

Watkins College of Art

Housing Policies and Regulations

Watkins Residence Halls

The information listed in this document is in effect for the residence halls and common areas operated by the Watkins College Office of Residence Life, including any sub-leased off-campus apartments, which may be governed by additional rules. Residents of off-campus sub-leased apartments are subject to additional policies by the applicable management group.

Any activities prohibited by law, the Student Handbook or College Housing policy may result in criminal charges and/or disciplinary action. Any items prohibited by law, the Student Conduct Code or College Housing policy may be confiscated and the resident(s) subject to criminal charges and/or disciplinary action.

Residents and guests who violate these guidelines are subject to disciplinary action and will be charged for any damages which result. Residents are responsible for their guests at all times.

Watkins reserves the right to update and/or change prohibited items, policies, procedures, and regulations, as necessary, with or without notice, to secure maximum safety, comfort, convenience, and responsible community standards for all its residents and for the College community as a whole.

Policies

A. Alcohol & Drugs

Refer to the Student Handbook for complete list of College policies regarding alcohol & drugs.

1. Amnesty: the safety of our students is of the utmost priority. Students who seek assistance and/or medical assistance due to their consumption of alcohol are protected from probation or suspension via amnesty.
2. The college has a zero tolerance policy for the consumption or possession of alcohol for any student under the age of 21.
3. No student, regardless of age, may possess hard liquor anywhere on campus. Hard liquor is defined by this policy as having an alcohol content of 18 percent or more alcohol by volume, is not allowed and will be confiscated by staff in campus residences or on Watkins College property.
4. Empty alcohol bottles/containers will be considered evidence of consumption, and therefore constitute a policy violation. Empty containers that are considered decorative or commemorative may only be kept by students over the age of 21, and must receive prior written permission from the Residence Life Coordinator to house such items.
5. Residents who plan to use alcohol or empty alcohol bottles or containers as part of an academic project must receive written approval from their course instructor prior to obtaining and using these items. Proof of approval from a course instructor must be provided to the Residence Life Coordinator prior to using or obtaining these items.

6. Alcohol is permitted in College Halls and off-campus apartments for those residents who are of legal drinking age (21 years of age or older).
 - a. Alcohol may not be consumed in the presence of a minor. No students under the age of 21 may be present in apartments or rooms of students of legal age who are consuming alcohol.
 - b. Alcohol must be consumed within the room, with the door closed.
 - c. Alcohol may not be consumed outside of the apartment, on balconies/patios or at other public areas.
 - d. Alcohol can be stored in the common area of refrigerator and cabinets if all students living in the apartment are 21 or older. If all occupants of the apartment are not 21, alcohol must be stored and consumed in individual rooms of students who are 21 and older. It may not be stored in a public location. Empty alcohol containers must be limited to the of-age students' room, and disposed of immediately.
7. Watkins College is a drug-free campus. The manufacture, distribution, possession or use of illegal drugs on property is expressly prohibited. Drugs are prohibited in the residence halls and on any campus property.
 - a. Drug paraphernalia will be considered drugs and is punishable as a violation of the substance free policy.
 - b. Drug paraphernalia includes, but is not limited to: containers where drugs are or have been stored, devices used to smoke or use drugs, anything containing drug residue or evidence of drug use, etc.
 - c. The smell of drugs, including marijuana, is also a punishable offense. If your room or person is pinpointed as smelling of drugs, you may be held responsible for violating the substance free policy.

B. Appliances

1. Small items such as radios, sound systems, electric blankets, clocks, lamps, and coffee makers (provided they have enclosed heating units) are permitted.
2. George Foreman-type grills and toasters are also permitted.
3. View a list of prohibited appliances under "Prohibited Items".

C. Communicable Diseases

1. Residents must report immediately to Student Life any case or suspected case of infectious or communicable diseases.
2. A government panel that reports to the Center for Disease Control and Prevention recommends that college students who live in student housing be vaccinated for meningitis/receive the meningococcal vaccine. Watkins strongly recommends that students consult their physicians regarding this government recommendation. This policy will be effective with all new incoming students in the Fall 2017 semester.
3. Immunization records must be submitted to Watkins prior to registration.

