



2025-2026

Residential Student Guide

Residential Life & Housing

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RESIDENTIAL LIFE & HOUSING AT CLARK UNIVERSITY

More than 1,600 undergraduate and graduate students call Clark's eight residence halls and 11 houses home. On-campus housing is supported by the Office of Residential Life & Housing (RLH), seven professional staff members, and 40 undergraduate resident advisers (RAs), all of whom are dedicated to providing guidance, leadership, and opportunities for students to connect, grow, and thrive in Clark's vibrant residential community.

Along with following University policies and the terms of the undergraduate and graduate housing contracts, students living on campus are asked to follow these community standards. These guidelines help ensure that everyone's rights and freedoms are respected while creating a safe, welcoming, and engaging environment where all residents can thrive.

Mission

The Office of Residential Life & Housing (RLH) collaborates with Clarkies and campus partners to create a student-focused residential community that is inclusive, equitable, and safe. RLH's goal is to provide a living environment that allows for academic pursuits, interpersonal interactions, educational opportunities, and social events. It encourages freedom of action and self-expression within the context of community responsibility.

Residency Requirement

Students entering college for the first time must live on campus for their first four semesters at Clark. Exceptions to this policy must be granted by RLH and are made if the student will be living with a parent or legal guardian and the primary residence is within the city of Worcester, or to those who have been approved to study abroad by the Office of Study Abroad and Away.

Students who transfer to Clark as juniors or seniors are not required to live on campus, but are certainly invited to. Those who transfer in as first-years or sophomores must live on campus until junior status is reached. Students reaching junior status in the middle of the year, however, are reminded that their housing contract extends through the academic year, and they are expected to remain on campus for the entire year. Questions about the policy should be directed to reslife@clarku.edu.

Rights and Responsibilities of Residential Students

Students are expected to comply with all provisions of this Residential Student Guide, the [Student Code of Conduct](#), and all other University policies. The Residential Student Guide, in addition to the [Student Code of Conduct](#), outline the procedures and policies that establish student rights and responsibilities, the student conduct process, and all systems used to support our community standards.

In alignment with Clark University's values, residents in University housing have specific individual and community rights and responsibilities. These expectations guide Residential Life & Housing staff in support student well-being, safety, and success.

Each residential student has the right to engage fully in campus life and to enjoy a safe, supportive living environment. At the same time, each residential student carries the reciprocal responsibility to respect the rights of others. Living in community requires a commitment to cooperation, accountability, and mutual respect. As members of the Clark residential community, students living in University housing are also responsible

for the behavior of their guests and for ensuring the guests comply with all University regulations.

Residential Life & Housing Staff

Resident Advisers (RAs)

RAs are student leaders who live in each community and serve as your first point of contact. They plan programs, offer support, and help maintain a safe, inclusive, and respectful environment where all students can connect, learn, and thrive.

Professional Staff

Community Directors (CDs): Full-time, live-in professionals who oversee the daily operations of each hall, supervise student staff, and support residents. CDs typically hold degrees in Higher Education, Counseling, or related fields, and live in the building they manage.

Central Office Staff: Located in RLH's main office in Wright Hall, this team includes the Assistant Dean/Director of Community Living, Associate Director, Assistant Director, graduate assistant, and office assistants who ensure the department runs smoothly and provides resources for all students.

On-Call & Emergency Support

On-Call RA: While classes are in session, a Resident Adviser (RA) in each residence hall is on duty every night from 9 p.m. until 7 a.m. Signs are posted in the buildings to indicate who is on duty and how they can be contacted.

From 9 p.m. to midnight, Sunday through Thursday, and from 9p.m. to 1 a.m., Friday and Saturday, the RA on duty is in cellphone contact with RLH professional staff and University Police, and is available to assist residents, enforce quiet hours, and perform building rounds. After these hours the RA is available to respond to emergency situations in the building.

Professional Staff On-Call: CDs, ADs, and Community Living staff rotate on-call responsibilities to provide professional support 24/7. Pro-staff on-call support our RAs and the entire residential community, particularly on evenings and weekends.

All RLH staff members receive training in crisis response, Title IX, fire safety, conflict resolution, and community development. Whether you have a question, need help navigating a challenge, or just want to connect, there's always someone available to support you.

University Police: Available 24/7 at 508-793-7575. If you are ever experiencing an emergency, please call University Police.

