



## founder's hall - community policies

The Community Policies section will acquaint you with Founder's Hall Community and services available through the University of Advancing Technology. It will also outline the code of behavior that is conducive to a harmonious living environment. You will spend many hours enjoying the company of other students with mutual interests as you work and study together within the resident communities we offer. This association can be one of the most important aspects of your educational experience at UAT. Learning to adjust to group living is an easy transition if you play an active role in developing the community. Respect, compromise, and integrity are important components. It is your responsibility to become familiar with the information in the Founder's Hall Handbook. It is expected that you will accept all of the responsibilities as law-abiding and conscientious.

### PHILOSOPHY FOR RESIDENT LIVING

Founder's hall is a unique aspect of the college experience which fosters a student's emotional, intellectual, and social development. It focuses on supporting and developing every part of a student's growth as an individual and as a part of society. Not only are you provided a physical accommodation, but there is a much deeper and more significant purpose: the personal and social development of an individual at college. In most cases, this is a student's first experience living away from home. In order to preserve a sense of home and self, the resident student must create a comfortable "home away from home."

UAT strives to support students by building community, creating connections, and having fun. Founder's Hall staff does this through the strategic planning and implementation of Resident Activities, such as team-building activities, which engage the residents in programs that help them get to know their roommates, their neighbors, their peers and all other UAT constituents; educational activities, which engage the residents in programs where they can learn something about themselves, their peers, UAT constituents, academics and the skills necessary to be an active part of our global society; and social activities, which engage the residents in programs that allow them to have fun, release stress or just get out of their routine.

The environment of Founder's Hall Community must be conducive to learning, while maintaining a friendly and familiar place to live and grow. The experience of living in a community can teach social responsibility, emotional stability and citizenship. These skills will aid one toward growth and development into a mature person, and will

help prepare one to enter the working world with a broadened awareness of the teamwork involved in a successful work environment. Each resident is a unique individual with his/her own ideas, creativity, and experiences. By learning respect for each other's differences and to compromise, each resident will acquire adult habits, attitudes, and skills in such a way that he or she will reach maximum attainments consistent with his or her personal goals and resources and will experience Founder's Hall Community environment to their fullest potential.

### RESIDENCE LIFE STAFF

The Founder's Hall staff is available to assist you with your transition to University life and also during your educational journey here at UAT.

The Office of Founder's Hall consists of the Director of Founder's Hall, Leasing Manager, Maintenance Lead and several Resident Assistants (RA's). The RA's are current students who act as student advocates and mentors for students living within the UAT community. They are an informative source for campus activities, academic matters, campus and community resources, and administrative procedures. They help make the transition into college life a little easier.

### INTERNET SERVICE

Internet will be included as part of living in the Residence Life Community.

### RESIDENT SERVICES

#### Laundry Facilities

Residents living in Founder's Hall have a shared laundry facility located within the hall.

Machines are managed and maintained by CSC Laundry Company. All machine malfunctions and refund requests should all be directed to CSC. Through their QR code located on the machines.

#### Lock-Out Procedure

All keys (room key, mailbox key, etc.) are property of Founders Hall. If your keys are lost or stolen, please report this matter to a representative of the Office of Founders Hall. Your keys will be replaced, and you will be charged a replacement fee. The replacement fee is \$75 for a room



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key and \$45 for a mailbox key. This fee is non-refundable even if the lost key is found.

A resident who is locked out of his or her room needs to notify the RA. The RA will allow you admittance provided that the resident assigned to that room can provide an official form of ID (license or student ID). A resident cannot gain entrance to a room that he or she is not assigned to unless verbal or written approval is given to the RA. If you find yourself locked out, notify your RA on duty.

During office hours all key-ins are free of charge. After hours a maximum 2 key-ins will be allowed for each resident free of charge/per semester. After 3 lock-out, the resident will incur a charge of \$50.00 or community hours.

## Mail Service

Residents' mail will be placed in the mailboxes located on the 2nd floor west wing of Founder's Hall. To receive mail, use the following address:

Residents Name (First/Last)  
2627 W. Baseline Road  
Tempe, AZ 85283

Mailbox keys are given to each resident upon check-in. Any packages that a student receives will be logged and held in a locked package room. You will receive a notification to the email address you provided when signing your lease when a package has arrived.

Packages can only be picked up during scheduled front desk hours (exceptions will only be made for packages containing medication and medical supplies that are needed immediately).

## Maintenance Concerns

If you have a maintenance concern, you need submit a work request on the resident portal. If a maintenance repair is not completed, please notify a staff member at Founders Hall.

## Emergency Maintenance Requests

If you have an emergency maintenance request notify the front desk or RA on call immediately.

Some examples of emergency maintenance include sewer backup, burst plumbing/flowing water, any maintenance items with the potential to cause damage or harm.

Please remember that UAT and Founders Hall reserve the right to determine what an emergency maintenance request is.

