Quarry Hill Housing Contract
Terms & Conditions
2016-2017

The housing contract includes both the room fee and optional meal plan and is legally binding for either nine or twelve months, depending on which option is selected.
# TABLE OF CONTENTS

STATEMENT OF STUDENT RESPONSIBILITY .......................................................... 7
RESIDENTIAL LIFE MISSION AND COMMITMENT TO INCLUSION STATEMENT .................................................... 8

I. INTRODUCTION AND GENERAL POLICIES ......................................................... 9
   A. Conduct .................................................................................................................. 9
   B. Non-discrimination Clause .................................................................................. 9
   C. Administrative Procedures .................................................................................. 9
   D. Resident Responsibility for Guest(s) .................................................................. 9
   E. Terms & Conditions Compliance ....................................................................... 9
   F. Liability Policy ..................................................................................................... 9
      1. University Liability .......................................................................................... 9
      2. Personal Property Insurance ......................................................................... 10

II. ELIGIBILITY AND OCCUPANCY GUIDELINES ..................................................... 10
   A. Priority Status ..................................................................................................... 10
      1. Full-time Degree Students ............................................................................. 10
      2. Full-time Non-degree Students .................................................................... 10
      3. Part-time Students ........................................................................................ 10
   B. Unregistered Students ....................................................................................... 11
   C. Accommodation Requests ................................................................................ 11
   D. Housing Options ............................................................................................... 11
   E. Maximum Room Occupancy ............................................................................. 11
   F. Hosting Guest(s) .................................................................................................. 11
      1. Definition of a Guest ....................................................................................... 11
      2. Host Responsibility for Guest(s) .................................................................. 11
      3. Absence of Residential Host ........................................................................ 12
      4. Permission to Remain Overnight ................................................................... 12
      5. Length of Stay ................................................................................................. 12
   G. Room Changes .................................................................................................... 12
      1. Room Change Procedure ............................................................................... 12
      2. Unauthorized Room Changes ....................................................................... 12
      3. Administrative Moves ................................................................................... 12
   H. Half-filled Double Rooms ................................................................................. 12
   I. Room Consolidation ............................................................................................ 13
   J. Academic Break Housing .................................................................................. 13
   K. Room Entry ......................................................................................................... 13
      1. Room Entry for Maintenance Work ................................................................. 13
      2. Room Entry for Cause ................................................................................... 13
         a. Justification for Room Entry ...................................................................... 13
         b. Staff Designated to Enter Room ................................................................ 13
         c. Room Entry Procedure ............................................................................. 14
   L. Room Check-in and Checkout Procedures ......................................................... 14
   M. Non-transferable Contract ................................................................................. 14
   N. Housing Renewal Process ............................................................................... 14
   O. Dining Services .................................................................................................. 14
4. Posting .......................................................................................................................... 23
5. Solicitation .................................................................................................................... 23
B. Lockouts ...................................................................................................................... 23
   1. Issuing a Temporary Key ............................................................................................ 23
   2. Lost Key Charges ........................................................................................................ 24
C. University Surveillance Systems .................................................................................. 24
VI. CARE OF FURNITURE AND EQUIPMENT .............................................................. 24
   A. Responsibility for University Property ................................................................. 24
      1. Responsibility for Room ....................................................................................... 24
      2. Care of Room During Inclement Weather ......................................................... 24
      3. Improper Storage ................................................................................................. 24
      4. Assigning New Residents ................................................................................... 25
      5. Responsibility for Common Areas ...................................................................... 25
      6. Unassigned Damage ........................................................................................... 25
   B. Internet and Phone Service ...................................................................................... 25
      1. Internet Access ...................................................................................................... 25
      2. Phone Service ....................................................................................................... 25
      3. Communication with Residents .......................................................................... 25
VII. MAINTENANCE AND CUSTODIAL SERVICE .......................................................... 26
   A. Custodial Hours ........................................................................................................ 26
   B. Maintenance and Repairs ........................................................................................ 26
   C. Furniture Removal and Construction .................................................................... 26
   D. Loft Beds ................................................................................................................ 26
   E. Structural Changes .................................................................................................... 26
   F. Bicycle Storage ....................................................................................................... 26
The Residential Life Quarry Hill Housing Contract Terms & Conditions is a living document. The Department of Residential Life reserves the right to change, modify, and/or amend any of the information in this document, notifying residential students of policy or procedural changes as they occur. The latest version of this document is available at http://reslife.uvm.edu.

