfortable for students who feel that revealing their preference publicly to their Customs group might "out" themselves in relation to their gender identity, or gender expression.

These Customs groups may use a blind vote in order to keep people's preferences confidential, but the conversation aims to include perspectives of the residents and honor their needs and preferences. Many halls have more than one bathroom/set of showers. If the hall has only one set of bathrooms/showers other alternatives can be arranged, such as specific bathroom hours. In essence, the Customs group, in consultation with their RCA, works as a hall community in order to arrange a situation that fits everyone's level of comfort.

## Housekeeping & Maintenance

Facilities Management's Housekeeping staff maintain common areas like stairways, hallways, entryways, and floor-style bathrooms in the residence halls. No housekeeping service is provided in student rooms or apartments.

Housekeeping routinely stocks and cleans bathrooms in all residence halls, with the exception of HCA, where students are responsible for cleaning their apartments throughout the year. Students in residence halls keep personal belongings and toiletries in a basket so that they can be easily moved by Housekeeping staff during regular cleaning. During Winter Break, when Housekeeping cleans all of the bathrooms and kitchens, including those located in HCA, students are asked to store all personal articles - including toiletry baskets - in their rooms to accommodate the cleaning schedule. Items left in the bathroom during the Winter break or after move-out will be discarded by Housekeeping.

During the academic year, Housekeeping provides students living in all residence halls with toilet paper, light bulbs, and a shower rod and curtain.

Students living in all campus housing are responsible for removing their own trash and recycling and for cleaning up after themselves if something spills in the stairwells, hallways, or basements. Housekeeping is not responsible for cleaning up after students or removing their trash and/or recycling in any location inside or outside of the residence halls. Students are not to leave any trash in the hallways or stairwells.

Students are required to keep College-issued furniture, personal belongings, refrigerators, bicycles, and trash cleared from these spaces as halls and stairways are emergency egresses. Housekeeping regularly cleans these spaces and will remove any items left there.

Housekeeping provides and maintains a vacuum cleaner for each hall group and at HCA, a vacuum cleaner is provided for each building.

Housekeeping is also responsible for pest control in the residence halls. Please [submit a work request](#) immediately if you see or suspect pests or bed bugs. The sooner Facilities Management knows about a situation, the sooner they can assess and address it.

Facilities Management's Maintenance Division provides comprehensive maintenance services to the residence halls. These services are provided by a staff of carpenters, painters, locksmiths, electricians, plumbers, maintenance mechanics, and HVAC technicians to ensure a safe and pleasant educational environment. The maintenance staff also conducts routine preventive maintenance checks on various electrical, mechanical, and architectural systems in all campus buildings.

[Submitting a work request](#) in any form gives automatic permission for a Housekeeping or Maintenance staff member to enter the student's room in order to perform the repair,

whether or not they are present. Workers will aim to not enter a student's room prior to 10:00am. Be sure to provide as much detail as possible in the work request.

If the problems persist please contact the Office of Residential Life at [hc-reslife@haverford.edu](mailto:hc-reslife@haverford.edu).

## Laundry

All residence halls, except Drinker House, have laundry rooms equipped with washers and dryers. Laundries are located in the basement areas of 8 Railroad Avenue, Barclay, Gummere, all HCA buildings (with the exception of HCA 19), Jones, Comfort, Leeds, and Lunt. Laundries are located on other floors of 5 College Circle, 710 College Avenue, 773 College Avenue, Cadbury House, Lloyd, Ira Reid, and Yarnall. Laundries in Kim and Tritton Halls are located on each of the two floors (two per floor). Washers are equipped for warm water washing and cold rinse.

Work requests for laundry machine issues should be submitted via the [SchoolDude portal](#).

## Mail

Central Services handles all incoming, outgoing, and interoffice mail for faculty, staff, and students. The Mail Room is located on the ground floor of the Whitehead Campus Center. All mail from the College is sent to students' campus mailboxes. A student's mailing address is:

Student's Full Name  
Haverford College  
370 Lancaster Ave.  
Haverford, PA 19041-1392

Your mail must have your full name. Please do not use an alias or nickname. Using an alternative address may result in delayed arrival, delivery failures, or missing packages.