D. Decorations

The following restrictions apply to decorations.

1. Decorations must be nonflammable.
2. Decorative items must not hinder any exits, doors, or windows in the apartment.

3. Decorations must not damage walls, furniture, doors or woodwork.
4. Window decorations are prohibited. Nothing may be hung on the inside or outside of the windows with the exception of tension rods for curtains at window openings.
5. Window adhesives are not permitted (window clings, stickers, gels, etc.).
6. Tapestries or fabrics may not be hung from the ceiling.
7. Painting or wallpapering of rooms or furniture is not permitted.
8. String lights or tube lights are not permitted.
9. Wall adhesives (e.g., glow stars, stickers, labels) are prohibited.
10. Pictures and bulletin boards may be hung using the designated space and hanging system in the apartment's living room.
11. Tape, staples, adhesive holders, screws, brackets and nails may not be used on the walls, woodwork, floors or ceilings. Only pushpins and non-staining putty may be used.
12. The use of over-the-door hangers is prohibited.
13. Road signs, traffic cones and emergency lights are not permitted in rooms or apartments without proof of legal purchase.

E. Electrical Outlets

1. Outlets are limited to two items unless a surge protector is utilized.
2. One surge protector may not be plugged into another surge protector.

F. Fire Safety

1. Activating or tampering with fire safety equipment and/or intentionally causing false fire alarms is a violation of Federal and State laws, and may result in criminal charges, fines, disciplinary action and/or termination of a resident's College Housing contract.
 - a. Safety equipment includes sprinkler heads, smoke detectors, fire extinguishers, emergency phones/bells in elevators and pull stations, and any emergency signage.
 - b. Tampering includes, but is not limited to: removing the cover of the smoke detector, disabling the unit, non-emergency discharge of the unit, decorating the unit or covering the unit. Do not remove the battery, call maintenance if the battery needs to be replaced.
 - c. Costs associated with the activation of the system and/or damage caused from the activation of a sprinkler head or smoke detector is the responsibility of the resident(s) involved. This cost might not be limited to a single room, apartment, floor or hallway.
 - d. The Metropolitan Nashville-Davidson County Fire Code prohibits the use and storage of grills within ten (10) feet of any combustible materials on any balcony or patio of a multifamily dwelling. Use or storage of grills, lighter fluid, gasoline, coals and other combustible chemicals is prohibited on any balcony, patio, or student housing facility.
2. Residents are required to vacate immediately whenever the fire alarm sounds. Failure to do so will result in criminal charges and/or disciplinary action. Each student and employee has the responsibility of knowing the location of the fire alarm stations, fire extinguishers, and primary and secondary exit routes while on Watkins property.
3. Please refer to the Student Handbook for the full fire alarm procedure.

G. Gambling

1. Gambling, defined as an activity or practice of playing a game of chance for money or other stakes, is prohibited.

H. Guests & Visitation

1. Guests: A person is considered a guest if they are not a resident of a particular room, floor, or building they are in. This extends to other residents, students, family, friends, and other individuals.
 - a. Permission must be granted by the roommate(s) for a guest to be present.
 - b. A resident may declare the room/common space off limits to guests at any time.
 - c. Residents are not permitted to have more than two guests at any given time.
 - d. Residents are responsible for the behavior of their guests at all times.
 1. Residents are responsible for policy violations, and/or damages caused by guests. Guests who are also Watkins students may be sanctioned individually.
 - e. Guests must be accompanied at all times.
 1. Unescorted guests will be required to leave the room, floor or building immediately.
 - f. Guests must possess a Watkins ID or a valid government-issued ID (Driver's License, State ID Card, Military ID or Passport) and present it to Watkins staff/personnel when requested.
 - g. Residents may not loan their assigned key(s) or Watkins ID to anyone.
 - h. Individuals who have been banned and/or evicted from the College or College Housing are not permitted as guests.
2. Overnight Guests
 - a. Prior permission for overnight guests must be obtained from the roommate(s) in writing, using the Guest Request Form. This form must be completed and submitted to the Residence Life Coordinator at least 24 hours prior to the guest's arrival.
 - b. Prior permission for guests under the age of 18 must be obtained from the Residence Life Coordinator.
 - c. Guests, regardless of who their host is, are not allowed to visit for longer than 72 hours or three (3) consecutive nights, twice per semester.
 - d. College Housing reserves the right to ban guests who fail to comply with this policy. Residents who do not adhere to this policy may lose all guest privileges.
3. Visitation
 - a. Visitation is permitted 24 hours per day, 7 days per week during the regular academic year.
 - b. College Housing reserves the right to alter visitation privileges at anytime for any reason. This may include changing visitation hours or access during breaks or declaring certain rooms/apartments off-limits.