STATEMENT OF STUDENT RESPONSIBILITY

All who work, live, study, teach, do research, conduct business, or participate in the University of Vermont community are part of the University by choice. By making that choice, each of us agrees to contribute to an educationally purposeful community, which by virtue of its composition and conduct prepares us to live in a diverse and changing world.

The University of Vermont community includes people of diverse racial, ethnic, and socioeconomic backgrounds, national origins, religious beliefs and practices, political ideologies, physical, mental, psychological or learning abilities, sexual orientations, and gender identities or expressions. The University’s classes, lectures, activities, programs, workshops, and daily interactions are enriched by our understanding of and respect for one another. We strive to learn from one another in an educational community that holds mutual respect for individuals and community in high regard.

Each of us must assume responsibility for becoming educated about racism, sexism, ageism, homophobia/heterosexism, ableism, classism, ethnocentrism, and other forms of oppression so that we may respond to other community members in an understanding and appreciative manner. It is contrary to the essence of a caring, civil community for anyone to demean or discriminate against another human being on the basis of race, gender, sexual orientation, gender identity or expression, national origin, religion, disability, age, economic, or military status. Physical and psychological threats, harassment, intimidation, and violence directed against a person are not tolerated by a caring, educational community. Each member of the University community is expected to be responsible for his/her/hir own actions. Actions that conflict with community standards will be referred to the appropriate campus judicial system.

Students are responsible for the activities that occur in their room and the shared living space, where applicable. Therefore, students are expected to properly secure their living area(s) at all times. All assigned occupants of a room or suite may be subject to the same response under the University of Vermont’s Code of Student Rights and Responsibilities as the actual violators, which includes sanctions received if found responsible for the charges. Students are therefore responsible for ensuring that all guests know and behave consistently with this Code while on campus. Any person involved in an incident who is not deemed to be an assigned occupant of the room or suite where the incident occurred will be deemed a “guest” under this Code.
Residential Life Mission Statement

The Department of Residential Life is committed to helping develop healthy, engaged and successful students. Guided by our Four Cornerstones, we strive to provide a student residential experience that promotes the following:

Community and Civic Engagement: Using Restorative Practices to encourage community engagement and accountability.

Enhancing Learning: Facilitating educational and social programming that complements academic learning and strengthens transferable skills.

Advancing Diversity and Inclusion: Exploring self through identity awareness and affirmation of difference, which supports welcoming communities.

Health and Wellness: Fostering an ethic of care that motivates healthy decision-making and emotional well-being.

Residential Life Commitment to Inclusion Statement

We, members of the Department of Residential Life, are committed to creating and maintaining safe communities that welcome and accept people of all abilities, ages, ethnicities, classes, genders, gender identities, gender expressions, national origins, races, religions, sexes, sexual orientations, and veteran status.

We are committed to confronting situations of intolerance that result from a lack of respect, knowledge, or awareness. Whether these acts of intolerance are public or private, they harm the individual and community as a whole and are irreconcilable with the mission of the University.

Our goal is to instill respect and foster a sense of community that creates, promotes, and supports a socially just residential environment. Students, faculty, and staff are provided opportunities to understand, accept, and appreciate each other through various means including conversations, programming, advocacy, education, support, reflection, and relationship-building.
I. INTRODUCTION AND GENERAL POLICIES

A. Conduct
All students are required to abide by the rules of the University including those outlined in this Quarry Hill Housing Contract Terms & Conditions and the Code of Student Rights and Responsibilities at www.uvm.edu/~uvmppg/ppg/student/studentcode.pdf. The Department of Residential Life will take appropriate action, including termination of this contract, for conduct that is found to be in violation of University policy, including but not limited to the Code of Student Rights and Responsibilities, or that is otherwise detrimental to the welfare of the community. Termination of this contract may also include suspension or permanent prohibition from living in the University’s residential housing facilities.

B. Non-discrimination Clause
The Department of Residential Life does not discriminate against any student with respect to eligibility for housing on the basis of sex, race, creed, color, age, ability, national origin, religion, sexual orientation, gender identity or expression, status as a veteran, or other protected category.

