

## **Residential Community Overview**

**Laura Schaaf, Director**  
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Living on campus supports MBC women as they make connections between their Mind Body & Character. Each living area supports this process of personal evolvment by providing student and professional staff that serve as mentors and educators to individuals and the community at large.

Resident Assistants - RAs are specially selected and trained students leaders who provide the fist level of service and support to the living area. These students provide information and resource referrals, conflict mediation, peer counseling, assistance in emergencies and shape and form the development of the community by serving on the CDT (Community Development Team) for that living area. In addition, RAs distribute campus information and plan social and educational programs.

Community Development Teams – Is a group of student leaders who form a team to help ensure the quality of living for the community. These leaders include; Resident Assistants, Honor and Judicial Representatives and Residence Hall Presidents.

Assistant Community Coordinators – ACCs are upper class students with extensive leadership experience who have been trained to serve as an additional resource to the residents and Resident Assistants of a particular area of campus. ACCs will be assigned to Woodson, Spencer and the Upper class living areas.

Professional Staff - The professional Residential Community staff is composed of an on-site Director and Community Coordinator. These professionals supervise and train the paraprofessional staff and provide assistance to communities and/or individuals on a case by case basis. In addition, the professional staff provides after-hour emergency on call services.

### **The Philosophy of Residential Community**

Mary Baldwin College is a residential college, committed to the belief that students have much to learn from each other and that both group responsibility and self-determination are fostered by living in residence halls. Residence hall life encourages flexibility, creativity, accountability, and compassion. It focuses on four primary objectives:

- To provide experiences for personal growth
- To provide an environment that enhances ability to meet academic purposes
- To provide opportunities for responsibility and governance
- To provide activities for interpersonal development through social and educational programs

Residence halls are more than just a place to sleep. We believe that the residence halls are an extension of the educational process as residents expand their life skills and further their character development.

By matriculating into Mary Baldwin College, each residential student acknowledges her responsibility to abide by the policies of the college and residence halls. The policies are communicated through the Student Handbook, the Residence Life handbook,

professional and paraprofessional staff, the website, handouts published by the Student Life Office, Resident Assistants, and Judicial Board representatives. It is the student's responsibility to be familiar with this information and to comply with school policy or face disciplinary action through the student Judicial Board or the Administrative Discipline Committee. It is the responsibility of the college's administrators to maintain order on the campus and to foster a safe and comfortable environment. They therefore reserve the right to sanction students, up to and including dismissal from campus housing, if they are a danger to themselves or others, or if they cause repeated disruptions to the residential community.

## **Rights and Responsibilities of Living in a Residential Community**

As members of a hall, apartment or house at Mary Baldwin College, students cooperate to ensure certain rights. Each community has the opportunity to decide on specific guidelines to best meet needs and preferences. Each member of the group has the responsibility to be sensitive to, and respect, the needs and rights of others. Although communities may choose a variety of approaches, the following rights are to be honored for all:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommates, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
- The right for redress of grievances. Residence hall staff are available for assistance in settling conflicts.
- The right to be free from fear of intimidation and physical or emotional harm.
- The right to expect reasonable cooperation in the use of the room telephone and a commitment to honor agreed upon payment procedures.

## **Housing Policies and Procedures**

**Lisa Wells, Director**

**[lwells@mbc.edu](mailto:lwells@mbc.edu) x7330**

### **Abandoned Property**

The college cannot store or safeguard personal belongings left behind when students leave the college. Two weeks after the official withdraw, leave or absence, or graduation date items left behind are considered abandoned and will be confiscated and disposed of properly. If items must be removed by Physical Plant staff, charges will apply.

### **Alcohol**

Students and their guests are expected to comply with the laws of the Commonwealth of Virginia regarding possession and consumption of alcohol. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 141 of the MBC Student Handbook.

### **Common Area Space Use**

Common areas such as lounges and kitchens within the residence halls may be reserved for group meetings or events. To make a reservation please contact the Office of Residence Life at x7045.