COMMUNITY STANDARDS FOR COMMUNITY LIVING

This section provides an overview of the day-to-day details of living in Clark's residence halls and houses. Here you'll find important information about building access, safety, facilities, policies, and resources designed to help you feel comfortable and supported in your community. Whether it's understanding quiet hours, learning how to submit a maintenance request, or knowing what to do in an emergency, this section will guide you through the essentials of residential life at Clark.

Animals On Campus

Animals or pets (except for fish) are not permitted in residence halls or houses at any time. Fish tanks may be no more than 10 gallons (37 liters) and must be approved by a student's roommate. Animals cannot visit residence halls or be inside a student's room at any time or for any reason. Violations will result in a conduct meeting and may result in a \$50 fine for the first offense and \$100 for each subsequent offense.

Students looking to have Emotional Support Animal (ESA) or Service Animal on campus, should review the Universities [Animals on Campus Policy here](#) for more information regarding the accommodation process, policies, and expectations for having an animal on campus.

Appliances

All appliances used or stored in on-campus housing must be UL- approved (see Prohibited and Approved Items in the Living on Campus section on page 15). For health and safety reasons, the Worcester Health Department prohibits the use of cooking appliances such as hot pots, electric frying pans, charcoal/gas grills, microwave ovens (except for MicroFridge units), popcorn poppers, toasters, or toaster ovens in residence hall/house rooms. These items may be stored in student rooms, but their use within a private room is prohibited. All University houses and residence halls have kitchen facilities where students may use these types of appliances.

Refrigerators that are UL-approved and no larger than five cubic feet are permitted, but limited to one unit per room. Heaters, air conditioners, dishwashers, laundry machines, and other large appliances that are not provided and/or approved by the University are not permitted. Residential Life and Housing staff reserve the right to confiscate or ask a student to remove a prohibited item from the residence hall.

Balconies/Roofs/Ledges

For safety reasons, students are prohibited from rooftops, ledges, and overhangs on any residential building. Balconies in RLH houses are locked and may not be used as they are unsafe for occupancy. Students found accessing or misusing a balcony, rooftop, ledge, or overhang will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from University housing.

Building Access & Security

University residence halls are secured by a computer-controlled card entry system; residents use their Clark OneCards to enter. An alarm will sound at University Police if one of the outside doors is kept open longer than is reasonable for entry. Individuals who prop doors open jeopardize the security of the building and the community.

Wright, Bullock, and Dana halls are first-year-only living areas, and access to these buildings is limited to first-year students. All residential students have access to mixed or upperclass halls, except during quiet

hours when access is limited to a student's assigned residence hall.

Students who would like to visit a resident of another building during quiet hours should call ahead or use the call box located at the front entrance of each residence hall. All guests of a residence hall should be escorted by a resident of that building.

University houses are locked 24 hours a day; residents' room keys also unlock the front door. All residents are strongly encouraged to keep their room doors locked while they are out, asleep, or otherwise not able to control access to their rooms.

The University cannot assume responsibility for the theft of or damage to personal property. Any loss of personal property should be reported to University Police by calling 508-793-7575 (x7575 from an on-campus phone). Students are encouraged to purchase renter's insurance or to have personal belongings covered under parents' or guardians' homeowner's insurance, if possible.

Keys & IDs

Room keys and Clark OneCards are property of the University and are on loan to each student, exclusively for their own use. Irresponsible use or handling of keys and OneCards, including giving a student key or OneCard to another person for the purpose of gaining unauthorized entry into a residential building or room, is prohibited. Duplication of keys is not permitted.

Granting a nonresident access to a building jeopardizes the security of the residence hall/house and those who reside there. Doors to residence halls/houses must not be propped open. Individuals who are permitted to access the building may do so with their keys or OneCards, and guests must be met by their hosts at the entrance. Students are permitted one excused lock-out per academic year. A second lock-out will result in an educational meeting with an RLH professional staff member. Subsequent lock-outs will result in a \$25 service charge.

Lockouts

The lockout policy ensures the safety and security of all residents by immediately replacing lost keys. On-campus students who are locked out of their rooms and cannot find a roommate, suitemate, or on-duty resident advisor can call a Campus Ambassador for help, seven days a week (10 a.m. to 9 p.m. on weekdays and 10 a.m. to 7 p.m. on weekends), at 508-450-5584. University Police can help students who are locked out before 9 a.m. or after 9 p.m.

Lost Keys/Clark OneCard

It is expected that students carry their key and Clark OneCard, which serves as their University ID, at all times. Students will be charged \$25 to replace a lost ID card. For a replacement OneCard, students can fill out a form to replace their OneCard [here](#).