I. Identification

1. Proper identification must be presented upon request by Watkins staff or personnel. If a student, a Watkins Student ID card must be presented. Guests must present a Watkins ID or a valid government-issued ID (Driver's License, State ID Card, Military ID or Passport).

J. Operating a Business

1. Residents are not permitted to operate a business from their residence. This includes, but is not limited to, direct sales companies such as Lia Sophia, Scentsy, Pampered Chef, Mary Kay, etc.

Businesses related to a residents academics may be permitted with prior written permission from the Office of Student Life. Soliciting of any kind is prohibited.

K. Occupancy

1. Student Housing is generally open for occupancy the Saturday before classes begin for each semester and typically closes the Saturday following the last day of classes before holidays and at the end of the semester. The specific date is subject to change during each academic year and may be adjusted accordingly. Please see the Residence Life Coordinator for this year's dates.

L. Passive Participation (Knowingly Present)

1. Residents are obligated to remove themselves from any situation and report to a Residence Life staff member when a violation is occurring.
2. Residents present during a violation of Watkins College Student Housing Policies, Regulations, and/or the Student Conduct Code may be held responsible for that violation.

M. Pranks

1. Individual or group behavior which leads to actual or potential harassment, accident or injury or damage to a person or property is not permitted.

N. Prohibited Items

The following items are not permitted in College Housing. College Housing reserves the right to limit or restrict additional items. Items will be confiscated.

1. **Climate Control:** air conditioners and heaters
2. **Connectivity:** antennas, overloaded extension cords, satellite dishes, splitters and wireless routers
3. **Cooking:** charcoal burners, deep fryers, toaster ovens, electric skillets, charcoal and propane grills (residents may use the Watkins provided grill located in residential area but must use self-lighting charcoal), and NuWave ovens and cooktops.
4. **Excessive Noise:** The use of electric guitars, other amplified instruments, drums, and other instruments producing loud volume or bass vibrations is prohibited in College Housing. Use of subwoofers and amplifiers within College Housing is prohibited at all times.
5. **Incendiary:** candles or anything with a wick, incense, fog and smoke machines (within the building), combustible materials and flammable liquids; including but not limited to: liquid lighter fluid, kerosene, engine fluid, solvents, gasoline and diesel fuel
6. **Lighting:** black lights, halogen lamps, lava lamps, oil lamps and strobe lights
7. **Miscellaneous:** liquid-filled balloons, live trees, waterbeds and water pillows, empty alcohol containers, weightlifting equipment, concrete blocks, cinder blocks, and bricks.
8. **Pets:** any pet except fish are prohibited.
 - a. Maximum tank capacity is 10 gallons.
 - b. Fish must be taken home over extended breaks.
 - c. Other animals/pets will be removed immediately, with the exception of an Emotional Support Animal (ESA), which must be documented and approved by the Office of

Student Life prior to the ESA living in College Housing. Contact studentlife@watkins.edu for more information regarding ESAs.

9. **Weapons, Firearms & Fireworks:** Possession or use of firearms, explosives (including fireworks), dangerous chemicals or other dangerous weapons, or the brandishing of any weapon or any other object in a menacing or threatening manner is strictly prohibited. Weapons may be defined as any object or substance designed to inflict a wound, cause injury, or otherwise cause harm to individuals. Weapons may include, but are not limited to: all firearms, pellet guns, stun guns, paintball guns, tasers, slingshots, martial arts devices, switchblade knives, baseball bats and clubs, or any items designed to look like similarly genuine versions of these items. This includes disassembled weapons and their parts, as well as ammunition, including, but not limited to bullets and arrows. Weapons will be confiscated and the student in possession will be subject to disciplinary action, eviction from College Housing and/or prosecution under state criminal codes.
 - a. Students should also refer to the Student Handbook for a complete list of prohibited items and Safety in Art Making Policies.