## Meal Plan Requirements

Dining Services oversees the [on-campus meal plans](#). All new students (first year, transfer, and exchange students) are required to be on the Traditional meal plan for their entire first year.

All returning students living in College housing are required to be on the Traditional or Black Squirrel meal plan with the exception of these communities, which are meal plan-optional: 5 College Circle, 8 Railroad Avenue, 710 College Avenue, 773 College Avenue, Ira de A. Reid House, Yarnall, or HCA.

Students with medical reasons, religious, philosophical, or other grounds for being off of the meal plan are expected to participate in Room Draw and select housing that is designated as meal-plan-optional housing. It is the student's responsibility to exercise this option and select designated meal-plan-optional housing.

Students will be defaulted into a meal plan before the beginning of a new semester. Students will be notified via email about the timeline to adjust their meal plan through the [Housing Portal](#). Meal plans are able to be adjusted, within the requirements of the students' housing assignment, until the first day of class. Meal plans are not able to be changed after that deadline.

## Off-Campus Housing

Returning students planning to live off-campus must complete the [commuting student form](#) ideally before Room Draw and no later than moving into their academic year housing assignment. If students have moved into an on-campus assignment and decide to reside off-campus, they have 48 hours after their form is submitted to move out and return their key. Room and board fees are refunded on a prorated basis by the Student Accounts office.

All students living off campus are required to provide and keep updated their off-campus address in their student record in Bionic. It is the student's responsibility to make these notifications.

## Opening, Closing, and Break Housing

All residence halls open and close according to the College's academic calendar and students are expected to make their travel plans accordingly. Please refer to the [Living at Haverford calendar](#) for more information.

Students are not permitted in the residence halls before the official opening or after the official closing unless they have prior authorization from the Office of Residential Life. Unauthorized students found in the residence halls when not permitted will be fined \$250.00 and asked to immediately leave the residence hall.

Residence halls remain open during the Fall, Thanksgiving, and Spring breaks. However, dining options and other college services will be limited or closed. Information regarding College services will be provided in advance of each break.

Residence Halls close for the Winter Break at 12:00pm (noon) on the Saturday immediately following the official end of the fall semester, and all residents must leave by this time. Any student, who believes they have a legitimate need for special accommodation to stay beyond this deadline, can apply for Winter break housing through Residential Life's application.

Please see the section on Penn Courses for more information about late departures for enrollment in classes at the University of Pennsylvania.

Students who do not apply for Winter Break will not have access to their residential halls as card access will be discontinued for students who are not approved to stay. Requests to retrieve any belongings from the residence halls during this time must be made to the Office of Residential Life. Permission is rare and only given in cases of emergency. If permission is given, the student will work with Campus Safety to retrieve their item.

Administrative Auxiliary Services coordinates all summer rentals at HCA. During the summer break, a number of apartments at HCA are available for Haverford students to rent on a short-term commercial basis. All leases end in late July/early August. Information and details involving summer commercial rentals can be found on [Auxiliary Services' website](#) and questions should be directed to [hcasummerhousing@haverford.edu](mailto:hcasummerhousing@haverford.edu).

## Penn Courses

Oftentimes, the University of Pennsylvania's academic calendar varies slightly from Haverford's opening and closing timeframe. Students registered for classes at Penn are eligible to return to campus one day prior to the start of Penn classes or stay beyond

Haverford's published closing date if they have in-person finals (24 hours after the last final).

Residential Life will coordinate with Haverford's Registrar's Office to confirm enrollment and communicate with students who have made Haverford's Registrar aware of their class registration. Students taking Penn classes are not charged an early arrival fee or winter break fee, but are responsible for purchasing their own meals if their time on-campus falls outside meal plan dates.

