

The background is a solid dark blue color with several overlapping, semi-transparent circles of a lighter blue shade. The circles are arranged in a pattern that suggests a grid or a molecular structure, with some circles partially overlapping others.

# **CEDARVILLE UNIVERSITY 2019-20 TOWNHOUSE GUIDELINES**

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# GENERAL GUIDELINES

Cedarville's townhouses are owned and operated by the University. Each townhouse unit houses six students in three furnished bedrooms. Each unit also shares two bathrooms, a full kitchen, washer and dryer, and a furnished living room. In addition, each townhouse unit has wireless access. Students living in the townhouses are not required to purchase a meal plan. However, a meal plan can be purchased, and the options are available at [cedarville.edu/cashiers](http://cedarville.edu/cashiers).

The following guidelines support the safety and security of residents, the maintenance of the buildings, and provide instruction for students in community living.

## PERSONAL HEALTH AND SAFETY

Students are expected to assume responsibility for their own personal care. Ohio law and general health practices influence some of our guidelines for community health. Each student is required to complete the Hepatitis B/Meningitis Vaccination Status Form and provide verification of immunity from MMR as a prerequisite for living in the University-operated townhouses. These policies (required for residential students) and additional information can be found at [cedarville.edu/ums](http://cedarville.edu/ums).

## TOWNHOUSE OPENINGS AND CLOSINGS

The University publishes the dates for the start of each term, including when the students can take occupancy of the townhouses. Students should plan accordingly. Students who must arrive early for the term should receive permission in advance

by contacting Residence Life. There is a charge of \$50 per day for arriving prior to the published move-in date.

**Move-In** (Fall Semester) — The townhouses are available for occupancy the Friday of Getting Started Weekend. Students are permitted to remain in the townhouses during all breaks, except Christmas Break. *Additional charges will apply for students who are approved to stay through the summer.*

**Move-Out** (Spring Semester) — Students living in the townhouses (and *not* accepted to stay through the summer) should be completely moved out by 5 p.m. the Sunday after graduation. Failure to be moved out by this time will result in a \$50 fine for each day or portion of it.

Residence hall curfew policies do not apply to townhouse residents.

## TOWNHOUSE AGREEMENT

Upon occupancy of the townhouse unit, each individual student, along with the Residence Life staff, is required to sign a Residence Hall Agreement that verifies the condition of the townhouse and its furnishings. When students move out of the townhouse unit at the end of either semester, the townhouse should be inspected by a Residence Life staff member. To avoid fines, personal property should be removed from the townhouse, the townhouse should be clean, and the room furniture should be returned to an acceptable layout. Minimum fines of at least \$100 per person will be assessed for townhouses that have been damaged or are not left clean.

## **TOWNHOUSE PRIVACY**

The University recognizes your rights as a student and your need for privacy. In many ways, your townhouse unit is your temporary home. Therefore, University personnel will enter your townhouse and/or your room only when necessary for fire safety inspections, repairs to the building or furniture, or to conduct a search (preferably in the presence of the occupant) when there is reason to believe that the standards of the University are being violated.

## **TOWNHOUSE ACCESS**

Upon arrival to campus, students are issued a room key and identification (ID) card. These items become each student's responsibility. Students are advised to lock their townhouse and bedroom for personal safety as well as the security of their belongings.

Lost keys should be reported to the key office in Campus Safety so that new keys can be issued for a \$50 charge. To be issued the replacement keys, students must obtain a Key Request Form from the Residence Life deans to take to Campus Safety and obtain a new key. Tampering with any locking mechanism is considered vandalism, which will result in discipline. Townhouse keys must be returned to Campus Safety when leaving at the end of a semester or upon withdrawal midsemester. A fine of \$50 is assessed for failure to return a key.

## **REPAIRS AND DAMAGES**

Students should report the need for repairs directly to Maintenance via an online maintenance work request. Emergency, after-hours maintenance situations should be reported immediately to Campus Safety at **937-239-6491**. Students are responsible to pay for repairs or damages that are due to student behavior whether intentional or accidental.