## RESIDENT RESPONSIBILITIES

### Staff Cooperation

All students are required to cooperate with Founders Hall and, UAT employees, in the performance of their duties. Physical or verbal abuse, harassment, aggressive behavior, coercion, or vandalism of any kind against a staff member will NOT be tolerated. Misrepresentation of identity or falsifying information to staff is prohibited. Residents who hide or flee from staff will be considered in violation of this policy.

### Judicial Procedures

The UAT Residence Life Community's judicial procedures are limited to administrative actions and typically do not automatically affect a student's status within the university. However, if a resident's conduct warrants referral to the University a hearing with the Disciplinary Committee will be called. A general overview of the judicial procedure is below:

- Residence Life Hearing will be called.
- An incident report will be filed as a result of any violation of University policy or these Community Policies.
- The incident report documents the events and is the initial stage of Residence Life judicial procedures.
- All Incident Reports are kept on file in an electronic database.
- Each Incident Report is reviewed by the Director, the Dean of Students and Academic Operations, and the Manager of Campus Safety or a combination of these individuals.
- Any resident accused of being involved in a violation of any policy will be contacted and notified that a University Disciplinary Committee has been scheduled.
- Residence Life staff and Student Services will ask the student to provide a written statement regarding the situation. If others are involved or are witnesses, they will also be interviewed and asked to provide a written statement.
- This meeting is generally held by the University with the Student Services Coordinator serving as the student advocate.
- Residents are not required to attend the hearing. During the hearing, the Incident Report will be discussed along with written statements.
- A decision will be rendered and the resident



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will be informed in person and via email. A resident will be found responsible or not.

If the resident is found responsible, a sanction will be issued.

Residents have the right to appeal a disciplinary decision by formally submitting an appeal to the Dean of Students and Academic Operations. The appeal must be submitted within 30 days of the disciplinary hearing decision is made. Appeal should clearly state the grounds for the review and any learning that the resident has had during the hearing process. Prior to the meeting, the University official will review all written documentation associated with the file. During the appeal review, the official(s) will listen to the resident's concerns. It is important to note that the change to an original hearing decision will be made for one of the following reasons only:

1. Resident's rights were not upheld.
2. The introduction of new evidence not previously taken into consideration during the hearing process.
3. The fair and consistent nature of the original decision.

Once an appeal review decision is made the decision is final. The appeal review process may result in a decision that is less than, the same or more severe than the original decision.

## Resident's Hearing Rights

1. Residents have a right to receive a copy of the Incident Report if requested.
2. Residents have the right to a hearing.
3. Residents have the right to have an advisor or witness present. If an advisor attends the meeting, its only for private consulting, and the advisor may not speak on behalf of the student or participate in the judicial process in any way.
4. Residents have the right to have their hearing reviewed at the next hierarchical level or a different individual from a parallel level.
5. Students have a right to privacy. Staff must make every effort necessary to maintain confidentiality.

## Sanctions

A sanction is the decided consequence (i.e. service hours) that the resident must complete by a deadline. Residents are required to complete sanctions by the deadline issued. Failure to do so may result in the revocation of the Residence Life License Agreement and other disciplinary and/or administrative action.

Sanctions may be communicated to residents verbally or in writing. Residence Life Community sanctions may include formal warnings, re-assignment of bed space, probation, community service projects, and/or termination of the Residence Life License Agreement. Except for exceptional circumstances, formal sanctions may only be issued after the involved resident(s) have been interviewed.

## Attendance at Appointments

Attendance at scheduled meetings and/or appointments is mandatory and residents who fail to make or keep a required meeting and/or appointment are subject to termination of their Residence Life License Agreement. If the missed appointment is judicial in nature, a decision will be rendered based solely on the incident report.

## Roommate Agreements

To facilitate the new relationship forming between you and your roommates, UAT has created a Roommate Agreement. During the first six weeks of the semester, you and all of your roommates may sit down with your RA and discuss specific areas regarding living in Residence Life Community that roommates frequently come into conflict over. The purpose of the roommate agreements is to discuss potentially high conflict areas early on in the semester. Ultimately, it is the responsibility of the resident to schedule Roommate Agreement with the RA.

Communal living is an excellent learning and growth experience for all residents. While it can be challenging at times, the University expects all residents to approach and handle all issues of concern with maturity.

## Roommates' Rights

The rights of one's roommate must be respected at all times. This includes, but is not limited to:

1. The right to read, study and sleep in their room with as little disturbance possible
2. The right to enter their own room whenever they would like, unless other provisions are agreed upon by all parties
3. The right to be free of physical or emotional harassment



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4. The right to speak openly
5. The right to be treated with consideration and understanding
6. The right to address problems and concerns in a mature manner

During the first six weeks of the semester, you and all of your roommates may sit down with your RA and discuss specific areas regarding living in Founder's Hall Community that roommates frequently come into conflict over. The purpose of the roommate agreements is to discuss potentially high conflict areas early on in the semester. Ultimately, it is the responsibility of the resident to schedule Roommate Agreement with the RA.