If a student loses their room key, they should notify RLH via email at reslife@clarku.edu immediately to begin the replacement process to maintain the safety and security of their space. RLH staff will bill the cost of replacing the key to the student's account, and when applicable, other lock components. The total cost will be \$100 to \$150. Once payment has been confirmed, RLH will contact the student with instructions on how to pick up their new key. If a student loses their room key during the course of the year, they will be charged a replacement fee for the key, and when applicable, a new lock.

Building Opening, Closing, and Breaks

The occupancy period begins at 9 a.m. one day before the start of classes for returning students and 9 a.m. on the day of Orientation for new students. University residence buildings close at noon on the day after final exams for both fall and spring semesters.

All students should vacate their rooms within 24 hours after their last exams, although graduating seniors may remain in their rooms until 5pm on the day of Commencement. Students are responsible for knowing the posted dates for closing and breaks. Rooms must be vacated at the end of the academic year, which means that all personal belongings must be removed from the room by the established deadline.

If students wish to remain in their residence hall/house during the October, Thanksgiving, and March break periods, they may do so, but the halls and houses are closed during winter break. Students who need to stay on campus during winter break may elect to do so, for an additional charge, at the discretion of RLH.

Students may arrive up to 48 hours early (or leave 48 hours late) for a fee. Students who arrive on campus early without prior approval will be charged \$150 per day if they wish to stay on campus.

Collections/Drives in Residential Buildings

Individual students and student groups may collect items for donation in on-campus housing with permission from Residential Life & Housing (RLH). All collections must adhere to the following guidelines.

A Collection Drive Request Form must be submitted to RLH via email at least two (2) weeks prior to the proposed start date. Requests should include the sponsoring individual or group, the purpose of the drive, the type of items to be collected, and the desired collection dates. RLH will review requests on a rolling basis and notify the requester of approval or denial.

Each residence hall has a designated location for collection boxes, and a list of approved locations is available from RLH. Collection boxes are permitted only in these designated spaces.

Collections are scheduled by week. While multiple-week requests may be submitted, if another request is received, the collection will be limited to a maximum of two (2) weeks. Collection boxes may be placed beginning on Monday morning of the first week and must be removed by Sunday evening of the final week. Any boxes not collected by this time may be discarded by RLH or Facilities staff.

The sponsoring group or individual is responsible for providing the collection boxes, clearly labeling them with the name of the sponsoring group, purpose of the drive, and contact information. The boxes must be monitored regularly to ensure they do not overflow. At the conclusion of the drive, the sponsoring group or individual must empty and remove the boxes from the halls.

Damages

A room condition report (RCR) will be completed by RLH staff before students move in and out. Students should review this report upon check-in to confirm the information and provide additions to the RA if needed. Residents are liable for damages sustained throughout the year and may receive a damage bill in June.

Residents are also responsible for damages in common areas, including (but not limited to) suites, kitchens, lounges, hallways, and stairwells. When common damages are found or vandalism is committed, a reasonable attempt will be made to determine the responsible individual(s). If the person(s) responsible is not identified, the cost of repair/replacement will be charged to all residents of the building/floor/area.

Dining Services

Harvest Table provides dining services and meal plans at Clark University. Students, staff, and community members *alike* can enjoy a variety of offerings on any given day. For more information on the types of meal plans offered, [visit their website on meal plans](#).

Dining services and meal plans are only available during the Fall and Spring semester. Limited services are available during break times; schedules are posted in advance. During these break times, we encourage you to plan ahead for meals. You are encouraged to shop ahead, bringing food to campus with you when possible. If pre-arrival shopping is not an option, you can make use of delivery or mobile dining options like Instacart, UberEats, DoorDash, GrubHub, etc. at your expense.

Meal Plan Changes

Students living in traditional or suite style housing are required to be on a full meal plan, which includes the Standard Meal Plan and All Access Meal Plan. Students living in apartment style housing or off-campus are not required to be on a meal plan.

Students are able to add a meal plan anytime on their Housing & Dining Self-Service portal or by emails RLH at reslife@clarku.edu

Students may change their meal plans at any point during the summer/winter break and through the first two weeks of school each semester. For specific dates each semester, check the [residential calendar](#). To change a meal plan during this period, students can login to their Housing & Dining Self-Service portal and click on Meal Plan, Selecting & Changes to adjust their meal plan.

