

## **Eligibility To Obtain Commuter Status**

Students who reside with their parents or legal guardians in their permanent legal residence within a 50-mile radius from the Trinity College campus.

## **Residential Facilities Policies and Personal Property Guidelines**

### **Room Condition Report**

- Students are responsible for signing their room condition report within one week of assuming occupancy of a residential assignment. Prior to occupancy, a room condition report is completed by the Residential Learning Community Staff noting the condition of the space including an inventory of furnishings. The Resident Advisor will meet with each resident during the first week of classes and ask the resident to review the room condition report. It is the student's responsibility to verify the condition of the room. Any damages or missing items must be documented in order to avoid future charges. Failure to sign the room condition report will result in the resident's right to dispute charges due to damages or missing items that were inventoried for the room.
- At the end of each term, rooms will be inspected by a representative of the Facilities Department and/or The Bantam Network Residential Learning Community and any damages or missing items not previously noted on the check-in form will be billed directly to the student's account. Excessive damages and/or necessary cleaning found at the end of a term may also be referred for disciplinary action.

### **Room and Furniture Condition**

- Students are responsible for maintaining the condition of their rooms and their furnishings during their periods of occupancy. Changes such as painting, installing shelves, etc. are not permitted and are considered unauthorized changes. Unauthorized changes and damages to College property that occur during the school year by residents or their guests are the financial responsibility of the residents of the room/suite/apartment. Students are required to report these unauthorized changes/damages immediately to The Bantam Network Residential Learning Community. Unauthorized changes/damage to furniture, walls, or any part of the room will be assigned a repair/replacement cost and charged to the responsible student(s). Students with excessive damages in their rooms will face disciplinary action up to and including restriction from housing.
- The Bantam Network Residential Learning Community staff conducts health and safety inspections in each individual room in residential buildings once per semester. Not only is it expected that rooms be free of any prohibited items/policy violations, students are also expected to maintain hygienic conditions so as to not attract insects and rodents to the area. For safety reasons, rooms must also be free of debris and not overloaded with furnishings. Failure to comply will result in disciplinary action and/or a \$100 fine. Hazardous materials such as bodily fluids found in a residential space will result in disciplinary action.

- Each room is equipped with a bed frame, extra-long mattress, desk, desk chair, and wardrobe/bureau (where built-ins do not exist). Many common rooms are provided with a sofa and chair. There are only a limited number of items in back stock, but every legitimate furniture request will be honored. For furniture repairs, requests, etc. please contact the Facilities Help Desk via the Facilities Web site <http://Facilities.trincoll.edu>. Please note that bookcases are not guaranteed.
  - All furniture that is issued to student rooms must remain in that room for the duration of the year. If room furniture is found outside the room (e.g., hallways, basements, lounges, storage areas, etc.), it will be removed and the resident(s) of the room missing that piece will be charged for its full replacement cost.
  - Students are prohibited from bringing their own mattress into the residents hall unless it is approved by Trinity College Health Center.
- The College employs a maintenance and custodial staff to keep the residential communities in good physical condition. Requests for maintenance should be directed to Facilities at x5300. Upon vacating their assignment, students are expected to take all personal belongings, remove all trash, and do a quick sweeping. Supplies are available from Facilities or the Residential Learning Coordinator & TRINsition Fellow's office. Please be advised that rooms that require excessive cleaning or furniture/rug removal will be assessed a cleaning fee.
- Nails, screws, double-stick tape, or duct tape on the walls, furniture, or fixtures is prohibited due to the physical damage that often occurs from using these materials. Repainting/repairs resulting from the use of such adhesives is the financial responsibility of the resident(s) of the room. The use of low-adhesive masking tape or white poster putty may be used to hang posters and other decorations.
- In all cases, if a responsible party is not identified in advance, the assigned financial cost for damages, missing items, furniture removal, and/or cleaning fees within a room will be equally distributed among the roommates of that space.
- Public displays: Pictures and other materials that may be considered to be objectionable are subject to removal in areas that may be visible outside a room/suite/apartment in a residential building (e.g., directly in windows, exteriors of doors, etc.).

## Residence/Room Entry

The College will make every attempt to respect the student's desire for privacy within the community. This policy is designed to ensure reasonable and appropriate entry into a student's room by only authorized staff members and to define the conditions under which authorized personnel may enter a student's residence/room.

Authorized staff members who may enter a student's room include: Department of Facilities maintenance and custodial personnel, Campus Safety personnel, Residential Learning Community administrative staff members, Deans, Administrators on Call, and Resident Advisors.