### **Fire Safety**

Misuse of or tampering with fire safety equipment is strictly prohibited. Students and their guests should always promptly exit the building when a fire alarm sounds. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 144 of the MBC Student Handbook.

### **Guests**

Guests (non-Mary Baldwin students or Mary Baldwin commuter students) of the same or opposite gender must be registered and signed-in. Guests are to be escorted in the buildings at all times. The length of stay for a guest is 72 hours or three consecutive nights. Guest cannot return any sooner than 24 hours from their time of departure. Additionally, students are responsible for the actions of their guests, including any behaviors that violate residence life or judicial policies. The college reserves the right to request the withdrawal of a guest from college property. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to pages 140-141 of the MBC Student Handbook.

### **Harassment, Threats, and Intimidation**

Verbal or written abuse such as intimidation, coercion, and/or harassment has no place in the residential environment and will not be tolerated. Additionally, students are prohibited from assaulting, striking, or in any other way threatening harm to another member of the Mary Baldwin community. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 139 of the MBC Student Handbook.

### **Health and Safety Inspections**

During each semester, an announced residence hall inspection will occur. During this inspection, college officials will look at each residence hall room to make sure the room occupants are in compliance with all health and safety regulations. Inspections will

occur with or without the room occupant being present. Any illegal items in plain view in the room will be documented and referrals to the Judicial Board will be made.

### **Illegal Drugs**

Students and their guests are expected to comply with the federal, state, and local laws which prohibit the following with regard to illicit drugs: use, possession, sharing, offering for sale, or manufacture. Additionally, possession of drug paraphernalia (bongs, clips, etc.) is also prohibited in the residence hall environment. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 143 of the MBC Student Handbook.

### **Insurance of Personal Property**

The college is not responsible for the loss of, or damage to personal property of students. As the college does not provide coverage for personal property, students are strongly encouraged to add coverage of personal property to a family member's homeowner's insurance policy.

### **Keys**

Each student is issued a room key and a key to open the exterior door to their residence hall. For safety reasons these keys should not be labeled and should never be loaned to another person. A student who is locked out of their room or residence hall should contact the Office of Security. All lost or stolen keys should be reported immediately to the Office of Security. The cost to replace a room key is \$25.00 and the cost to replace an outside door key is \$50.00.

### **Moving Off Campus**

As a residential college for women, all traditional undergraduates are expected to reside in on campus housing for the tenure of their stay at MBC. However, there are several exceptions to this policy. Requests to move off campus are granted if a student is over the age of 21, is married or has children, has a documented special housing need that cannot be accommodated on campus, or is residing with family in the surrounding area. Students are also expected to be in good academic standing. Requests are made on the appropriate form and submitted to the Director of Housing.

### **On-Call**

To provide emergency assistance, Residential Community staff provides "on-call" coverage after hours. During the weekends, an on-call schedule is posted in every hall detailing the staff members on call. Students seeking assistance may refer to the schedule or contact the Office of Security.

### **Pets**

Pets are not allowed in the residence halls with the exception of fish in a small aquarium. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 145 of the MBC Student Handbook.

### **Room Changes**

Room changes are permitted throughout the semester by student request and are approved based on availability. There is a freeze on room changes the first two weeks of the fall and spring semesters to allow occupancy to stabilize. The Office of Residence Life has the right to make room assignments and roommate changes at anytime based

on needs of the college. We do ask that students work with their Resident Assistant in dealing with conflicts that may arise.

### **Room Entry**

Student rooms are considered private however the college reserves the right to enter rooms when deemed necessary. When authorized personnel have reasonable belief that a violation of a college regulation, local ordinance, state or federal statute is in progress, and/or for other emergency purposes, they may enter without notice. Additionally college maintenance personnel have the right to enter rooms to perform maintenance duties and to perform scheduled room inspections.

### **Room Fees**

In addition to the standard room and board fee, there is a room fee assessed for designated single rooms and living in college owned house or apartment. The fee is \$320 per year or \$160 per semester for a designated single. Students living in King, Woodrow Terrace Apartments, Carriage House, Coalter Street House, Hawpe House, and Scott House will be assessed an additional \$300 per year or \$150 per semester.