## Roommate Vacancy

A student whose roommate vacates the unit must notify the staff at Founders Hall immediately or be held equally responsible for any cleaning fees or damages discovered through the inspection process. UAT will hold the student and their guarantor financially responsible for all losses and damage to the assigned unit and furnishings. The remaining students will be responsible for keeping the vacant space clean and vacant until a new roommate is assigned.

## Room Assignments, Room Changes and Room Selections

The University of Advancing Technology does not discriminate in the assignment of University housing on the basis of race, creed, color, religion, disability, sexual orientation, national origin or ancestry. Room changes will only occur on a case-by-case basis; there will be no room changes for the first 30 days of the semester. The first 30 days are referred to as a "Freeze" period where all students must remain in their original rooms. Room changes after the initial 30 days will only be made based on availability, the recommendation of the RA and the approval of Founders Hall. Founders Hall reserves the right to change room assignments and to assign roommates at any point throughout the duration of their lease.

## Room Change Procedure

To request a room change, the student must notify the front desk of Founders Hall in writing with the reason for the room change request.

Office of Founders Hall will attempt to honor the resident's request. However, due to availability, the resident's discipline file and general maintenance, such requests are not guaranteed. Any resident requesting a move will have 48 hours to accomplish the move after approval. There are no room changes the last two weeks of the semester. If you would like to transfer rooms, speak to the UAT Office of Founders Hall and/or the Director of Founder's Hall and room changes must be approved in writing. If your room change is approved, there is a \$75.00 room change fee. Failure to get along with roommates/neighbors is not grounds for Lease Agreement termination. Roommates/neighbors electing not to work through a roommate concern resolution process will be assessed a \$150.00 transfer fee to change rooms.

## Illegal Room Changes

It is advised that if you want to transfer rooms you speak to the Director of Founder's Hall. (Resident Assistants cannot authorize room changes). If it is found that an illegal room change has occurred a \$300 fine and disciplinary hearing will result.

## Changes In Student Status Due To Academic Performance

If you are found to be on extended status or do not meet your academic requirements to move from provisional probation status and will be leaving the Founder's Hall Community, you will have 5 days from the time final grades are posted to schedule your walkthrough and complete your move-out.

## Room Cost and Payment

The cost of living in Founders Hall is described in the Lease Agreement. It is expected of each resident to pay all associated costs to live in the community as they are due. Housing costs are part of the student's cost of education and can be planned in their financial aid package and issued out in the form of a stipend check. All housing payments are made to Founder's Hall by the student.

## Utilities

Founder's Hall Community costs provides all utilities (gas, electric, water and trash, cable and Internet).



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## Pets

Pets are not permitted within Founders Hall. If you are found with any pets, we will assess a fine of \$200.00 for violation of your Lease Agreement. If a pet is discovered in your unit, you must remove the pet and all related materials and equipment within twenty-four (24) hours.

## Consolidation

Consolidation is a process in which several vacant spots are combined to create full units. Residents will be given 10 days' notice to switch units. UAT and Founder's Hall Community reserve the right to consolidate students into any unit at any time.

## Check-In

Residents will be informed of designated check-in dates prior to the beginning of each semester. Residents are responsible for moving their own belongings and are expected to complete the move-in process in a reasonable amount of time. Residents should therefore keep belongings in their own personal areas to allow for an accessible move in for all other roommates. At the time of check-in, all residents will be required to sign off on a unit inventory form, which outlines the overall condition of the room and any furniture, appliances, etc. that are within the unit. It is important that residents indicate any needed repairs at 48 hours of move-in. The Unit Inventory form will be used to determine any room damages at the time of move-out. The Unit Inventory Form is not a maintenance request. Residents must submit a maintenance request to address any issues with the unit.

- Any early check-ins must be approved by UAT and Founders Hall. If available, these are limited.
- All move-ins must occur during office hours. Any early/late check-ins not approved by Founder's Hall or UAT will be responsible for finding their lodging until office hours resume. Key's will not be distributed.

## Unit Inspection

The University and Founder's Hall reserve the right to enter a resident's unit as needed for the purposes outlined below:

1. Inventory review and to verify care of the unit and furniture.
2. Verify occupancy, health and sanitation standards.

Any violation of the intended care of the unit needs to be reported to the Office of Founder's Hall. Any resident's failure to maintain the unit will result in additional charges, disciplinary

action, and possible eviction. It is expected that the unit will remain in the same condition as indicated on the Unit Inventory form. If a unit does not pass inspection, a minimum fine of \$100 will be charged to the student account of each resident who resides in the room. Any damages for which no person claims responsibility will be automatically billed to all residents of the unit.

## Personal and Community Care

Residents are to maintain sanitary standards that protect the safety, health and well-being of students. Residents are responsible for managing their personal care, which includes but is not limited to, appropriate hygiene, mental health, management of medical conditions or illnesses, and disability related personal needs. Additionally, residents are required to maintain their ability to respond appropriately to emergencies. Residents' behavior that compromises their own safety or the safety of the community may be subject to disciplinary action. If a resident establishes an unacceptable pattern of misconduct or is frequently found to be in non-compliance with these Community Policies or the Student Code of Conduct, though individual offenses may be minor, a pattern of non-compliance, irresponsible conduct or manifest immaturity may be interpreted as a significant disciplinary problem. These patterns of misbehavior can lead to disciplinary action up to and including dismissal from student housing.