## **COMMON SPACE**

Each townhouse has a kitchen, bathrooms, washer and dryer, and living room that are shared with other students. Residents are responsible to maintain and care appropriately for these spaces, which includes regular trash disposal.

## **PERSONAL PROPERTY INSURANCE**

The University is not responsible for the loss or damage of personal property. Students are advised to obtain personal property insurance if it is not already covered by a parent's homeowners insurance policy. Students should report any losses immediately to Campus Safety to ensure a proper record for the insurance company and to allow for a Campus Safety investigation.



# ROOM GUIDELINES

## UNIVERSITY-OWNED FURNITURE

Each townhouse is equipped with furniture designed to meet the basic needs of living. Each bedroom includes beds, mattresses, desks, desk chairs, chest of drawers, and a closet. The living room is furnished with a couch, two chairs, and four stools at the kitchen counter. University-owned furniture and equipment must be used as the manufacturer intended and cannot be removed from the townhouse. Furniture other than that which is bolted down may be arranged to suit your personal taste.

Other than bunk beds, furniture may not be stacked. Therefore, lofts or other structures may not be constructed. Bed risers are permitted if they fit as the manufacturer intended. For safety and efficiency of the heating units, furniture must be positioned at least 5 inches away from the heaters.

## STUDENT-OWNED FURNITURE

Students are permitted to bring personal furniture to the townhouse as space allows. For health and safety concerns, student furniture should be new or from the student's home and should have the appropriate California code tag. Any furniture that is not new or from the student's home should be inspected by the University Maintenance staff to ensure it meets code and is free of bedbugs. TVs are permitted but cannot be wall-mounted.

## ROOM DECORATIONS

While expressions of individuality are encouraged in room decorations, the University has established some guidelines relative to safety, care of property, privacy, and testimony. Decorations in your townhouse and bedroom should leave no doubt that you are a Christian student at a Christ-centered institution. This means that all decorations should be consistent with your commitment to the Cedarville Covenant. Therefore, room decorations should not include obscene or suggestive materials or contain irreverent or sacrilegious slogans.

Additional room decoration guidelines include:

- Any wall hangings or curtains must be affixed using Command strips. Students are responsible for any damage to the walls.
- No more than 25 percent of any wall can be covered with combustible materials (e.g., paper, cloth, or plastic). Walls may not be painted.
- Only one string of lights can be used as a room decoration.
- Window blinds may not be removed or altered in any way.
- Window glass, screens, or frames should have nothing glued, taped, or attached to them (inside or outside).
- Metal hangers should not be placed over doors, hinges, or frames.
- Ceiling tiles are not to be removed or altered.
- Nothing should be hung from the ceiling.

## WINDOWS AND SCREENS

Students should not enter or exit through windows. Window screens are not to be removed from townhouse windows at any time. A \$50 fine will be assessed for these violations. Students should report missing screens immediately via an online maintenance work order request. In the interest of modesty and propriety, students may not approach the windows of students of the opposite gender.

## PETS

University regulations do not allow students to house pets in the townhouses with the exception of fish, if kept in a clean aquarium of up to 10 gallons.

## FIRE CODE REGULATIONS

It is impossible to list all possible fire hazards and regulations. Students are expected to be alert and use good judgment when a potential hazard exists.

Below are some general guidelines:

- Electrical appliances must be UL- or ETL-approved.
- Extension cords must be surge-protected.
- Tampering with existing electrical equipment, lighting, wiring, hot water heaters, or switches is prohibited.
- Candles, candle warmers, incense, kerosene lamps, combustible fuel, paint, oil, etc., are prohibited in the townhouses. Violations are subject to a \$50 fine and confiscation of the item.
- Grills (gas, charcoal, or other) are not permitted in or around the townhouses.

Additional fire code regulations are at [cedarville.edu/campussafety](https://cedarville.edu/campussafety).