O. Quiet/Courtesy Hours

1. Quiet hours are in effect Sunday through Thursday, 10pm to 8am, and Friday through Saturday, 12am to 8am.
 - a. During quiet hours, residents are prohibited from making noise which can be heard outside the resident room, and/or apartment and must avoid making excessive noise in the hallway, common area or outside of the building.
 - b. During the last two weeks of classes each semester, quiet hours are in effect 24 hours a day.
2. Courtesy hours are in effect at all other times.
 - a. During courtesy hours, residents are prohibited from making noise which can be heard on the opposite staircase or between floors or outside of the apartment at Parc, and to avoid excessive noise in the hallway, common area or outside of the building.
 - b. Residents and their guests are required to respect and comply with the request of any other resident to lower noise to a reasonable level at any time, including weekends.
 - c. The use of electric guitars, other amplified instruments, drums, and other instruments producing loud volume or bass vibrations is prohibited in student housing. Use of subwoofers and amps within the residence halls is prohibited at all times.

P. Smoking

1. Smoking is prohibited in all College vehicles, buildings and facilities on the Campus, and within 15 feet of entrances, exits, windows and ventilation intakes, including the use of electronic cigarettes, vaporizers, and/or any other smoking devices.
2. Smoking is permitted at the intersection of the sidewalks between Hawkins and Turner Halls by the lake. Smoking inside student housing or in the breezeways is not permitted and is punishable by fine and/or disciplinary sanction. Repeated offenses may result in removal from campus housing.

Q. Sports

1. Sports, horseplay, rough-housing, etc. are not allowed inside of the buildings.

2. Bicycles/Longboards/Scooters/Skateboards/Roller Blades/Roller Skates/Hoverboards/Other Wheeled Items may not be utilized inside any College building, including College Housing.
 - a. Motorcycles, mopeds, hoverboards, and other internal combustion machines may not be kept in college housing.
 - b. Bicycles may not be stored in hallways, stairwells, or other common areas, as they block emergency exits. Bicycles should be stored either in a student's bedroom or on the bike rack outside of the residence halls. Bicycles with missing parts or which are inoperable may not be stored outside for any reason and will be removed from premises.
 - c. Bicycles must be removed from College Housing if a student leaves College Housing for any reason or by the end of the academic year. Watkins staff and personnel reserve the right to remove and dispose of bicycles in this case.
 - d. Those items in violation of this policy will be removed. College Housing is not responsible for damages.

R. Spray Painting

1. Spray painting in the residence halls is strictly prohibited. This includes inside the residences and in the breezeways.
2. Spray painting on campus on sidewalks, beside or on walls, or in any academic buildings is also prohibited except where special designations are made.
3. Students found to be spray painting in a prohibited area will work with maintenance to clean and repair any damage done to school property. They may also be charged a health and safety fine depending on the number of incidents and level of damage.

S. Staffing

1. The Office of Student Life staffs College Housing with Resident Advisors (RAs) who serve as resources to residents. Resident Advisors are authorized to make decisions regarding the rules and regulations set forth by the college, pending review by the Residence Life Coordinator and/or Director of Student Life. In emergency situations, students should notify the Resident Advisor on call immediately.

T. Windows, Balconies, Patios, Awnings, Roofs, Stairwells, Railings, and Breezeways

1. Residents are not permitted to hang any items from windows or on patios or balconies.
2. Residents may not store any items on patios or balconies.
3. Residents may not drop any items from windows or balconies.
4. Residents may not walk, sit, lean, climb or straddle railings on the balcony.
5. Residents may not use windows as an entrance/exit/pass through to the building except in an emergency situation.
6. Residents may not tamper with window locks or security mechanisms.
7. Residents may not remove screens from windows.
8. Residents are not allowed on the roof of any building.