### **Room Lottery**

Returning students select rooms for the following academic year through a lottery. In order to participate in the lottery, students must pay the \$300 registration deposit. Dates, procedures, and regulations for the lottery will be published in February in advance of the lottery which is held in March.

### **Room Vacancies**

The college reserves the right to use all room spaces. Rooms cannot be “held” for students who are studying abroad or who have taken a leave of absence. When a vacancy occurs, a new student may be assigned without consultation of the remaining occupant.

### **Quiet Hours**

To provide an atmosphere conducive to study and sleep, quiet hours are observed in all residential communities. They are determined by the community at the beginning of the year with the stipulation of lasting 12 hours and starting no later than 10pm Sunday – Thursday. Courtesy hours are in effect 24 hours a day. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 145 of the MBC Student Handbook.

### **Security**

All residence halls, apartments, and houses are locked 24 hours a day. For the safety of the residence hall community please do not prop open exterior doors or allow unauthorized persons to enter the halls. All guests in the building are to be escorted.

### **Smoking**

Smoking is prohibited in all residential common areas including elevators, stairwells, lounges, and kitchens. Smoking in individual student rooms is allowed in the following residence halls: Tullidge, Kable, Spencer (ground floor only), and Woodrow Terrace Apartments with the agreement of the roommate and the door closed. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 144 of the MBC Student Handbook.

**Substance Free Living Areas**

The 2<sup>nd</sup> and 3<sup>rd</sup> floors of Spencer Residence Hall are designated as Substance Free Living Areas. This means that students in these living areas, along with their guests agree to not use tobacco, alcohol, or any illegal substances.

**Vacation Periods**

The residence halls are closed during Thanksgiving and Winter Breaks. During this time, no one is allowed to remain in the residence halls, apartments, or houses. All buildings will be locked and secured. Additionally, residence halls close during Spring Break, however due to certain circumstances, students will be allowed to remain with permission. Request forms are required for approval.

**Vandalism**

Students will be held responsible for intentional damage to property belonging to the school, another member of the campus community, or campus visitor. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 139 of the MBC Student Handbook.

**Visitation Hours**

Freshmen and upper-class housing communities have a variety of visitation options. Spencer and Woodson halls operate under the freshmen visitation policy. All other residence hall communities have 24/7 visitation, with the exception of Hill Top hall which operates on the unrestricted weekends policy. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 140 of the MBC Student Handbook.

**Weapons**

Weapons of any kind, including ornamental guns, swords, and knives are strictly prohibited in the residence hall environment. To see the policy as stated in the Mary Baldwin Judicial Code, please refer to page 144 of the MBC Student Handbook.

**RESIDENCE HALL BUILDING SERVICES**  
**Office of Physical Plant and Auxiliary Services**  
**x7209**  
**Sharon Campbell, Director**



Contact Building Services at x7209 if you have questions about the information provided below. Please take the time to learn about and understand the policies contained in this section. Attending Mary Baldwin College is an investment; by following the rules, you can avoid extra expenses.

#### **Abandoned Items**

The college cannot store or safeguard personal belongings left behind when students leave for the summer, withdraw, or graduate. All items left behind are considered abandoned and will be disposed of. This includes any rental items, carpets to be cleaned and stored by local vendors, and cable converter boxes. You must arrange for the return or pickup of these items before you leave. *Note that if Physical Plant staff must remove these items, a charge will apply.*

#### **Air Conditioners**

The use of air conditioners in residence halls that do not have central air is restricted to those who have a valid, documented medical need and approval from the Office of Student Life. Other conditions apply, including:

- The college Health Center must receive a statement from your physician documenting your medical need.
- With the exception of PEG students who are required to live in the PEG Center, students are required to live in Woodson on the north (fire lane) side. Window air conditioners are not permitted in air-conditioned residence halls and houses.
- Students must provide the air conditioners, rated at least 5,000 BTU, but no more than 8,000 BTUs.
- Physical Plant staff will install the unit and seal the window once the Health Center confirms receipt of a physician's statement. Once installed, the unit will not be removed until the student leaves campus.
- You must put in a work order with the Physical Plant to have your a/c unit installed once you are approved through the Office of Student Life.
- Please be aware that during busy times such as move-in, it may take more than a day before we are able to install your a/c.