Emergencies

In the event of an emergency in a residence hall or house, immediately call University Police (x7575).

Entering Rooms

University staff reserves the right to enter and inspect room(s) as needed for the purpose of verifying compliance with health and safety standards, to investigate probable violations of the Code of Student Conduct, for inventory purposes, and for making necessary repairs to rooms and furnishings periodically throughout each semester.

Fire Drills & Evacuations

Fire drills are held periodically, and all residents and guests are required to leave the building during

these drills. Residents must evacuate the building promptly and comply with instructions from RLH staff and University officials. Residents should be aware of the quickest and safest ways out of the building; RLH staff will provide this information at the beginning of each semester. For information regarding what to do during an emergency, please review the [Emergency Management and Campus Assistance website here](#).

During fire drills, RLH staff and University Police will check all rooms to make sure students have evacuated the building and to note any fire safety issues.

Fire & Life Safety

In the event of a fire or other alarm, all residents and guests are expected to vacate the residence hall/house and gather at least 40 feet (12 meters) away from the building or where instructed by a University official. No one may reenter the building without permission from an RLH staff member or University Police officer.

Fire doors may not be propped open and stairwells, hallways, and exits must remain clear of obstructions. Students may not hang items from a smoke detector, sprinkler pipes, or ceiling. Disabling or tampering with a smoke detector, sprinkler, fire extinguisher, or other safety equipment is a violation of federal law and is prohibited.

Fire law forbids the storage of gasoline-containing vehicles (e.g., motorcycles) in, or within 40 feet (12 meters) of, residences.

Halogen lamps, lava lamps, candles, incense, and oil lamps also are prohibited in residential areas. Students may not use extension cords except for UL-approved power strips or multiplugs with internal fuses. Connecting multiple power strips and/or multiplugs is also prohibited.

Combustibles, corrosives, or flammable liquids and substances of any type (e.g., fuel, kerosene, propane oil, paint thinner, sterno, or charcoal) are prohibited from being used or stored in residential facilities. Students working on art projects as part of their coursework are permitted to possess small quantities of approved materials as long as they are stored safely. Possession, manufacture, or use of fireworks or explosives on University property is expressly forbidden. Use of an open flame is not permitted indoors or within 20 feet (6 meters) of a residence hall/ house. Fire and life safety violations are subject to a \$100 fine.

Furniture

Each student room contains a bed frame, mattress, desk, desk chair, and wardrobe/closet. The furniture provided in each room must remain there for the entire academic year and may not be removed from the building, moved to storage, or relocated to another room.

Students may not bring their own bed or mattress unless otherwise approved by Student Accessibility Services (SAS). Lofting of the bed/mattress is not allowed for fire safety reasons.

For health and safety reasons, students may not bring upholstered furniture of any kind that is not provided by the University. This includes, but is not limited to, futons, couches, armchairs, padded chairs, and beanbags. Upholstered furniture poses fire safety concerns and is not permitted in residence

hall rooms.

Any additional non-upholstered furniture brought into the space must receive prior approval from Residential Life & Housing. Students are responsible for removing all personal furniture at the time of move-out. Students will also be held financially responsible for any University-issued furniture that is missing or damaged at the end of the academic year.

Furniture is provided in most lounges and study rooms in each residence hall and house for the use of all residents and is expected to remain in its designated location. Removal or misuse of community furniture or other fixtures will result in a \$100 fine in addition to any damage, relocation, or replacement costs.

Guests

A guest is any person in a residential building or residential space who is not assigned to that space in Clark University housing. Guests must carry valid identification at all times and comply with any requests to show it by University officials.

Residents may have no more than one (1) guest per room at a time without approval from RLH professional staff. First-year students are not permitted to have overnight guests during the first two (2) weeks of the fall semester or during reading days in either the fall or spring semester.

Resident Responsibilities:

- Ensure that guests are aware of and comply with University policies.
- Accompany guests at all times.
- Be responsible for the behavior of their guests.

University officials may require guests to leave a residence hall or house at any time. Guests may stay overnight in a room only with the permission of all room occupants. Overnight stays are limited to no more than three (3) consecutive days per month and no more than fourteen (14) days total per semester. Individuals who have been removed from University housing may not return as overnight guests.

Hall Sports

To ensure the safety of residents and to prevent damage to University property, playing or practicing sports in residence hall hallways, lounges, common areas, or individual rooms is strictly prohibited. This includes activities such as throwing, bouncing, or kicking balls, using sporting equipment, or engaging in any behavior that could cause injury or damage fire safety equipment and building facilities.