## Drug Policy

In addition to the University drug policy, the following policies will be in effect within the Founder's Hall Community:

1. Possession, sale, distribution, display, or consumption of drugs or controlled substances are prohibited in the residence hall, all public areas including balconies and patios, and any Founder's Hall-sponsored event.
2. The use of prescribed medication, over-the-counter drugs or other substances in an abusive manner is prohibited.
3. Drug paraphernalia or any object used as drug paraphernalia is prohibited. These items will be disposed of and reported to the Office of Founder's Hall.
4. The occupants of the room where a violation occurred may be held responsible for any violations, even if they are not present.
5. Students in the company of someone violating this policy are also subject to disciplinary action.



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6. Even if the incident did not occur in the Residence Life Community, any drug-related incident involving a student living in the Founder's Hall Community will be subjected to disciplinary action under this policy.

### Alcohol Policy

In addition to the University alcohol policy, the following policies will be in effect within the Founder's Hall Community:

1. Possession, sale, distribution, display or consumption of alcohol beverages is prohibited in the residence hall, all public areas including balconies and patios, and any Founder's Hall-sponsored event.
2. Containers that originally contained alcohol and alcohol paraphernalia are not permitted. These items will be disposed of and reported to the Office of Founder's Hall.
3. The occupants of the room where a violation occurred may be held responsible for any violations, even if they are not present.
4. Students in the company of someone violating this policy are also subject to disciplinary action.
5. Even if not consumed in the Founder's Hall Community, any alcohol-related inappropriate conduct will be subjected to disciplinary action under this policy.

### Key and Lock Policy

ID cards and keys for living units may not be lent to anyone for any reason. If it is found that a resident lent keys to someone, they will incur a \$50 fine. Keys may not be duplicated under any circumstances. If it is found that a key has been copied for a unit in the Founder's Hall Community, the responsible party will incur a \$50 fine. If a student ID or a key is found, it is requested that they be turned in to the lost and found immediately.

In addition, residents may not tamper with any locks. If a lock is broken, this must be reported to a member of the Founder's Hall staff immediately. Additionally, if a resident is found to have tampered with a lock, i.e., lock-picking or reengineering a lock, they will be fined \$150 and incur disciplinary action.

### Internet, Cable and Wi-Fi policy

Internet, Cable and Wi-Fi access is a privilege, not a right. While the Founder's Hall and IT staff will make every effort to maintain a signal for connectivity, we cannot guarantee uninterrupted connectivity due to factors beyond our

control.

We reserve the right to monitor all usage activity, by incoming or outgoing within the Founder's Hall Community. The users of these privileges are responsible for respecting and adhering to local, state, federal and international laws. While we cannot be responsible for the actions of individual users, it is understood that UAT will make every effort to ensure compliance with established laws. Attempting to control the network, damaging the network and any unauthorized attempts to gain access, monitor, duplicate, modify, interfere or tamper with any computer system or account on the network will be a violation of this policy and subject to disciplinary action.

### Smoking Policy

Smoking is prohibited in college buildings, at college sponsored events and in University-sponsored housing. This includes smoking of cigars, and alternative forms of tobacco. If smoking outdoors, smokers must be at least twenty (20) feet from buildings. Anyone found smoking within 20 feet of the building will be fined \$150 and incur disciplinary action.

### Quiet Hours

Quiet hours must be observed as follows:

10:00 pm – 9:00 am Sunday thru Thursday

1:00 am – 10:00 am Friday and Saturday

During quiet hours, radios, stereos, televisions and computers may be used if they do not disturb others and cannot be heard outside the door of the unit. Residents must respect their roommates and other residents in the complex.

### Courtesy Hours

Consideration for the community members should be shown 24 hours a day. Even when quiet hours are not in effect, residents are expected to show consideration for fellow residents and keep the noise level to a minimum.

### General Residence Hall Guidelines

1. Only residents of Founder's Hall may use residence hall facilities, including the Fitness Room, Game Room, Kitchen, Laundry Room and Media Room. No visitors are allowed access unless accompanied by a resident.
2. Follow all posted rules and notices.
3. Used equipment and facilities in accordance with their instructions. Anyone using these facilities does so at their own risk. Residents



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and guests assume full and complete responsibility for injury or loss that may be suffered as a result of using facilities.

4. Do not remove equipment or furniture from their assigned rooms or facilities.
5. Equipment may not be altered or otherwise modified or hacked.
6. Keep facilities safe and clean. This includes equipment, furniture and floors.
7. Report problems with equipment to residence hall staff immediately.
8. Pick up after yourself. Any personal items left in facilities will be thrown away or donated.
9. Facilities are public spaces, so be respectful and responsible.
10. Do not lock doors to any community space as to restrict access to other residents.
11. Do not engage in disruptive behavior such as banging on windows, walls, doors or floors. Doing so will result in temporary loss of the privilege to use facilities.
12. In case of fire, please exit the building promptly.