## Returning Student Communities

Haverford has a long-standing tradition of offering all-gender housing to returning students. Returning students choose with whom they wish to live with regardless of gender identity or gender expression. All returning student housing is offered as all-gender housing. Students who are placed individually (Sixth Round or students returning from leave) will not be assigned to an all-gender room without their consent. Bathrooms in returning student residence halls are all-gender.

## Room Changes

First-year students are expected to remain in their assigned housing for the entire academic year. It is recognized that problems can arise between students living in close quarters. The College believes that working these problems out, or making every effort to do so, is part of a Haverford education. Customs leaders act as resources to assist first-year students in working out their problems. Room changes are made only as a last resort (and if spaces are available elsewhere) and only after students have made every effort to work things out utilizing the procedures for handling roommate or similar conflicts.

The College realizes that there are times when differences are so deep and unyielding that a workable living arrangement is simply not possible. When that has clearly been determined, students may meet with Residential Life staff to discuss options and make arrangements to switch rooms if another space is available. If a room change is arranged, the student is responsible for making arrangements to move and return the old room key within the 72 hours window the student has to move or the lock will be changed and the student will be charged \$150.

Returning students will be asked to navigate a similar process should roommate issues arise. Students changing rooms between semesters are required to complete their move before the residence halls close at the end of the semester.

All students changing and leaving their room are expected to leave their rooms clean and in the condition in which they found it. All College issued furniture should be in place, trash and recycling properly disposed of, and the room cleaned up. Students are billed for damages, leaving their housing so dirty that extra cleaning is needed, and/or missing furniture based on the results of the inspection.

## Room Selection Processes

The Community Housing processes (identity-based and theme-oriented) occur in March.

Returning students choose their housing by participating in a process called Room Draw. Two Room Draws are held during the academic year.

The Spring Room Draw process begins following spring break when the Guidelines and the Room Draw Calendar are posted online. The Room Draw Calendar lists all dates, times, and deadlines for all Room Draw events. The five rounds of draws for rooms take place in April. There is a sixth round of housing following graduation for students who do not receive a housing assignment in the first five rounds.

The Mid-Year Room Draw process begins in November when the Mid-Year Room Draw Guidelines and Calendar are posted online. Mid-Year Room Draw is limited to students returning to campus for the spring semester (students returning from any kind of leave or international or domestic study abroad).

The Residential Life Committee members run the actual room draws and have a voice in housing decisions. All students participating in the Room Draw process acknowledge, by their signature on forms and applications, their responsibility to read, understand, and abide by all policies and procedures in the Mid-Year and Spring Room Draws' Guidelines and the Honor Code.

The Room Draw Guidelines establish the policy by which the Haverford community both applies for and selects housing. However, the Guidelines cannot cover every single circumstance that may arise regarding the room draw process. Working closely with the Office of Residential Life, the Residential Life Committee plays an active role in all aspects of housing and student Co-Heads lend insight to the Office of Residential Life. The Office of Residential Life and Residential Life Committee strive to achieve decisions that are equitable and fair to the parties involved as well as to the Haverford community as a whole.

While specific rules and procedures may change slightly every year, each student desiring a room on campus must participate in the Spring Room Draw process and follow all policies and procedures to be guaranteed housing the following fall. The Office of Residential Life reserves the right to manage the on-campus housing inventory in case of extenuating circumstance or emergency.

### Room Draw Eligibility

A student's status at the college must be active (i.e. not on a leave). A student's status is based on the information provided by the Registrar's Office at the time of the Room Draw they wish to enter. Questions related to status should be directed to the Registrar's Office.

A student's class year is based on the information listed in Bionic at the time of the Room Draw. If you are unsure about your class standing, please see the Registrar and verify your class standing.

A student must have met all financial and library obligations to the College by the stated deadline in the Room Draw Guidelines to be eligible to participate in Room Draw. Questions related to financial obligations should be directed to Student Accounts ([hc-studentaccounts@haverford.edu](mailto:hc-studentaccounts@haverford.edu)). Questions related to library obligations should be directed to Dawn Heckert, Lutnick Library ([dheckert@haverford.edu](mailto:dheckert@haverford.edu)).