C. Administrative Procedures
The Department of Residential Life establishes administrative procedures so that students can obtain University housing when it is available. For safety reasons and to ensure proper billing, all students must check in, check out, and change rooms through these established procedures so that an accurate list of room assignments and vacancies can be maintained.

D. Resident Responsibility for Guest(s)
All rules and regulations set forth by the University of Vermont and the Department of Residential Life will apply to all residential students and their guests. Residents are responsible for their guests’ behavior and conduct on University property.

E. Terms & Conditions Compliance
Residents, by virtue of occupancy, agree to comply with the University regulations in this Quarry Hill Housing Contract Terms & Conditions and the Code of Student Rights and Responsibilities, as well as applicable federal, state, and local laws. Students are responsible for reviewing, understanding, and abiding by the University’s regulations, procedures, requirements, and deadlines as described in all official publications.

F. Liability Policy

1. University Liability
The University of Vermont shall not be liable to resident(s) or their guest(s) for injury to any person or damage to any personal property caused by water, rain, snow, fire, steam or sewer pipes, plumbing, stoves, refrigerators, washers, dryers, or anything else that is beyond its control. Liability for all such risks and/or damage to personal property is expressly assumed by the resident.
The University of Vermont reserves the right to subrogate against any student or guest(s) of a student whose actions or inactions are the direct cause of injury to persons or damage to University property or student personal property.

2. Personal Property Insurance

The University of Vermont cannot purchase insurance for students through individual or group plans. It is strongly recommended that all residents obtain appropriate insurance for personal property through a company such as CSI Insurance Agency, Inc. available at www.collegestudentinsurance.com.

Students are encouraged to keep a record of their personal belongings, including serial numbers, and to register their bicycle and valuable property with UVM Police Services at www.uvm.edu/police. For safety reasons, personal effects cannot be placed in hallways, stairwells, or other common areas. Personal property left behind after the approved period of occupancy will be removed and held for a maximum of 30 days, subject to a removal fee.

II. ELIGIBILITY AND OCCUPANCY GUIDELINES

A. Priority Status

1. Full-time Degree Students

Matriculated students who are full-time (i.e., students who maintain a course load of 12 or more credit hours each semester) have priority for University housing.

University housing is guaranteed for transfer students who are under the age of 20 prior to the first day of classes. Transfer students 20 years and older may request University housing, but it is not guaranteed.

Degree students returning from a leave of absence or after withdrawing are guaranteed University housing if they have not completed the four-semester residency requirement and wish to return to campus. With approval from the Dean of Students Office, University housing will also be guaranteed for students who wish to return to campus following a judicial suspension if they have not completed the four-semester residency requirement. In either case, returning students are not required to live on campus and housing is not guaranteed for students who have completed the four-semester residency requirement.

2. Full-time Non-degree Students

Non-degree students who are full-time and otherwise meet eligibility requirements may be considered for University housing, but it is not guaranteed.

3. Part-time Students

Degree and non-degree students who are part-time, but intend to enroll in at least nine credit hours will be considered for University housing, but it is not guaranteed. However, if their enrollment drops to fewer than nine credit hours at any point during the semester,
they are required to meet with their site manager and Residential Life reserves the right to terminate their housing contract.

B. Unregistered Students
Students who are not registered (i.e., withdraw from classes either voluntarily or as a result of suspension or dismissal after a student conduct process) are no longer eligible to reside in residential housing facilities. Students who are no longer registered for classes have 48 hours from the date of withdrawal to check out of their room and must follow standard checkout procedures through their site manager.

C. Accommodation Requests
Students with disabilities may be eligible for ADA accommodations in residential housing. To request an accommodation, students should contact ACCESS at www.uvm.edu/access. Current, comprehensive documentation of the disability is required. Accommodations for returning students should be requested prior to room selection. Accommodations for new students should be requested by June 30, 2016. Residential Life may be unable to provide accommodations for requests after this date.

D. Housing Options
Students living at Quarry Hill are housed in private double rooms arranged in two-bedroom apartment-style housing.

E. Maximum Room Occupancy
In order to maintain a safe living environment for all residential students, maximum room occupancy has been established for the following room sizes:

- single room: three persons (the occupying resident and two guests)
- double room: six persons (the two occupying residents and two guests each)

F. Hosting Guest(s)

1. Definition of a Guest
A guest is defined as either:

- a non-student of the University, or
- a student who either lives elsewhere on campus or has off-campus accommodations (affiliated guest).