## Pool Table/Table Tennis/Table Football Area Guidelines

1. Replace all equipment on its proper rack before leaving.
2. Do not eat or drink on or around game tables.
3. Do not sit, stand, lean or lie on game tables or equipment.
4. Do not place books, bags, purses or items on equipment.
5. Do not use equipment for any other means other than their intended use (ex. Do not change the channel on the TV with a pool stick, etc)
6. Follow all posted rules and notices.
7. Do NOT move pool table, table tennis or table football.

## ROOM-SPECIFIC GUIDELINES

In addition to the General Residence Hall Guidelines, the following rules apply to specific rooms located in Founder's Hall.

### Fitness Room Guidelines

1. Wear proper attire at all times. Wear athletic shoes.
2. Wipe down equipment after use.
3. Pick up all clothes, towels or personal articles.
4. Keep Fitness Room door closed at all times.

5. No food allowed.
6. All drinks must have lids.
7. During busy times, limit workouts to 30 minutes per machine.
8. Follow all posted rules and notices.

### Kitchen Guidelines

1. Clean up after yourself.
2. Wash all dishes, pots, etc. used to prepare or eat food and drink, put them back in respected areas.
3. Clean up any spills on equipment, furniture, walls or floor.
4. Wipe out the microwave after use.
5. Throw away any food trash, including unwanted leftovers, wrappers, containers, peelings, and other waste.
6. Store and label food or drink you want to keep.
7. Clean items may be stored in the cabinets and drawers. All items must be washed before storage.
8. Make sure that you are keeping an eye on your food in the community fridge/freezer. Make sure all expired food is getting tossed.
9. Dirty dishes or other items left in the kitchen will be thrown away or donated.
10. Dishes, utensils, etc. may be soaked in the sink but may not be left unattended.
11. Drain food on the side of the sink with the garbage disposal.
12. Follow all posted rules and notices.

### Kitchen Safety Guidelines

1. Do not leave a burner or the oven unattended. If you must leave the room temporarily, turn off the burner and remove your pot or ask another resident to supervise your food.
2. Clean up all stove spills and other cooking messes. This includes walls, doors, floors and equipment messes.
3. Do not use the burner if it is dirty.
4. Turn off oven or stove if found to be in on position but unattended.
5. Do not leave the oven unattended for more than 15 minutes at a time. If you are preheating the oven and leave it unattended, someone else may turn it off.
6. In case of a small grease fire, douse the area with



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baking soda or flour and cover the area with the lid of a pot (if available). DO NOT USE WATER ON A GREASE FIRE.

7. Wash your hands with soap and water frequently before, during and after cooking, especially when cooking with meat and after touching trash.
8. If you have leftovers that you would like to share, please label it, date it and post a sign that anyone may eat/use it.
9. Follow all posted rules and notices.

## Laundry Room Guidelines

1. Check the dryer lint trap before each load. Remove all lint and discard in the trash receptacle. Removing lint reduces the risk of fire.
2. Remove clothes from washers and dryers as soon as the cycle completes. Laundry left in the machines for an extended time will be bagged, removed, and donated or thrown away.
3. Remove fabric softener sheets from the dryer with your clothes.
4. Flat-dry items in your unit, not in the Laundry Room.
5. In case of equipment malfunction or other problem, refer to the service instructions next to the card reader.
6. Follow all posted rules and notices.

## Movie Room Guidelines

1. Store remote controls in the proper location and turn off all equipment before leaving Movie Room.
2. Do not disconnect or remove cables from Movie Room.
3. Do not hook up gaming systems to Movie Room equipment. Residents who wish to play console game in a common area may do so in the game room, think tank, or campus café.
4. Do not jump on or stack bean bags or other lounge furniture.

5. Because the Movie Room is a public space, refrain from public displays of intimacy in the Movie Room.
6. Be mindful of the volume controls on Movie Room equipment.
7. Do not lock the door to the Movie room.
8. Follow all posted rules and notices.

## Game Room Guidelines

1. Store controls in the proper location and turn off all equipment before leaving Game Room.
2. Do not jump on lounge furniture.
3. Because the Game Room is a public space, refrain from public displays of intimacy in the Game Room.
4. Be mindful of the volume controls on Game Room equipment.
5. Follow all posted rules and notices.

## Access to Resident Units

UAT or Founder's Hall may enter any unit for the following reasons:

1. To perform necessary or required repairs in connection with the performance of repairs, alternations or improvements to the building and/or other occupant's space.
2. To show units to prospective students who wish to reside in the UAT Founder's Hall Community.
3. To inspect the condition of the licensed premises.
4. If at any time the student is not personally present to permit UAT or Founder's Hall to enter the licensed premises and entry is necessary or allowed by law, the University may nevertheless enter the premises. We may enter by force in an emergency.
5. If at any time the resident or guest are in violation of the rules and regulations of the UAT Lease Agreement, UAT Code of Conduct and/or the Community Policies, UAT will enter any apartment to determine the extent of the violation.
6. Any emergency situation.
7. Maintenance.