Health & Safety Inspections

Periodically, the Residential Life & Housing staff inspects each room to ensure the safety of the buildings. During winter break, all electrical appliances are checked to confirm they are unplugged and emptied (with the exception of MicroFridges) and windows and shades are closed. Prohibited items found in a student's room or suite during inspections will be confiscated and conduct action may be taken. Resident Advisers will conduct at least one health and safety inspection per semester in University-owned houses and halls, in addition to closing inspections, which take place at the end of each semester, and fire alarm testing.

Housing Contract

The housing contract students sign is a full-year agreement. Each student is obligated to reside in University housing throughout the period designated on the contract. Students may apply to be released from their contract, but there must be substantial documentation that supports the request. Appeals can be emailed to resllife@clarku.edu; granted housing appeals are subject to a \$1,500 cancellation fee.

Kitchens & Cooking

Students are permitted to cook in the kitchen areas of their residence halls and/or apartments. The safety of the residence hall community must always be the most important priority for students who decide to use these cooking spaces.

The following kitchen use guidelines must be followed:

1. Students who are cooking or baking must stay within sight of the cooking appliance(s) they are using. Students cooking in the common area kitchens must never leave the kitchen area while food is being cooked or using the oven and/or burners. A fire or smoke-related incident that starts because a student was not paying attention to their cooking is not considered an accident, but rather an incident of unsafe and negligent use of the kitchen facility. In these cases, students may be responsible for damage costs.
2. Students who cook and/or use the kitchen facilities are required to clean that area immediately. Common area kitchens are for the benefit of all community members. Leaving a mess in this area prevents others from taking advantage of this space.
3. Student-owned appliances and other cooking materials must be UL-approved and in good, safe working condition. Large knives, deep frying vats, and other appliances/utensils that may be considered unsafe in a residential community may be confiscated at the discretion of Residential Life and Housing staff members.
4. The act of cooking is prohibited inside a residence hall or house room and can only be done inside a designated kitchen.
5. Students may not use electric hotplates, skillets, broiler ovens, slow cookers, toasters, sandwich presses, grills, toaster ovens, or similar appliances in their rooms, but may store these items (unplugged) in their rooms for appropriate use in the kitchen facilities. Students can heat items in a MicroFridge microwave in their rooms, but are still required to take caution and care when using this appliance. Overheated foods like leftovers and popcorn can cause extreme smoke to form in a room or hallway and trigger the fire alarm.
6. Students in areas with secured shared kitchens are only granted card access to these facilities if they follow all safety guidelines. Students who fail to observe these kitchen and cooking safety policies may lose their kitchen access rights for a time deemed appropriate through the conduct process.

Laundry Facilities

All University residence halls and houses have washers and dryers. Unlimited washing and drying cycles are an included amenity for residential students only. Nonresident students found using washing machines or dryers in a University-owned property will face conduct action and be fined \$50. Large residence halls have online access to track available washers and dryers. As a courtesy to others, if students find that one of the machines is broken, they should contact the RA, the RLH office (x7453), or go to automaticlaundry.com to report the problem.

Lounges

Social and study lounges are provided for the use of all students living in a residence hall or house as

places to gather on a spontaneous basis for social and academic pursuits and for RLH programming efforts. No resident or guest may use lounges for sleeping or overnight accommodations.

Maintenance & Damages

Residents are expected to keep their assigned living spaces in reasonably clean and safe condition. Residents may be held responsible for any repair or replacement costs incurred to the living spaces or furnishings during their period of occupancy.

Damages or vandalism to communal areas of a residence hall or house (e.g., study and social lounges, kitchens, laundry rooms, hallways, bulletin boards, etc.) will result in disciplinary action and financial restitution for repairs or replacement of property. If damages cannot be attributed to specific individuals, costs will be shared among all residents occupying the building at the time of the incident.

Modification of permanent fixtures and furniture in rooms and common areas is prohibited. This includes changing plumbing fixtures (such as shower heads), modifying electrical outlets or fixtures, modifying heating systems, changing window treatments, etc. If there are concerns about the fixtures and items provided by Clark University, please contact Residential Life and Housing or Facilities Management.

Only removable adhesives that do not cause damage or leave marks can be used to hang objects on walls. Do not use scotch tape, masking tape, or pushpins on woodwork or brick. Peel-and-stick LED light strips and other adhesive-backed lighting products are not permitted, as they damage paint, woodwork, and surfaces when removed.