2. Host Responsibility for Guest(s)
Residents hosting guests or affiliated guests must do so in a responsible manner. The rights and property of roommates and other residents of the University must be protected from unwanted intrusions and vandalism. When a resident has a guest or an affiliated guest, the resident assumes responsibility for the conduct of the guest within the residential housing facilities.
3. Absence of Residential Host
A guest or affiliated guest may not occupy a room and/or bed space in the absence of the host.

4. Permission to Remain Overnight
A guest or affiliated guest may only remain overnight in a room if the guest has the permission of all assigned occupants of the room. It is the responsibility of the residential host to ask for and obtain permission from all assigned occupants for the guest or affiliated guest to remain overnight. Overnight is defined as the hours between 11:00 p.m. through 9:00 a.m. the following morning.

5. Length of Stay
To ensure the rights of all residential students, guest(s) may only stay a maximum of two consecutive nights, and only when the residential host has obtained permission from all occupants of the room. After two consecutive nights, there must be a seven-day intermission between the last overnight visit and the next visit.

G. Room Changes

1. Room Change Procedure
All routine room changes require approval from the Department of Residential Life. Students wishing to change rooms must add their name to an online wait list for Quarry Hill. Available spaces are offered to students on the wait list in the order received. Wait lists for both the fall and spring semesters begin the second week of classes and continue throughout the semester.

2. Unauthorized Room Changes
Unauthorized room changes and/or other moves from an assigned residential space without following proper room change procedures through Department of Residential Life staff are prohibited. Residents who complete room changes without prior approval may be moved back to the original assigned space and are subject to meeting with their site manager for disciplinary action. Students are required to move into their assigned room and remain there until a room change has been approved.

3. Administrative Moves
In the interest of health, discipline, security, and the general welfare of students, the Department of Residential Life reserves the right to change or cancel room assignments.

H. Half-filled Double Rooms
A resident of a half-filled double room is required to leave it in a condition that provides open and equal space for a new resident of the room. A student in a half-filled room is expected to continue to display appropriate behavior that would be welcoming to a new resident. A student who fails to maintain the room in a reasonable condition for a new resident and/or creates an unreceptive situation in the room is subject to meeting with their site manager for disciplinary action.
I. Room Consolidation
In an effort to maximize living space across campus, the Department of Residential Life reserves the right to consolidate students in half-filled rooms when it is deemed appropriate. When space permits, a resident who remains in a half-filled double room may be offered several options for voluntary consolidation including the option to purchase (i.e., “buy out”), on a prorated basis, the entire room at the single or large-single room rate. Forced consolidation will only occur within the same residential building.

J. Academic Break Housing
Quarry Hill remains open at no additional charge for the academic break periods including Thanksgiving, winter, and spring breaks. To maintain an accurate list of residents at all times, Quarry Hill residents are required to notify the Department of Residential Life if they will be present during any break period.

K. Room Entry

1. Room Entry for Maintenance Work
While the University of Vermont respects the privacy of students living at Quarry Hill, a student’s right to privacy is limited in some circumstances. In order to provide efficient service, the Quarry Hill management reserves the right to enter rooms with advance notice to inspect units or whenever a maintenance work order is generated. The Quarry Hill management also reserves the right to enter rooms without advance notice whenever an emergency arises in order to make needed repairs or take corrective action.

2. Room Entry for Cause

   a. Justification for Room Entry
   The University reserves the right to enter any room of a University residential housing facility to ensure the health and safety of all residents. The site manager is authorized to enter and inspect a room or suite upon reasonable cause if they believe that a violation of any University health and safety policy or provision of these Terms & Conditions has occurred. Grounds for reasonable cause to enter include, but are not limited to, the following: the sight or odor of smoke of any kind; the sight of illegal substances; and/or a tip from a reliable source that illegal substances or a weapon are in a room.

   b. Staff Designated to Enter Room
   The site manager will not enter a student’s room or apartment without permission unless the site manager has first consulted with the assistant director or designee regarding the circumstances giving rise to a reasonable belief that a violation of policy has occurred and has obtained approval for entry from the assistant director or designee. In an emergency situation, where there is reason to believe that imminent risk exists to the safety or health of the occupants of a room or to institutional property, the site manager may enter a room without first seeking consultation and approval from the assistant director. Even in circumstances of
risk to health or safety, however, consultation with the assistant director is preferable unless the risk appears imminent.