## Mandatory Founder's Hall Meetings

Mandatory meetings are conducted throughout the semester. As a student living in University-sponsored housing, it is your responsibility to attend these meetings. If you are





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unable to attend a mandatory meeting you must notify the RA at your community to make arrangements to get the information you missed. The University is not responsible for any missed information due to a missed meeting by a resident.

## FOUNDER'S HALL ACTIVITIES

Various events and activities throughout the semester. As a student living in University sponsored housing, attendance is encouraged as it increases the overall health and wellness of the resident.

## COMMON AREAS

A common area is designated as any area that is not an assigned room. This includes the following areas: all hallways, kitchen, living room, utility room, porches and stairways, game room, video room, laundry, kitchen, hallways, study areas, etc. Removal of common area furniture or items can result in fines and/or disciplinary action. You are only assigned the sole use of bed-space in the apartment. Together with the other residents in the unit, you have joint use of the Common Areas within the unit. It is the responsibility of all residents living within the unit to maintain the Common Areas. Vandalism and uncleanliness are not tolerated. Any damages to the Common Areas will be billed to the responsible resident. If the responsible resident cannot be determined, the cost will be billed to all residents of the unit.

## GUEST VISITATION PROCEDURE

Guests are defined as any person who does not have a signed license agreement for the room that they are in. Guests who stay after 1:00am are considered overnight guests and are only allowed when residents register guests by turning in an overnight Guest Form to the Director of Founder's Hall 24 hours prior to the guest's arrival. All overnight guest requests are subject to approval. Guest's can stay up to three consecutive days, and no more than 10 days a month.

The following rules also apply when guests are in the units:

1. The resident must accompany the guest at all times.
2. Guests must be considerate and respectful to the UAT resident community.
3. The resident is responsible for their guest's behavior.

## DECORATING POLICY

Personalizing your living space is an important part of making your room your home, but please be advised that you may not make any permanent alterations to your room. Residents are not to make any repairs to damages or structural modifications in their units. Damages noted at the end of the year, which are not listed on the room inspection report at check-in, will be billed to you. You are responsible for thoroughly completing a room inspection form and submitting it to Founder's Hall staff within 24 hours of when you move into your room. Remember that you may not use nails or staples in the walls. All decorations should be temporary in nature so as to not permanently deface or damage any of your housing's finishes. Do not use nails, stickers or tape on the housing entrance, bedroom and closet doors, floor, woodwork, or furniture surfaces. Posters and decorative art may only be placed on the wall with masking tape. Nails, duct tape and double-sided tape are prohibited.

Painting or wallpapering your room is not allowed. Students must abide by all local and state fire and safety codes. Decorations for the holidays and celebrations should be of noncombustible material. Combustible materials can be used only if the items bear a "flameproof" label on the wrapper. Live Christmas trees are not permitted in individual student rooms. Any electrical lighting sets must bear the label of Underwriters Laboratories, Inc., and be free of frayed wires, loose connections, and broken sockets. Light bulbs must be arranged so they do not ignite any combustible materials.

## SIGNS AND POSTINGS

A resident may not possess or display signs or similar collateral which are not property of the resident, including public property signs.

For posting within the hall, no signs may be posted around any community building without approval from Founder's Hall staff. In the off-campus community, no signs may be posted outside of an apartment. In the on-campus community, signs may be posted on door at the sole discretion of the Founder's Hall Staff.



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## LOFT POLICY

Your room is not furnished with a bed that has lofting capability. You may not build alternative lofts, of any type, in Founder's Hall.

## FURNITURE POLICY

You may not remove any furniture provided in your unit and store the furniture in any other location in Founder's Hall or at any other location off-site. All provided furniture must remain in your room at all times. Furniture is not to be placed outside, in the elements, at any time. Public area furnishings are for the use of all residents' and are not to be removed from the public areas or to be used in residents' rooms. The removal of public furnishings is considered theft and community damage charges may result. A contact person will need to be designated as the person responsible for the event/gathering. Any damage to the room, furniture, or equipment or if any furniture or equipment is removed and/ or lost will be billed to the organization or resident(s) responsible. Additional furniture may be added to the room with the roommate's consent. However, waterbeds and gel-beds are not permitted. Fitness equipment may be added to a unit, but only with the approval of a member of the Founder's Hall staff. If the roommate does not consent to the additional furniture, it must be removed within 72 hours of the complaint. If not removed, disciplinary action will be taken by Founder's Hall staff.

Fines for moving furniture or failure to remove additional furniture begin at \$100 and increase based on the number of furniture items affected.