Trash and recycling may be disposed of only in designated collection areas in and outside of University housing.

Noise

For the residential environment to be safe and comfortable, University residents must be respectful and considerate of the rights of other students. Stereos, televisions, musical instruments, radios, and other noises must not disturb residents who are sleeping or studying.

Quiet Hours are Sunday through Thursday, 11 p.m. to 7 a.m., and Friday through Saturday, 1 to 9 a.m. These hours must be observed both inside and directly outside of on-campus housing. During Quiet Hours, noise must be kept at a low level and not be heard outside of a resident's room/suite/apartment.

Courtesy Hours are in effect at all other times. During Courtesy Hours, any resident approached for excessive noise by other students or University staff is expected to comply with the request as if it were Quiet Hours.

During reading days and final exams, 24-hour Quiet Hours will be in effect. 24-hour Quiet Hours begin at 11pm on the last day of classes leading into reading days.

Amplified musical instruments or amplified music may not be played in University housing. Students are encouraged to use the music practice rooms available in certain academic buildings, such as Estabrook Hall or the Traina Center for the Arts.

Occupancy

Students are expected to reside in their assigned room consistently or otherwise cancel their housing contract and/ or petition for an official release from their housing contract.

A residence hall room may only be occupied by the student(s) officially assigned to that space, and residents may not sublet, loan, transfer, or contract their housing assignment to another person. All room changes must be reviewed and approved in advance by Residential Life & Housing (RLH) staff, including moves within the same suite or apartment. Students who make unauthorized room changes will be required to return to their originally assigned space and may be subject to disciplinary action. Students may not remain in on-campus housing during announced University closings without the approval of RLH. Residents are expected to leave the building within 24 hours of their last exam at the end of the semester, and must vacate their rooms and remove all personal belongings at the end of the academic year.

Any resident who moves to another space on campus or leaves University housing is required to properly check out of their previously assigned room by returning any issued keys and completing the necessary paperwork with RLH staff. Students who do not check out properly forfeit their right to contest damage or cleaning charges. Should a resident's housing contract be canceled for disciplinary or other reasons, or if the resident withdraws or goes on leave of absence from the University, they are expected to vacate their on-campus housing assignment within 72 hours.

Painting/Alterations

Residents are not permitted to paint or permanently alter their rooms, doors, or common areas. Contact the Facilities Management office for requests regarding painting or repairs. Students who paint on walls, doors, or furnishings, or who otherwise alter the appearance or structure of their rooms without permission, will be charged for the cost of restoration.

Parties/Social Gatherings

Students are welcome to entertain and host guests in their residence halls or houses, but must be aware that hosting and/ or attending large gatherings or parties where alcohol is present puts individuals at risk for violating several policies outlined in the Code of Student Conduct and Residential Community Standards and Policies and should do so in conjunction and communication with their roommate, suitemate, or apartment mates in shared spaces, as well as in accordance with their roommate agreement.

Before deciding to host or attend a party in University housing, we strongly recommend that all residents familiarize themselves with the University's policies on alcohol, including guests, noise, and underage consumption and presence, communal sources, and drinking games.

RLH staff and University Police will confront and document any situation where a party is suspected of taking place, and reserve the right to ask any guests present to leave if policy violations are evident.

Posting Policy in Residential Buildings

Guidelines have been established to help student groups and organizations advertise their events while maintaining a respectful and clean residence hall environment. Before being posted in residence halls or houses, all signs advertising events must be stamped, initialed, and dated by Residential Life & Housing

(RLH) or Student Leadership and Programming. All signs should include the date, time, and location of the event, any admission charge (if applicable), and contact information. Announcements may not advertise alcohol. Signs or announcements that violate the Code of Student Conduct will not be approved for posting.

Any office, student group, or individual wishing to display posters, signs, or class assignments/projects in residence halls or houses must follow these steps. First, bring nine (9) copies of each item to the RLH office between 8:30 a.m. and 5 p.m., Monday through Friday. Once stamped by RLH, the items will be distributed to the person in charge of each building or house. Posters, signs, and assignments/projects will be hung on bulletin boards in the main lobby area on Mondays and Thursdays of each week. Any items placed elsewhere in the building will be removed immediately.

RLH staff will remove all flyers once events have taken place. Only RLH staff may hang posters or signs in areas other than the main bulletin boards. Any unauthorized posters or signs, or items not posted by RLH staff, will be removed. Students with questions or concerns about this process should contact RLH.