c. Room Entry Procedure
Before entering a student’s room, the site manager will first knock and announce who they are and that they intend to enter. If no response is received, the door will be unlocked. The site manager will, from the doorway, again announce their presence and intent to enter. The student(s) occupying the apartment, if present, will be told the purpose of the entry and, if the purpose of entry is to determine the presence of prohibited items or substances, will be provided an opportunity to voluntarily produce any item or substance for which the entry has been made. Any inspection will be limited to that which is reasonably necessary to either confirm the presence of an illegal or prohibited item or policy/code violation, or to determine whether an imminent risk to health or safety appears to be present. The site manager will take whatever actions are necessary to respond to imminent risks to health or safety and/or to confiscate items or secure a room and seek assistance from police if illegal substances are present.

L. Room Check-in and Checkout Procedures
Students are required to follow the designated room check-in and checkout procedures. They are expected to check in to their assigned rooms at move-in. A proper check-in is required in order for residents to receive keys for building and apartment access. Students not registered for classes due to a financial hold on their account will not be permitted to check in at the beginning of each semester until the hold has been removed. Students who do not check out of their rooms by the designated times and dates for closing may be assessed a $50 late charge.

M. Non-transferable Contract
The University of Vermont housing contract may not be transferred or assigned to any other person. Furthermore, all rooms and standard furniture are the property of the Department of Residential Life and the University of Vermont and may not be sold or sublet.

N. Housing Renewal Process
Current residents select rooms for the next academic year during the spring semester, provided they renew their housing contract by the applicable deadlines. Students who are required to live on campus have priority for selecting rooms. Due to anticipated housing constraints beginning fall 2015, students who are not required to live on campus may also select rooms if space is available. Students who are not required to live in University housing and miss the renewal deadline must submit a housing request available online at http://reslife.uvm.edu in order to be considered for University housing.

O. Dining Services

1. Optional Meal Plan
Students living at Quarry Hill are not required to have a resident meal plan, but can opt to purchase one. Students with specific meal-related concerns are able to receive individual menu planning directly with a registered dietitian from UVM Dining.
2. Dining Options
Meal plans feature a combination of unlimited access (all-you-care-to-eat meals offered in traditional dining halls) and retail points that can be used at all locations on campus. With all of the meal plans, unused points will carry over from the fall to spring semester for students who remain on a dining plan. Any unused retail points are forfeited upon contract termination (e.g., mid-year meal plan drop) or at the end of the academic year.

Meal plan options include the following:
- Two Residential Dining Unlimited Access plans offer unlimited meal entries and either 325 or 100 points per semester. The meal portion of the plans are only accepted in traditional dining halls that are all-you-care-to-eat facilities, located at Harris/Millis (Athletic Campus), Redstone Unlimited (Redstone Campus), Cook Commons (Central Campus), and Northside (North Campus) dining locations.
- One Retail Dining plan is available (1400 points/per semester). In addition to points, the point plan offers 25 resident dining meals to be used each semester in the traditional dining halls listed above.

When a meal plan contract is canceled for any reason, at any time, students will no longer have access to residential meals and/or any unused points.

3. Meal Plan Changes
Returning and transfer students should pick the meal plan that best suits their needs; however, if they are not satisfied with their choice, they can change their plan at no charge through the end of the add/drop period (i.e., the first two weeks of the semester).

4. Termination of Meal Plan
Meal plan contracts are automatically terminated when the housing contract is terminated and are subject to the same refund policies that the University follows. Meal plan point balances are forfeited if a student initiates a mid-year housing and meal contract termination. For more information about the University refund policy, see section III.G.2.

III. FINANCIAL OBLIGATIONS
Residents at Quarry Hill are housed in private double rooms arranged in two-bedroom apartment-style housing. Financial aid packages are based on the cost of a traditional double room.