U. Health and Safety

1. Health and Safety Inspections

- a. Residents are expected to maintain apartments/rooms/bathrooms in an orderly and sanitary condition.
 - b. All rooms/apartments will be inspected at each break and throughout the year. These inspections are conducted for maintenance, safety, sanitation and property control.
 - c. Persistence of disorderly or unsanitary conditions in a student's residence may result in significant charges or termination of contract.
 - d. Students are expected to dispose of trash and any refuse items in the dumpsters located in the College Housing parking lot. Communal trash receptacles are a courtesy and are meant to be utilized for the disposal of small items and not in lieu of dumpsters.
2. Medical Waste
- a. This policy applies to students who self-administer medication including, but not limited to, insulin, shots for clotting factors, etc. Students are required to dispose of all needles and syringes in an appropriate medical waste container.

V. Physical Conflict

1. Physical conflict is strictly prohibited.
2. Physical conflict includes the harmful, offensive, or otherwise undesired touching that may occur during a physical conflict.
3. Physical conflict includes actual contact between individuals as well as threatening physical harm, regardless of whether physical contact occurs or not.
4. A student's intent to initiate physical contact is not necessary for a violation to occur, however, intent will escalate the College's response.

W. Keys

1. Duplication of College keys is prohibited.
2. Students must maintain possession of their keys and may not, under any circumstances, loan their keys to others.
3. Residents who lose keys must report the loss immediately to the the Student Life Office.
 - a. Charge for a cyberkey is \$125, Room key is \$15, mailbox key is \$10, and gate key is \$25. Prices are subject to change.
4. Residents who are locked out of a room/apartment will be assessed a fee for staff unlocking the door. Lockout charges will be billed to the resident's College account:
 - a. First lockout: Free
 - b. Each subsequent lockout: \$25
5. Residents must not use the deadbolt on the front door of the apartment to prop the door open. A fee will be assessed if staff notice a door is propped using the deadbolt.
 - a. First Deadbolt: Free
 - b. Each subsequent deadbolt: \$10 assessed to all residents of the apartment

X. Lounges /Common Spaces

1. Lounge and common area furniture is not to be taken into student rooms.
2. No furnishings provided by the college may be exchanged, stacked, or removed from designated room and/or apartment. Anyone who moves furniture or mattresses without prior written authorization from the Residence Life Coordinator will be responsible for the costs

incurred in moving these items back to their proper positions, the cost of repair or replacement if an item is damaged or lost, and the responsible student(s) may be subject to disciplinary action.

Y. Phones

1. Watkins offers phones for students who request them. There is a \$50 deposit for the phone, refundable at the end of the semester or year if the phone is returned in good condition.

Procedures

A. Assignments

1. College Housing has the right to change the assignment of a student, to deny room/roommate requests and changes, to consolidate vacancies and to require a student to move from one room/apartment, residence hall or area to another at any time.
2. College Housing has the right to change a student's designated room, floor or building and designate over-assigned temporary spaces when needed.
3. Students in rooms with vacancies may receive a roommate/suitemate at any time without prior consent or notification.
4. Residents living in bunked rooms may be required to move to another vacant bunked room or be consolidated to a different bunked room.
5. Gender designation of buildings or apartments is made by the College. Student Life will make every effort to provide gender-appropriate housing. Please contact the Residence Life Coordinator with any concerns.

B. Breaks & Closures

1. The Academic Calendar, including important housing dates, is available online.
2. Residents are responsible for reading and complying with procedures related to checking out or moving out at the end of each semester. Information is available from the Office of Residence Life.
3. College Housing reserves the right to change break and closure guidelines as needed.
4. College Housing may have limited or no availability during College breaks and/or closures (e.g., Winter Break or Summer Break)
5. Watkins nor the Office of Residence Life will be responsible for items during extended breaks. All items are left at the student's own risk.
6. Watkins nor the Office of Residence Life will be responsible for items left behind after checkout. Items left behind are at the student's own risk. Items will not be stored and instead be disposed of at the discretion of the Residence Life Coordinator.
7. College Housing nor Watkins will not be responsible for items left behind after checkout or during breaks. All items left are left at the student's own risk.
8. To protect your belongings and property, we strongly recommend all students acquire Renter's Insurance.