## Residential Rules & Regulations

### Beds

All College-issued beds are extra-long in length (36" x 6" x 80"). Some students consider bringing and using their own platform/loft bed frame and/or mattress in place of the College-issued ones. Platform/loft beds are permitted only if they have first been inspected, meet code, and are approved by the Facilities Management Office and Mark Sweeney (Safety Coordinator). It is the student's responsibility to contact the Facilities Management Office and Mark Sweeney and set up the inspection. If these do not meet the approved standards and codes, the student must immediately remove these items. If approved, the student must make their own arrangements to properly store the College-issued bed frame, complete with original springs, during the academic year and return it to their room at the end of the year. The College does not store unwanted furniture, so it is up to the student to find a storage solution off campus. Failure to do so will result in a charge to the student for the cost of their replacement and/or for the labor costs of staff needing to return these items to the room.

Health, safety, and structural concerns make it necessary to prohibit water beds, hot tubs, Jacuzzis, and other such devices from all residence halls and apartments.

### Building Code & Modifications

For fire safety and building code reasons students are not permitted to construct any type of wall to create another room or bedroom space. Any privacy screen must be free standing, no taller than a standard 6'3" panel folding screen, and meet safety standards. Questions pertaining to building codes and what is permitted should be directed to Facilities Management ([facilities@haverford.edu](mailto:facilities@haverford.edu)). Questions pertaining to Fire Safety should be directed to Mark Sweeney ([msweeney@haverford.edu](mailto:msweeney@haverford.edu)).

Students are not permitted to paint their rooms or modify any aspect of the residential area. This includes any plumbing, electrical, or lighting fixtures. Students are responsible for the costs of repainting, repairing, or replacing modified items.

### Damages

Students are billed for damages, extra cleaning, and/or missing furniture based on the results of the move out inspection. Common charges include:

- Cleaning for excessively dirty bedrooms, common areas, or entire apartments, as determined by Residential Life in conjunction with Housekeeping
- Patching holes and/or painting large areas of a space
- Repairing or replacing broken windows, broken furniture, damaged carpet
- Removing tape, stickers, nails, screws, and excess trash
- Removing personal furniture and/or unclaimed items

### Decorations & Wall Hangings

Students may personalize their living space within the following parameters. Students are not permitted to paint, write, or otherwise mark on any surface inside or outside of any residence hall or campus building. Any costs involved in the restoration of these areas or furnishings to their original condition will be billed to the student(s). In cases where individual accountability cannot be determined, all residents of a floor or building will be billed.

These methods are permitted and expected to be removed at move out: painter's tape, picture hanging strips (e.g. 3M Command products), Post-It notes, removable wallpaper

These methods are prohibited: nails, thumbtacks, tape other than painter's tape, poster putty, adhesive spray

## Furniture

The residence halls are furnished so that each student has a bed, desk, chair, wardrobe and/or closet. The College does not provide pillows, bed linens, a wastebasket, lamps, or other incidentals. All windows have either shades or blinds and some rooms are carpeted or have area rugs. Students are not permitted to appropriate additional college furniture from other student rooms. Students are expected to leave College furniture in their room/apartment. College-issued living room or lounge furniture is for common use and should not be appropriated for personal use. College-issued furniture is designed and intended for use only within the residence halls – in bedrooms or common rooms. It is not to be taken outside and used on the lawns nor placed in basements.

When students move out, the standard College-issued furniture is expected to remain in place. Students are also expected to remove items they added to the room. Students will be billed for the removal of excess furniture and the replacement of any missing or damaged furniture.

## Guests

Students living in College housing are permitted to have guests stay in the residence halls, but they must check with all roommates and suitemates and have their consent before inviting anyone to stay. Guests may stay no more than 72 hours consecutively and repeat visits by the same guest are strongly discouraged, in fairness to roommates and others living in the residence hall.