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STUDENT EXPECTATIONS

## TOWNHOUSE GUESTS

Each townhouse is a single-gender housing unit. Students are permitted to have same-gender guests stay in their room overnight.

The following guidelines should be observed when hosting others in your townhouse:

- Students of the opposite gender are never permitted in the bedroom.
- Opposite gender guests are permitted from 11 a.m. until 1 a.m.
- Couples should not be alone in the townhouses.
- Violation of these guidelines, related to opposite gender guests, may result in dismissal.

## PRANKS AND DISTURBANCES

Pranks have the potential to damage University or personal property, harm our testimony, and hurt others. To prevent damage to property, water fights or disturbances involving other damaging substances are not permitted in or around the townhouses, residence halls, or campus buildings. In addition, students should not interfere with, or alter in any way, another student's room or its contents. Tampering with another's personal possessions, including his or her automobile, is also inappropriate. Students involved in such pranks will receive at least a \$15 fine and be responsible for restitution for any damages that occur.

## MEDIA DISCERNMENT

Entertainment plays a huge role in our culture and in the lives of most students. Our choices in entertainment have the potential to reflect and shape our character. We encourage students to think carefully about their entertainment choices both in terms of the content's impact on self and others as well as stewardship of their time and money. Current media rating systems provide a helpful starting point for the discerning Christian, but should not be considered infallible guides. While there are many R-, TV-MA-, M-, A-rated movies, TV shows, and video games that are clearly inappropriate, there are also many titles with less restrictive ratings (e.g., PG-13) that can be equally inappropriate.

Some considerations for evaluating personal media choices are outlined below.

- Does the primary theme encourage or celebrate vices like sensuality, selfishness, or violence?
- Does the music, movie, or show help you to ask meaningful questions about life?
- Is sexual promiscuity promoted, encouraged, or used for the sake of humor?
- Does the message of this media show a respect for humanity and human life or is violence used gratuitously?
- Does it glorify the use of profane and demeaning language or include excessive crude or obscene language?
- Does it contain imagery that incites lustful or evil thoughts?
- Ultimately, what would Jesus think of your choices in the area of entertainment?

Additional considerations regarding media include:

- The use of private DVDs in a group setting (more than 10 people) is a violation of U.S. Copyright Fair Use Guidelines. Royalties should be paid for any DVD use in a group setting.
- Internet movies and TV shows are only allowed if obtained legally in accordance with copyright laws.

Students should show respect and courtesy for others in their townhouse community by controlling the volume and content of all media.

## **FIRE ALARMS, FIRE EQUIPMENT, AND EMERGENCY EVACUATIONS**

The activation of any fire alert device (e.g., horn and strobe lights) in any townhouse or building is the signal for controlled, yet rapid, evacuation of the building.

Failure to evacuate a townhouse or building within three minutes during an alarm or drill will result in a \$15 fine. Refusal to leave after being directed to do so will result in an additional \$30 fine.

- Fire Alarms — Falsely setting off an alarm or falsely reporting a fire is a violation of state law. In addition, it endangers students and members of the community. Violations will result in a \$200 fine by the University, discipline, and possible criminal prosecution.
- Fire Equipment — Intentional tampering with fire hoses, smoke detectors, extinguishers, sprinklers or pipes, and other protection equipment is against

state law and will result in serious discipline, a \$100 fine, and restitution. Unintentional damage to fire equipment that results from horseplay will result in a \$50 fine and restitution.

## **ALCOHOL**

The University's prohibition against the possession or use of any alcoholic beverages applies to the townhouses and residents of the townhouses.

## **CHAPEL**

The chapel attendance requirement for students who live in the townhouses is the same as for all students who live on campus.

## **RESIDENT ASSISTANTS**

There will be one male and one female Resident Assistant (RA) in the townhouses. These Residence Life student-staff members will facilitate community within the townhouses, connect townhouse residents with services on campus, assist with the well-being of those living in the townhouses, and encourage compliance with University guidelines and general upkeep of the townhouses.



**CEDARVILLE**  
UNIVERSITY.

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