C. Changing Rooms

1. Room changes may begin the second week of classes each semester.
2. Resident-initiated room changes require the consent of the Residence Life Coordinator.

- a. A \$25 room change fee will be assessed per change.
- b. No resident is permitted to move until he/she has submitted and received an approved copy of the Room Change Form from the Residence Life Coordinator. Students who move without prior approval may be assessed an unauthorized move fee.

D. Checking In & Out of Residence Halls

1. Residents must check in with a Resident Assistant (RA) when they arrive to campus. Each resident will be issued a key and a Room Inventory Form. The resident must review, sign, and return the Room Inventory Form to document any damages or problems with the room or furniture before it is occupied by the resident.
2. As residents vacate their rooms for any reason, they must schedule a room inspection/check-out meeting with an RA to review and sign their Room Inventory Form and return their keys.
3. A resident is responsible for any damage to his or her living space that is discovered when moving out unless it was noted on the room condition report during check-in, was the result of normal wear and tear, or was the result of a maintenance problem that arose during the year and was properly reported.
4. Prior to this meeting, residents must remove personal property, remove trash and/or unwanted materials (i.e., coat hangers, cardboard boxes, etc.), sweep, vacuum, and/or mop floor and dust/wipe off furniture, and clean all appliances.
5. If any Room Inventory Form is not reviewed and signed, that resident is responsible for all damages above and beyond those noted on the original room condition report as well as a \$25 Improper Check Out Fee. ***Failure to complete the check out process will result in the forfeiture of your deposit.***
6. If a resident is reapplying for housing the following year/semester, any damages or fees from the current year's contract will be charged to the housing deposit they initially submitted.
7. Move in and Move out times will be announced by the Office of Student Life. Failure to check in or out during the designated times will result in a \$25 early/late check in/out fee being assessed as determined by the Residence Life Coordinator and may also be assessed a daily housing prorated fee.

E. Confiscated Items

1. Prohibited items will be confiscated. In some instances, confiscated items may be held by staff at the written request of the student until the student can remove the item from campus during the next break period during which the halls close, which will allow the student the opportunity to take the item home. Requests must be received within 24 hours of confiscation. Items left unclaimed after the appropriate time period has passed will be discarded.

F. Damages

1. Damage, littering, or theft of college property or property of a college community member or campus visitor by a student or student groups will result in disciplinary action. The offender may be held financially responsible for the cost of repair or replacement. If responsible party cannot be determined, the related community, as determined by the Residence Life Coordinator will be charged for damages or cleaning charges and disciplinary sanctions.
2. Students who suffer losses under such circumstances must take their claims to their

homeowners' or renters' insurance carriers.

G. Emergencies

1. College Housing will conduct fire evacuation drills, as required.
2. In the event of a building evacuation for any reason:
 - a. Cooperate fully with staff.
 - b. Evacuate in a safe and orderly manner using the nearest exit to the designated assembly area.
 - c. Do not reenter the building until instructed to do so by staff.
3. Participation during emergency drills is mandatory for residents present in College Housing. Failure to cooperate or participate while present for a drill may result in a fine and/or disciplinary sanctions.
4. Residents are encouraged to sign up for emergency alerts through the Watkins Emergency Alert System by logging into password.watkins.edu and enabling Watkins Alerts.

H. Extermination Service

1. College Housing has a contract with an outside extermination company. Residence Halls are treated once monthly, and on an as-needed basis. Residents are expected to maintain basic sanitary conditions as noted in the health and safety policies.
2. When clean-out (closets, cabinets, etc.) becomes necessary for treatment, residents will be given notification and are expected to prepare the room/apartment as instructed.
 - a. The extermination company is required to notify staff if residents do not comply with a clean-out request.
 - b. Non-compliance may result in a fine and/or termination of a resident's Housing contract.
3. The extermination company is required to report unsanitary conditions to staff. See health & safety under policies.
4. Residents should report any pest problems immediately to Facilities at facilities@watkins.edu.