A. Emergency Closing
In the event that the University of Vermont closes due to a calamity or catastrophe beyond its control that would make continued operation of student housing infeasible, such as a natural disaster, a national security threat, or widespread pandemic flu, room and meal plan fees will not be refunded.
B. Cost and Fees

1. Room Rates

<table>
<thead>
<tr>
<th>Rate Category</th>
<th>Room Description</th>
<th>Cost per Year</th>
<th>Amount Billed per Semester</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Double</td>
<td>Double occupancy room; 4 people in 2-bedroom apartment sharing 1, 1 3/4, or 2 full baths</td>
<td>$9,316 (9 months)</td>
<td>$4,658 fall</td>
<td>Quarry Hill</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$12,386 (12 months)</td>
<td>$4,658 spring</td>
<td></td>
</tr>
</tbody>
</table>

2. Meal Plan Rates

<table>
<thead>
<tr>
<th>Plan</th>
<th>Cost per Academic Year</th>
<th>Amount Billed per Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Dining Unlimited Access (two options)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Dining Unlimited Access plus 325 points and 3 guest meals per semester</td>
<td>$4,408</td>
<td>$2,204</td>
</tr>
<tr>
<td>Residential Dining Unlimited Access plus 100 points and 3 guest meals per semester</td>
<td>$3,944</td>
<td>$1,972</td>
</tr>
<tr>
<td>Retail Dining and Points*</td>
<td>$3,944</td>
<td>$1,972</td>
</tr>
</tbody>
</table>

*Not available to first-time, first-year students until their second semester on campus.

C. Payment Schedule

The housing contract includes the room fee and is legally binding for nine months (academic year) or twelve months (summer plus academic year). Each student is responsible for the nine-month housing fee ($9,316), one-half to be prepaid each semester ($4,658). Semester bills are payable to Student Financial Services in August and January. An optional twelve-month housing contract that includes the three summer months is also available ($3,070). Summer bills are payable to Student Financial Services in April.

1. Bill Adjustments

Room charges may be adjusted during the year as a result of room changes. When a student moves from a less expensive room to a more expensive room, or vice versa, the room charge is prorated based on the date the room change occurs.

D. Periods of Occupancy

Quarry Hill is available for occupancy as follows:

**Twelve-month contracts: June 1, 2016 - May 31, 2017**
**Nine-month contracts: August 22, 2016 - May 22, 2017**

During the academic year, students are to promptly vacate the premises: (1) upon expiration of the contract period specified; (2) within 48 hours if not enrolled in classes; (3) within 48 hours following termination of this contract by the University; or (4) within 48 hours following mutual consent between the student and the University.
1. Academic Break Housing
Residents can stay in Quarry Hill during the academic breaks listed below at no additional charge. Post-summer and Winter Break housing are only available to Quarry Hill residents who are enrolled in classes the following semester.

Post-summer: Monday, August 15, 2016 - Sunday, August 21, 2016
Thanksgiving: Saturday, November 19, 2016 - Saturday, November 26, 2016
Winter Break: Saturday, December 17, 2016- Saturday, January 14, 2017
Spring Break: Saturday, March 11, 2017 - Saturday, March 18, 2017

E. Cancellation of Contract by Residential Life
The University may terminate or suspend this contract or any portion thereof for the following reasons:

- Academic suspension or dismissal;
- Judicial suspension or dismissal;
- Part-time status and enrolled in fewer than nine credit hours;
- To avoid: (1) undue disruption to other students, staff or the programs of the University; (2) violation of the rights of other students; or, (3) a real or reasonably perceived threat of harm to others;
- In the event of calamity or catastrophe that would make continued operation of student housing infeasible, such as the pandemic flu;
- Failure to comply with the Quarry Hill Housing Contract Terms & Conditions.

In addition to cancellation or suspension of this contract, the University may temporarily or permanently suspend a student from University housing for violations of the terms of this contract and/or after a student has been found responsible for violation of University policy, including but not limited to the Code of Student Rights and Responsibilities at http://www.uvm.edu/policies/student/studentcode.pdf.

F. Student Contract Cancellation Options
The 2016-2017 housing contract is a legally binding nine- or twelve-month contract. Canceling the contract is only permitted in the following situations:

1. Cancellation of Contract Prior to Move-in
Newly admitted students who cancel, and continuing students who are inactive or take a leave of absence, may break their housing contract at no charge.