#### **Room Appliances**

Two factors determine what appliances can be used in your room: safety and availability of electrical power (which varies from building to building).

**For safety reasons, hot plates, toaster ovens, space heaters, electric/oil fryers, gas or propane cooking equipment, George Foreman grills, or similar devices are not allowed.**

Because of limitations on available electrical power, we do not allow water coolers or microwave ovens.

Refrigerators must not be larger than 4-cubic-foot capacity. However, there is an appliance available for rent — the MicroFridge — that is approved for use. Students will receive information on the MicroFridge during the summer. For information about MicroFridge, their service or products, please use the following contact information: <http://www.microfridge.com/> or 800-577-8041.

If unauthorized appliances or other fire hazards are discovered in your room, you will be asked to remove them. If you do not do so, a fine will be assessed and the appliance removed.

### **Fines and Charges for Damages**

The policies in this section exist to meet the requirements of local, state, and federal laws, to maintain a safe environment, and to reduce the potential for unnecessary damage to college property.

In many cases, if we discover a problem that would result in a fine or damage charge, we will give you the opportunity to fix it and avoid the fine.

### **Fines**

Tampering with fire safety equipment \$150

Violating fire safety rules, policies \$75

Removal of college furniture from a room \$50

Personal loft bed \$50

Pets (other than fish) \$25–125

Illegal air conditioner/appliances \$25

A referral to the Judicial Board is automatic in cases of tampering with fire safety equipment.

Damage Charges (per item or wall)

Furniture \$15–50

Wall, border, door \$25–50

Nails, adhesive strips, plastic hooks, contact paper \$10–50

Charge on volume, damage, and difficulty of removal

Broken furniture, fixtures, floor damage

Charge to repair damage will be determined on case by case basis and reflect labor and material costs.

IMO — Telephone/Network/TV Connection Box \$15

### **Miscellaneous Fees**

Replace lost key: room/student assistant \$25

Replace lost key: outside door to building \$50

Removal of personal furniture left behind (per item):

Loft bed, sleeper sofa, full-size couch \$50

Loveseat, upholstered chair, bed \$25

Desk, bookshelf, end tables, carpet \$15

Removal of heavy trash (based on volume) \$10–20

Removal/return of rental items \$15–30

If a fine or damage charge becomes necessary, all students who share the room, house or apartment are held responsible and will share the cost equally, unless we know that a particular student caused the damage or violated the policy.

### **Fire Safety**

Fire extinguishers and alarms are installed in every residence area, and evacuation routes are posted. You are strongly encouraged to become familiar with them. *When a fire alarm sounds, all students must evacuate the building.*

Tampering with, destruction, or misuse of smoke detectors, fire alarms and fire-fighting equipment is a serious matter, as it affects our (and your) ability to respond to a fire. Abuse of fire-fighting or alarm equipment will result in a fine and referral to the Judicial Board for additional action.



To reduce the likelihood of an accidental fire, you are *not allowed to use candles, open-flame lamps, incense, potpourri pots and burners, and the like.* Lamps with halogen bulbs are not allowed. You cannot hang nets, sheets or other material to cover incandescent light fixtures or sprinkler heads.

Christmas tree and/or holiday lights of any kind are also not allowed.

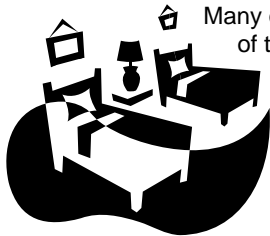
To reduce the risk of an electrical fire, you are strongly encouraged to buy and use a power strip or similar multiple-outlet device, preferably one with a built-in circuit breaker. We also encourage you to purchase one or two heavy-duty extension cords (16 to 18 gauge or better).