Students are responsible for their guests at all times and must ensure that their guests know and are willing to comply with all rules that apply to their on-campus stay, including the Honor Code. Guests are expected to pay for all meals, and will not be given a OneCard or key during their stay. In the event that a guest causes damage to College property and refuses to accept the responsibility, the student host(s) will be held responsible.

The College reserves the right to ask a guest to leave.

## Move Out

At Move Out, students are expected to remove all personal belongings and trash from their room and residence hall. Any trash, personal belongings, furniture, or appliances left in any room, suite, hallway, or stairwell, or any overflowing trash left in trash rooms, trash cans, or in hallways that has to be removed by College personnel will automatically result in a \$250 charge to everyone in the responsible room, suite, or building.

## Pets

Only small fish are allowed, and only when roommates and/or suitemates do not object. Students are responsible for keeping their fish healthy, maintaining clean surroundings, and repairing any damages.

Students are prohibited from having any fur-bearing animals in the residence halls. In addition, any pet/animal that is illegal in the state of Pennsylvania, is not allowed on campus. It is the student's responsibility to check on the legality of their pet. Any student found to be keeping a fur-bearing animal or any prohibited animal in any of the residence halls must remove the pet immediately. If the student does not comply, they will be fined \$100, lose their right to live in College housing, and must move out within two days.

The only exception to this rule is for an ADS approved Housing Accommodation for a service or support animal.

## Posters

Designated areas for posting items in residential communities include: bulletin boards, bedroom doors, stairwells, and bathrooms. Students are not to post on the exterior doors of buildings or fire doors within the building. The poster must follow the guidelines articulated in the [campus poster policy](#).

## Prohibited Items

The following items are prohibited inside the residence halls:

- Appliances over 700 watts or with an open heat element like a toaster, toaster oven, Foreman-style grill, or hot plate. This includes wax candle melters and halogen lamps.
- Battery-powered vehicles (e.g., skateboards, bikes, unicycles, scooters, and hoverboards)
- Flammable items like gasoline, diesel fuel, oil or petroleum products or any combustible engine
- Mini-refrigerators larger than 4 cubic feet
- Open flame devices: candles, incense, kerosene lamps, hibachi and barbecue grills
- Space heaters
- [Weapons, fireworks, or other dangerous devices](#)

Prohibited items will be confiscated upon discovery and held until students are leaving campus at break or move out. Confiscated items that are not picked up at the end of the academic year will be discarded. The possession of prohibited items may result in the student(s) meeting with a Residential Education & Student Engagement staff member to discuss the removal of the item and any outcomes related to this violation.

## Smoking

In accordance with the Pennsylvania Clean Indoor Air Act, the College prohibits smoking in all College buildings, motor vehicles, and golf carts. This policy covers all forms of smoking including electronic smoking devices and hookahs.

Smoking is prohibited outdoors within 25 feet of the perimeter of any College building, including covered entrances, to ensure that second-hand smoke does not enter the area through entrances, windows, or ventilation systems; within 25 feet of any athletic facility or event; on patios or courtyards; and at Blue Bus stops. Cigarette butts must be extinguished and placed in appropriate outdoor receptacles.

## Social Event Registration & Responsibilities

For the purpose of this policy, a social event is defined as a gathering of 20 people or more in a designated social event space. The term "social event" does not imply that alcohol will be present.

There are a number of social event spaces in residence halls. Some have separate entrances apart from residential entrances (HCA 19 Basement, HCA 22 Basement, HCA 50 Basement, and Lunt Lounge). Others rely on the same entrance as the residential areas (Barclay Lounge, Drinker, Gummere Basement, Leeds Common Room, and Lunt Basement). Due to this distinction, only residents of the latter group may serve as event hosts in these spaces. Students, regardless of their housing assignment, are welcome to attend.

There are also some locations adjacent to residential areas (HCA Green, Leeds Green, and Lloyd Green) or apart from residential areas (James House) in which any students can register as hosts.