Prohibited & Approved Items

Prohibited items found in any room or suite may be confiscated by University staff or University Police. The following items are not permitted in residence halls:

- Air conditioners (approved only as accommodations through SAS)
- Automotive parts
- Candles
- Electrical vehicles (i.e., electric scooters, bikes, hoverboards)
- Extension cords
- Fireworks
- Fuels
- Halogen lamps
- Hot plates
- Incense
- Lava lamps
- Live, cut trees (e.g., holiday trees)
- Oil lamps
- Personal recording or surveillance devices (e.g., cameras, drones, smart doorbells)
- Space heaters
- Traffic signs
- Weapons
- Any additional items prohibited by law, University policy, or deemed unsafe by University staff

RLH permits the use of UL-approved power strips and multi-plug adapters with internal surge protectors, as well as other UL-approved appliances not listed above or otherwise prohibited by the Residential Community Standards and the housing contract. For more information on UL-approved appliances, visit ul.com.

Residential Programming Board (RPB)

Residential Programming Board (RPB) serves as both leadership opportunity offered to our undergraduate residential students and the host large scale events for our residents! RPB is formed at

the beginning of each academic year with a purpose of fostering community and diversity. Information about elections will be sent out during the first week of classes with elections taking place the following week. With five committees: advocacy, membership, public relations, finance, and programming and events, RPB creates a space for residents across campus to collaboratively work to enhance the residential experience.

RPB has something for everyone. Be a part of the executive board, be a general member, or even attend our monthly rotational events in our halls. Your Home, Your Voice, Your Events.

Room Assignments

First-year and transfer student roommates are assigned by considering complementary lifestyles. Assignments are made regardless of race, religion, place of origin, sexual orientation, or intended majors. All University-owned housing is nonsmoking, and students are matched as smoking or nonsmoking roommates whenever possible.

Each year a room selection process is held to allow students to choose their housing assignments for the following year. Students will receive information in February regarding the housing selection and lottery process.

All students living in University housing may choose to live with a roommate of a different gender in accordance with the Gender Inclusive Housing Policy.

Residence halls that accommodate mixed-gender rooms, suites, and apartments include Blackstone Hall, Dana Hall, Hughes Hall, Johnson Sanford Center, Maywood Street Hall, and all RLH houses. New incoming students can select their roommates by indicating directly on their housing application with whom they would like to live. Returning students can select their roommates and roommate groups through the spring housing selection process. Additionally, all gendered spaces are assigned based on students' self-identified gender.

Single rooms are selected on a seniority basis. Any student requesting a single room for medical reasons must communicate directly with Student Accessibility Services, which will request the proper medical documentation, approve any accommodation requests, and submit them to RLH.

Please note: A granted request will guarantee that a regular single accommodation will be available; however, the location of that room is not guaranteed, unless related to the medical need. Medical singles are charged at the same rate as non-medical double rooms.

Room Change/Consolidation

There is a "room freeze" period in effect during the first two weeks and the last two weeks of the fall semester, as well as the first two weeks of the spring semester and at the start of the room selection process.

After the room freeze period, a sole occupant of a double room may be required to consolidate, if space requirements demand it. Residents who are required to move to a new room, or who will be having a new roommate move into their room, will be notified in writing via email when they should complete the necessary paperwork.

Students with vacancies in their rooms cannot prevent or interfere with the process in order to avoid being assigned a roommate. RLH expects that all prospective roommates will be treated fairly and respectfully.

Except for the room freeze period, room changes can occur at any time during the semester with the approval of RLH. Students should stop by the RLH office or visit its website for the required forms. Residents who participate in unauthorized moves will be required to return to their originally assigned space and may be referred for conduct action. This policy applies to all moves, including those that occur within apartments or suites.

Room Maintenance

Residents are responsible for the care and general upkeep of their own room. Only sticky tack should be used to hang objects on walls. Hooks, nails, and mounting tape should not be used on walls or ceilings, and individual students will be responsible for the cost of repairing any damage they cause.

If a room needs maintenance, residents should complete an online work request through Facilities [work order system here](#) or call Facilities Management at (508) 793-7566 during business hours, which are Monday – Friday from 9am-5pm. For non-business hours contact University Police at (508) 793-757.

Roommate/Suitemate Agreements

All students living with a roommate or within a suite are expected to complete a roommate/suitemate agreement. All new first-year students who share a room are required to complete a roommate agreement within the first three weeks of the fall semester. This process helps facilitate communication about the expectations and living preferences of roommates. Returning students are also encouraged to complete a roommate agreement at the start of the academic year or when moving into a new shared space.