Representatives from Residence Life and Building Services reserve the right to inspect rooms for suspected safety hazards and make recommendations if necessary to eliminate them. Students are required to follow these recommendations. Please refer to previous sections on unauthorized appliance removal.

## Furniture

Each student is provided a bed, dresser, closet or wardrobe, and desk-chair set. Depending on where you live, some of these items are built in.

You may not remove college furniture from your room for any reason. If we discover that furniture has been removed, you will be asked to return it to your room immediately. If you do not, you will be fined, and the furniture will be returned to your room anyway.



Many of our rooms, but not all, contain beds that can be made into bunks or lofts. Because of the heavy workload we face at the start of every school year, it may take up to several days to respond to requests for conversion. If you and your roommates want to make the change, please contact Physical Plant over the summer to determine if you have appropriate beds and, if so, to have the work done before you arrive.

***Note that your room must already have applicable furniture; we will not swap out room furniture to provide bunkable or loftable bedsets.***

You may bring personal furniture, provided you do not remove college furniture to accommodate it. *Personal loft beds are not allowed.*

## Housekeeping and Room Care

Cleaning service is provided in traditional residence halls only. Our housekeepers are responsible for cleaning common areas, including kitchens and lounges. Copies of cleaning schedules are posted on each housekeeper's closet. Housekeepers are not responsible for washing student dishes left in the sinks or cleaning out dorm refrigerators on a regular basis.

You are responsible for cleaning your room. If you live in a house or apartment, you are also responsible for helping keep the common areas you share clean and random inspections ensure cleanliness and safety.

Vacuum cleaners are available in the residence halls for the shared use by all students; please do not keep them in your room. For houses and apartments, we provide a basic cleaning kit, including cleaners, supplies, and equipment.



## Lamps

Floor or desk lamps that use halogen bulbs are not allowed in student rooms. Though popular, **these lamps pose a significant fire hazard because of the extremely high temperatures they generate (a 300-watt halogen bulb quickly reaches 900 degrees Fahrenheit).** If we discover a halogen lamp in your room, you will be asked to remove it. Refusal results in a referral to the Judicial Board, a fine, and removal of the lamp.

## Laundry Rooms

Laundry machines are provided for all residential areas. Instructions for their use are posted at each site. If you have a problem with a machine, call Physical Plant.

## **Maintenance Work Requests**

If there are maintenance or housekeeping problems in your room or in a common area, please contact your residence hall president (RHP). Your RHP will contact Physical Plant. Physical Plant will take work requests from RHPs only. Be aware that by requesting repairs you give permission for MBC staff to enter your room to complete the work even if you are not in the room at the time.

## **Personal Property Insurance**

Damage to or of personal property is not covered by college insurance. You should carry your own insurance; you may be able to add a rider to your parents' homeowner's policy for protection

## **Pest Control**

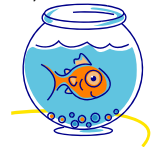
State and federal regulations do not permit college personnel to treat your room or residence hall for insects or rodents. We cannot provide you with insect spray or similar products. We use a local exterminating company to handle complaints; they visit our campus every two weeks.

You must request service for your room or hall through your residence hall president. We will not schedule service for a room other than your own, and all occupants of the room and adjoining rooms should be made aware that you have requested service. Sprays used to kill insects may affect some students.

Be advised that the exterminator will not treat a room if areas that require treatment cannot be easily reached. It is your responsibility to prepare your room for treatment.

## **Pets**

With the exception of fish, you are not allowed to have pets in your room. If we find a pet in your room, you will be asked to remove it; you may be fined and referred to the Judicial Board if you do not. College personnel may enter your room if they suspect there is an animal.



## **Recycling**

Containers for aluminum cans are located in each residence area and many public buildings; white and computer paper is collected in selected labs and most offices. We encourage you to help us recycle.