Residential Education & Student Engagement, in conjunction with JSAAPP, Quaker Bouncers, and Campus Safety, requires that all event hosts adhere to the following guidelines when hosting a social event. The guidelines are as follows:

- Student hosts must register their event in [EMS](#) by the Wednesday prior to the event
  - If an unregistered event is occurring, College staff will disperse any large gatherings in the area.
- You acknowledge that the legal drinking age in the state of Pennsylvania is 21+.
- You are responsible for the safety and well-being of your guests for the entirety of the party.
  - By registering this event, you agree to serve as the contact people for the party and should be able to respond if issues arise.
- You are responsible for the physical space, including set-up, breakdown, and cleanup.
  - Report any facility concerns before the event starts to [hc-engage@haverford.edu](mailto:hc-engage@haverford.edu)
- Violations of these guidelines and of the [College's Alcohol Policy](#) will result in a referral to JSAAPP and consequences may include loss of hosting privileges and restitution for damage

Please note that HCA basements are not designed to be used as social spaces, and students are prohibited from using them as such. The only exceptions are #19, #22, and #50.

This policy does not apply for gatherings in individual apartments, common spaces, or living areas that are not designated as social event spaces. Students, when gathering in small groups (fewer than 20 people), though they do not have to register, should be mindful of their neighbors and monitor possible disruptions.

## Storage

Students are not permitted to store items on-campus, unless they are approved for LIFTFAR storage or using transitional storage if they are staying on-campus for the summer. Items left in basements, closets, or attics will be discarded, even if they are labeled.

For students who qualify for storage: the service is first-come, first-served. Please see the statement on Responsibility & Liability in the General Policies section.

Students are responsible for storing their belongings in a neat and orderly manner, and are asked to store in the most compact ways in order to leave room for others to store their items. All enclosed boxes should be labeled with the student's name and contact information. Items no longer wanted should be donated, taken home, or thrown away. Students should place their items in their assigned location and respect the belongings of others and the storage areas when placing items in storage areas. All items should be removed from storage within a week from the start of the semester. Items not picked up after two weeks will be discarded.

The College does not endorse any off-campus storage vendors. Students may contract with a vendor, but must coordinate pick-up to occur before the last day of move out and drop-off after the students have moved in. Lost or damaged items should be addressed with the storage company. Students are not permitted to hire or use portable storage unit companies like Pods.

### Trash and Recycling

Trash and recycling bins are distributed throughout the residence halls, except at HCA where recycling and trash dumpsters are located outside. There are three outside locations at HCA: in the small parking lot beside HCA #10, on Hannum Drive in the bay in front on HCA #30 and #34, and on Hannum Drive behind HCA #50. Students should familiarize themselves with their location and are expected to remove and properly dispose of trash, garbage and recyclables on a regular basis in order to avoid creating health and safety hazards and to avoid attracting rodents. Students living at HCA should bag their trash in plastic bags and tightly seal it before placing the trash in the outside dumpsters.

In the North Dorms, the trash and recycling bins are located in the cubby area of each suite.

### Unauthorized Access

For safety and security reasons no one, except College-authorized personnel, is allowed on a roof or ledge of any residence hall or campus building. Anyone found on the roof or attempting to climb to the roof of any campus building will be removed from campus and placed on a College leave of absence.

Students found in restricted locations reserved for facilities personnel like maintenance rooms, basements, crawl spaces, and attics will meet with the Associate Dean of the College for Residential Education & Student Engagement and may face disciplinary action.

### Vacancies

Vacancies may occur during the academic year or over the summer as students' plans change. As vacancies open, Residential Life will email the suitemate(s) affected by the vacancy and offer the opportunity to pull another eligible student into the opening. If a student is not pulled into the vacancy within 2 days of receiving the vacancy notice, Residential Life will manage the vacancy and reserves the right to offer the space to students on a waitlist or looking to change rooms. Current roommates/suitemates must leave the space "move-in ready" for a possible new resident. Existing roommates do not have the option to approve or deny new residents. Any changes to assignments will be visible on the [Housing Portal](#).