## COOKING POLICY

Cooking in your room is not allowed except for using a hot pot with a concealed coil, microwave limited to 15-volt usage and/or a popcorn popper. Hot plates, barbecues, toasters, toaster ovens, rice cookers and non-open coiled sandwich/meat grillers are not permitted within your room.

## APPLIANCE POLICY

The following shall apply to all appliance usage:

1. Halogen lights, combustible lamps and multi-socket plugs are not permitted.
2. All electronic devices should be plugged in to the electrical outlet or a surge protector.
3. All extension cords must be approved.
4. Room heaters or air conditioners are not allowed.

5. Refrigerators or freezers in the room may not exceed 4.9 cubic feet.
6. They must be either energy efficient or have an "Energy Star" rating.
7. They must be kept in an open space that allows ventilation.
8. Refrigerators must be cleaned, emptied, defrosted, and unplugged over the winter break if a resident will not be present during the break.

## TRASH POLICY

Put all trash in tightly closed plastic bags and deposit them in individual trash containers or in dumpsters provided. Do not put your trash in the trashcans in the courtyards or common areas. We do not provide door-to-door trash pick-up. You will be charged a \$75.00 service charge if you place any trash outside your room or anywhere else on the premise (other than inside the dumpsters). If you leave trash on lawns, breezeways, walkways, courtyards you will pay a \$30.00 removal fee.

## SPORTS AND RESIDENT-LED ACTIVITIES

The following rules shall apply:

1. Rollerblading, roller-skating, skateboarding, biking or any other rolling sport inside any of the Founder's Hall buildings is not permitted.
2. The use of any sports paraphernalia inside is also prohibited.
3. The use of any sound or voice amplifying devices is prohibited.
4. The use of musical instruments is allowed at the sole discretion of Founder's Hall Staff.
5. Bikes may only be stored in the room with the roommate's permission.
6. Metal darts and dart boards are prohibited.
7. Disruptive conduct including, but not limited to wrestling, jumping or running in hallways, or acrobatics is prohibited in the Founder's Hall Staff.
8. Climbing or repelling from walls, patios, balconies etc. is prohibited.
9. Any activities that limit the use of a common area to another resident must first be approved the Office of Founder's Hall.
10. If a common area is used and left in an unsanitary condition, each resident present in the common area for the gathering will be fined a cleaning charge no less than \$25 per person.



# founder's hall - community policies

## PROCEDURE TO FOLLOW WHEN LEAVING FOR SEMESTER BREAKS

Residents may leave their belongings in their rooms during breaks. However, due to required repairs and the Founder's Hall staff and outside vendors entering rooms, it is advisable that residents take home all valuable items. All rooms must be left in the following conditions:

1. All dishes must be washed and stored.
2. Remove food that may spoil from the refrigerator if no one will be in the unit over break.
3. All trash must be taken out.
4. Resident rooms must be cleaned and accessible to Founder's Hall Staff.
5. Floors must be empty with the exception of furniture.
6. Unplug all lights and electrical devices, except major appliances. In Founder's Hall, the refrigerator must be defrosted/ and cleaned out.
7. Bathrooms, kitchens and common areas must be clean.
8. Clean and disinfect all bathroom and kitchen counters.
9. Sweep and mop or vacuum all floors.
10. All personal items (including computers, storage items, clothes, shoes, etc.) must be off the floor and stored securely on one bed and/or shelf unit in the closet of your assigned room.
11. Charges will be applied accordingly for any units left in a dirty condition. Charges based on the condition of the room at move out.

## END OF SEMESTER MOVE-OUT PROCEDURE FOR NON-RETURNING STUDENTS

If all conditions below are met, the refundable portions of the deposit will be returned to the student — less any damage fees — provided the student honors the Lease Agreement, pays all money owed and leaves no damage or cleaning to be done.

- The official move-out process is detailed below:
1. Write a Notice to Vacate and give it to Founder's Hall or Director of Founder's Hall forty-five (45) days before the day you intend to move. Written notice can be given by a handwritten letter, email or automated survey response.
  2. Schedule an appointment with a member of Office of Founder's Hall for check-out and walk-through. Must be done during office hours, after hours

we'll have a \$50.00 fine attached to the residents account.

3. Clean all personal and common areas of the unit and remove all personal belongings prior to walkthrough.
4. Meet the Resident Assistant at your unit at the scheduled walk-through time if you would like to be present.
5. At the walk-through, return all appropriate keys to Founder's Hall Office.

## EXPRESS CHECKOUT

If a resident does not want to attend their walk-through, the resident may turn in the notice to vacate, and return keys during office hours.

## SECURITY DEPOSIT REFUNDS

Please be aware that refund checks take up to a minimum of thirty (30) days for processing, not including University breaks and holidays.

## DISMISSAL FROM STUDENT HOUSING

The University of Advancing Technology has the right to terminate a resident's Lease Agreement for any of the following reasons:

1. Failure to pay money when due.
2. Violation of any other material obligation under the UAT Lease Agreement or these Policies.
3. Expulsion from UAT.
4. Improper conduct or for disciplinary reasons.
5. Violation of the Lease Agreement, Community Policies, Code of Conduct, or the apartment complex's rules and regulations.