Students who have completed or do not have a four-semester residency requirement (e.g., juniors, seniors, transfer students) may break their housing contract at Quarry Hill by June 30 for a $250 cancellation fee. Students who submit a contract after June 1, 2016 may cancel for $500 until the first day of classes of the semester (i.e., August 29, 2016 for fall and January 17, 2017 for spring).

2. Cancellation of Contract After Move-in
Students who withdraw during the semester will receive a refund of housing and meal plan payments in accordance with the Refund and Bill Adjustment Policy at
3. Cancellation of Contract Mid-year
Students living at Quarry Hill during the fall semester who return to UVM for the spring semester are permitted to cancel their housing contract between semesters for a $750 cancellation fee.

The following students are permitted to cancel their housing contracts mid-year at no charge:
- Students who complete a degree program, have a documented marriage, or study abroad;
- Students who are doing internships or student-teaching outside the Burlington area for academic credit, as documented by their academic unit.

4. Contract Release
Students with exceptional circumstances as outlined in section II.A.1. may be considered for a contract release. Students are required to contact the associate director for administrative services in the Department of Residential Life to initiate the process. The deadline for contract release consideration coincides with the last day to withdraw from classes each semester. If a student is granted a contract release, it is effective the following semester. Requesting consideration for a contract release does not imply automatic termination of the contract. Students who choose to move from the residential housing facility without approval do not receive any refund and are held responsible for full payment of their room for the entire academic year.

5. Greek Housing Release
First-year students who intend to reside in a Greek chapter house during their sophomore year must submit their names to their chapter in accordance with the guidelines and process established by Greek Life at www.uvmgreeklife.com.

G. Academic or Judicial Suspension or Dismissal

1. Academic Suspension or Dismissal
Students academically suspended or dismissed between semesters must make arrangements to check out of their room by 2:00 p.m. on Friday, January 13, 2017. Failure to check out by this time will result in a storage charge for personal belongings, which may be packed and relocated to a storage area for a maximum of 30 days if the room is reassigned. A storage fee may be charged to the student’s account.

Students who are no longer registered and/or have been academically suspended or dismissed from classes have 48 hours from the date of withdrawal to check out of their room, and should follow standard checkout procedures through their site manager.
2. Judicial Suspension or Dismissal
Housing and meal plan refunds are not available when a housing contract is canceled as a result of a judicial action, nor will there be any reduction in the amount due to the University for the semester, if the bill has not been fully paid at the time of suspension or dismissal.

IV. HEALTH AND SAFETY POLICIES

A resident’s activities should not interfere with the rights of a roommate or other residents to privacy, sleep, or study. For the well-being of all residential students, residents assume responsibility for adhering to health and safety policies.

A. Health and Safety Inspections
In order to ensure a clean, healthy, and safe living environment for both current and future residents, health and safety inspections are conducted periodically. All residential students are issued a mandatory 24-hour notice before an inspection so that they can coordinate cleaning and health and safety efforts within their bedrooms and/or suite areas. Department of Residential Life staff is authorized to enter student rooms even if the resident(s) are not present, given that there was prior notification. Any policy violations will be documented and referred through the judicial process. Each resident of a room or apartment where any marijuana paraphernalia is found will be billed $150 per infraction as indicated at http://www.uvm.edu/~cses/?Page=AODSanctions.html. UVM does not warrant all room conditions to be safe as a result of such inspections.

B. Smoke-free Building
All areas of the Quarry Hill residential housing facility, including student rooms, are smoke-free. Smoking any substance or creating smoke through the use of incense, candles, or other scented or unscented smoke-producing items, including electronic cigarettes and hookahs, is strictly prohibited at Quarry Hill.

C. Alcohol at Quarry Hill
The University is committed to creating a quality learning environment in an atmosphere that is safe, scholarly, and respectful. However, possessing or consuming alcohol is permitted at Quarry Hill for students 21 years of age or older. If under the age of 21, the possession or consumption of alcohol is prohibited at Quarry Hill and is a crime in the State of Vermont. Additionally, selling or furnishing alcohol to a minor is a crime in the State of Vermont. The University will enforce this no-alcohol policy for individuals under the age of 21 and the policy prohibiting furnishing of alcohol to an individual under the age of 21 through appropriate judicial procedures administered through Residential Life and/or through the Center for Student Ethics and Standards. Additionally, students may be referred to police. All students are responsible for reading and being familiar with the University of Vermont’s Code of Student Rights and Responsibilities and the Student Alcohol and Other Drug policy at https://www.uvm.edu/policies/student/drugandalco.pdf.
D. Illegal Substances

1. Illegal Use of Substances
Being under the influence of illegal or controlled substances as demonstrated by actions and/or other evidence is strictly prohibited, and is subject to judicial follow-up by either the site manager or the Center for Student Ethics and Standards. Students may also be referred to police.