I. Maintenance

1. Emergency maintenance situations needing immediate attention should be reported to a Resident Assistant or other building staff.
2. Routine maintenance needs must be reported to Facilities by emailing facilities@watkins.edu.
3. Non-emergency repairs are assigned based on availability of personnel and other needs on campus. It may take several days or weeks to complete non-emergency repairs.
4. All students are responsible for the general daily maintenance and cleaning of their apartments, including appliances. Breezeways and public areas will be regularly cleaned and maintained by the college staff to manage regular wear and tear. However, residents will be held responsible for dumping trash or anything that necessitates repair or excessive cleaning.

J. Insurance

1. Residents are encouraged to carry personal property insurance, which can be obtained by 3rd party vendors. Contact the Office of Student Life for more information.
2. Residents should securely store valuable items (computers, electronic equipment, books, clothing, etc.). These items should not be stored on the floor in the resident's room or

apartment. This will minimize the possibility of water damage in the unlikely event that a leak may occur. Students must report all water leaks or flooding to Watkins staff immediately.

3. Every effort is made to ensure that mechanical systems are in good condition, however, electrical, heating and plumbing problems can still occur.
4. College Housing is not responsible for damage to or theft of residents' property. This includes vehicles owned by residents and/or property inside a resident's vehicle.

K. Mail

1. Mail is delivered Monday through Friday to the on-campus mailboxes located on the first floor in each building.
2. Packages and mail must be addressed in the resident's name only. Packages or mail addressed to family or friends will be returned to the sender.
3. To claim packages, students must present a valid student ID.
4. Items not picked up within three weeks will be returned to the sender.
5. The College does not assume responsibility for loss or damage to items sent through the mail.
6. Perishable items such as flowers, food and medication are sent at the sender's risk.
7. Concerns with lost packages should be directed to the front desk.

L. Room/Apartment Entry

1. Certain conditions exist for room entry by Watkins Staff or Personnel and Watkins Resident Assistants, including:
 - a. For the purpose of ensuring health and safety, and preserving property (Health & Safety Checks).
 - b. When staff have reasonable cause to believe that conduct standards are being violated and may pose a threat to a resident's health, safety, or property.
 - c. When emergency situations are evident.
 - d. For routine maintenance and repairs.
2. Any items found, which are illegal to possess on campus or within the residence halls, will be confiscated by Residence Life staff.
3. No room/apartment will be entered without knocking. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide the occupant(s) with ample opportunity to open the door. Watkins Staff or Personnel will announce themselves upon entry to the apartment or room.
4. In instances where the occupant(s) poses a threat to safety of staff conducting the inspection or generates a disturbance to prevent the inspection, the staff will seek immediate assistance from the Office of Student Life. Staff will continue to conduct the search.
5. Occupant(s) shall be informed of the reason for any room/apartment entry at the time of the entry, if occupant(s) is available.
6. If staff enter a room/apartment in the absence of its occupant(s), the occupant(s) will be notified afterward of the entry and reason for the entry.

M. Safety & Security

Below are recommendations for safely living on campus.

1. Do not sign-in guests you do not know.

2. Propping doors open with deadbolts is prohibited and will result in a warning for the first offense and a \$10 fine for every subsequent offense. Doors may not be propped open when room is visibly unoccupied. Doing so is a safety violation and will result in fines.
3. Keep your room locked within the residence halls. Keep your apartment, bedroom, and exterior doors locked at Parc Apartments.
4. Keep your windows locked and close the shades or curtains after dark.
5. If someone knocks, find out who it is before you open the door.
6. Do not leave valuables in places where they are visible.
7. Do not keep large amounts of cash in the room.
8. Do not leave valuables unattended in commons areas.
9. Do not leave valuables in plain sight, unattended or overnight inside of your vehicle.
10. Do not advertise absences with notes or on social networking sites.
11. Report lost/stolen keys immediately.
12. Report suspicious persons or activity to staff.

N. Questions

Direct questions to the Residence Life Office at 615-277-7437 or housing@watkins.edu

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