If a student is dismissed, residents may have up to 72 hours to vacate the unit. Residents dismissed from the UAT Residence

Founder's Hall will forfeit their refundable deposit, must pay all monies owed and will be held responsible for any damages to the unit.

## PROCEDURE FOR REMOVING A STUDENT FROM UNIVERSITY-SPONSORED HOUSING

1. Written warning outlining the violation or notice to vacate.
2. Summons and complaint for an appearance before the UAT Disciplinary Committee (if it is disciplinary related).



# founder's hall - community policies

- Physical removal of the student and his or her possessions if not moved out by designated time.

If you fail to vacate within time allotted, upon request by the University and Founder's Hall are authorized to change the locks, impound all personal property belonging to the student located in the unit, clean and redecorate, and replace the student in the unit. The University is also entitled to dispose of the student's personal property as stated in Arizona law.

## SAFETY MEASURES

The University of Advancing Technology and Campus Living Villages assume no responsibility for lost, stolen or damaged items. Residents are encouraged not to leave their doors or windows unlocked or propped open when they are not present in the unit. It is a direct violation of the UAT Residence Lease Agreement to give your key to anyone and it will result in a disciplinary sanction. It is your responsibility to exercise due care for your security and other's safety and security. We are not liable to you or any of your guests for injury, damage or loss to person or property caused by criminal conduct of other persons. We are not obligated to furnish security personnel, security lighting, security gates or fences, or other forms of security.

In the event that you witness an incident or are a victim of violent or threatening behavior, contact security or call the police for any immediate danger. Also, report the incident to the community RA and/or the UAT Office of Founder's Hall. If a resident notices suspicious behaviors or individuals in their community, they are instructed to contact Campus Safety or the Courtesy Patrol immediately.

## FIRE AND EMERGENCY EVACUATION TIPS

In event of a fire or other emergency, call 911. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get yourself and other residents (if possible) out of the building. Anyone who fails to evacuate the building during a fire alarm will be fined \$250. All units are equipped with smoke detectors. Dismantling, removal or any attempt to make it inoperable will result in a \$150 fine. Do not render the smoke detector inoperable or fail to keep working batteries installed.

Students may not disable residence hall security by propping exterior doors, blocking latches or by any other method. Students may not allow building access to nonresidents and unaccompanied guests. This includes holding

doors open for others entering behind.

In all Founder's Hall Community units, for occupants' safety, screens should not be removed from the windows. If a screen is found removed, the responsible party will be charged a \$65 fine plus the cost to replace and reinstall the screen. In addition, objects are not to be thrown out of any window or off any patio. Students must immediately report lock issues to the RA on call or the community office.

For safety and maintenance reasons, no student is allowed on any residence hall roof or ledge. Keep walkways and courtyards clean and uncluttered at all times.

Do not dry clothing or linens or store unsightly personal property on stairways, walkways, or in the courtyard at any time, including but not limited to boxes, tires, recyclables, and broken furniture. No interior furniture is allowed on walkways and courtyards. We do not have storage facilities for your use.

## DANGEROUS ITEMS

Practices considered a fire hazard or danger to the community residencies will not be permitted. Fire regulations prohibit the placement or suspension of flammable materials either from the ceilings, sprinklers or light fixtures in a manner that could block a room, corridor or building. In addition, flammable materials may not be stored under any stairwell, holiday trees or other live items. If any of the above items are found, they will be confiscated, destroyed or donated.

- Firearms.
- Fireworks, smoke bombs or explosives.
- Ammunition.
- Weapons including but not limited to bows and arrows, illegal knives such as defined by Arizona law, BB guns, air guns, sling shots, nunchuks, Chinese stars or other dangerous instruments.
- Open flames such as oil lamps, candles, incense and potpourri burners, or flammable plants. Flammable items or any item which uses fuel or oil to operate.
- Any other item deemed inappropriate by Founder's Hall and UAT.

## THEFT AND UNAUTHORIZED ACCESS

- Residents are prohibited from entering any unauthorized areas, including but not limited to maintenance rooms, the networking room, the mail room and the maintenance office.



## founder's hall - community policies

2. Theft or vandalism of University property or that belonging to a member of the resident community or a guest is not permitted.
3. Residents may not enter another resident's unit without direct and express permission from the occupant who is currently present.
4. Residents, who enter another resident's unit without such permission, may be subject to disciplinary action. Residents may not tamper with any security cameras throughout Founder's Hall. Tampering with cameras will be considered vandalism.

### FULL FAITH AND CREDIT

Students in the Founder's Hall Community are responsible for their own conduct and activities including those of their guests in Founder's Hall Community buildings. If a resident violates State law, the Student Code of Conduct or the Community Policies in any University building or at any University-sponsored activity, they will be held responsible for the violation as if the violation took place in their facility of residence. All policies that relate to student conduct on campus are applicable to conduct within the Founder's Hall Community.