Effective communication is key to a successful living environment. Mediation is the first step in addressing roommate or suitemate conflicts, and Residential Life & Housing staff, including RAs, are available to facilitate the mediation process. If, after mediation, roommates are found to be incompatible, RLH reserves the right to relocate one or all students to a different room or suite.

Sales & Solicitation

Use of on-campus housing, including residential phone and data lines, to conduct a business or commercial enterprise is strictly prohibited. This includes selling goods or services, running online businesses, or using University resources for personal profit.

Unauthorized distribution of materials or door-to-door solicitation in residence halls or houses is also prohibited without the approval of Residential Life & Housing (RLH) professional staff. Examples of prohibited activities include:

- Selling products or services to residents without prior RLH approval
- Posting flyers, brochures, or advertisements in residence halls without authorization
- Going door-to-door to solicit donations, products, or services
- Using residential mailing or communication systems to promote a business or organization not approved by RLH

Approval for door-to-door solicitation is limited to the Undergraduate Student Council, Residential Programming Board, recognized student organizations, and Residential Life programs. Outside vendors or organizations are not permitted to solicit within University residence halls or houses under any circumstances.

Violations of this policy may result in the removal of materials, loss of posting privileges, or additional conduct sanctions. Students with questions about what is permitted should contact RLH before distributing materials or soliciting in residence halls.

Social Lounge Reservations

Residential Life & Housing (RLH) recognizes the need for campus organizations to have access to meeting space. While the office will make every effort to accommodate reservations, social lounges in the residence halls are primarily intended as spaces for residents to gather spontaneously or for programming.

To balance these needs, the following guidelines apply:

- Organizations wishing to reserve a social lounge must call the RLH office (x7453) at least one week prior to the event and speak with the professional staff member responsible for the building and space. Only social lounges are available for use by campus organizations; study lounges may not be reserved. Recurring reservations may not be granted.
- If a group is using a social lounge without a reservation and a conflict arises, the group may be asked to leave to accommodate others.

Smoking

Smoking of any substance is prohibited on the Clark University campus. Students who are found smoking in, directly outside of, or possessing evidence of having smoked in a residence hall/ house (i.e., ashtray with cigarettes, the odor or visible presence of cigarette smoke, extinguished cigarettes, etc.) may be subject to a \$100 fine.

Subsequent violations will result in a \$100 fine and may include administrative relocation or removal from University housing. In cases where tobacco smoke is present at large gatherings, all students present may be held accountable for violating the smoking policy. Clark University's smoking policy also includes the use of any electronic tobacco delivery systems, electronic vaping devices, personal vaporizer (PV), or electronic nicotine delivery system (ENDS) (i.e., e-cigarettes).

Storage

RLH does not offer on-campus storage for personal belongings. Clark University has partnered with Collegeboxes Inc. to provide all Clark students the opportunity to store their belongings as easily as possible. Collegeboxes, which operates the largest storage operation for college students in the country, provides students with boxes and materials necessary to ship or store items during summer break. Visit collegeboxes.com to learn more about the service and pricing.

Windows & Screens

For safety and security purposes, screens must remain in windows and closed at all times. Objects cannot be thrown from windows. Windows may not be used as an entrance or exit, nor to pass materials in or out of the room, residence hall, or house. Students found tampering with or misusing

windows and screens will be subject to a \$100 fine. Any subsequent violations may result in relocation or removal from University housing.

Placing items in windows, whether outward or inward facing, is prohibited. At times, students may choose to express themselves within their residential unit on indoor surfaces, including interior, outward-facing room doors. The University expects that such expression be respectful and appropriate for a diverse community and not defame specific individuals or groups in any way that is incompatible with Clark's [Freedom of Expression Statement](#). In situations where concerns regarding the content of the expression are raised, Clark University staff members may discuss with students the appropriateness of the decoration and its impact on the community.

COMMUNITY STANDARDS & STUDENT CONDUCT

All students living in University residence halls and houses are expected to abide by the Residential Community Standards. Any violations of these standards will be addressed through the University's Student Conduct process, as outlined in the Student Code of Conduct. This process ensures that concerns are handled fairly and consistently, and may include meetings, investigations, and appropriate sanctions as determined by University officials.

Students are encouraged to review the Student Code of Conduct for detailed information about the conduct process and their rights and responsibilities.