2. Possession of Illegal and Prohibited Substances
As defined by federal, state, and local statutes, possessing, using, distributing, and/or selling illegal drugs or controlled substances is strictly prohibited, and is subject to judicial action. Possessing, using, distributing, or selling drug paraphernalia (including, but not limited to, pipes, bongs, etc.) is strictly prohibited, and is also subject to judicial follow-up by either the site manager or the Center for Student Ethics and Standards. Students may also be referred to police for possession or use of illegal substances.

3. Sanctions for Use and/or Possession of Alcohol or Illegal Substances
The use and/or possession of alcohol by individuals under the age of 21 or the use of illegal substances by any individual contradicts providing a safe learning environment and will result in discipline up to and including suspension or dismissal from the Quarry Hill and/or the University.

E. Quiet/Noise Policy

1. Residents’ Rights Related to Noise
Noise that unreasonably disrupts roommate(s), resident(s), and neighboring community members at any time or that violates quiet hour or courtesy hour policies or the community’s standards is prohibited. This includes amplified sound (e.g., facing stereo speakers out windows, use of megaphones, electronic instruments and/or equipment, microphones, etc.). Residents are expected to respond to requests to reduce noise at all times. All parties present in an apartment documented for noise will be presumed to be contributing to the community disruption and are subject to follow-up by the site manager.

2. Quiet Hours
Residents have a responsibility to know and respect the quiet hours, which are Sunday through Thursday from 11:00 p.m. to 8:00 a.m. and Friday and Saturday from midnight to 8:00 a.m. During final exam periods at the end of the semester, quiet hours are 24 hours a day. When quiet hours are in effect, noise should not be heard outside a room or suite.

3. Courtesy Hours
During courtesy hours, which are any time quiet is requested, noise should not be heard more than five feet from outside a room or building.
F. Pets

For reasons of health and sanitation, students are not allowed to have pets at Quarry Hill. Exceptions are service animals or comfort animals when recommended by ACCESS as an ADA or public accommodation.

G. Emergency Evacuation and Tampering with Life Safety Devices

During the year, Quarry Hill residents will be informed about emergency evacuation of the building, and alarm systems will be tested periodically to ensure proper functioning.

1. Emergency Evacuation

Residents are required to evacuate the residential housing facility immediately when a fire alarm sounds. Failure to evacuate the residential housing facility is a federal offense and will result in educational sanctions and fines. The following fines will be levied for first-, second-, and third-time offenders:

- First offense $25
- Second offense $75
- Third offense $500

All fines will be applied to the student’s account and failure to pay may result in a financial hold.

2. Tampering with Life Safety Devices

Abuse or tampering with any life safety equipment or misuse of fire extinguishing equipment is strictly prohibited and will not be tolerated. Life safety equipment includes fire and carbon monoxide alarm systems, exit signs, emergency lights, fire and exit doors, and identification signs used by emergency responders. Offenders are subject to judicial action and **fines up to $500**. For additional information, refer to the *Fire Safety* policy at www.uvm.edu/~uvmppg/ppg/riskmgm/firesafety.pdf.

H. Fire Hazards and Other Prohibited Items

- Due to extreme risk of fire and the danger of electrical overload, the use of certain types of electrical equipment is prohibited including: multi-plug adapters, halogen light bulbs (such as those found in most torchière style lamps), spider lamps, sun lamps, immersion heaters, hot plates and other high-wattage equipment, and space heaters.
- No decorative covering or other flammable items including, but not limited to, tapestries should cover any doorway or be suspended from lofts, bunks, ceilings, exposed piping, or heating units.
- Possession/use of candles, oil lamps, incense, storage of charcoal, flammable liquids such as gasoline, kerosene, “Coleman” fuels, or other items that create fire danger as a result of open flame or smoldering is prohibited.
- Power strips with over-current protection that carry a UL Mark are allowed; extension cords are prohibited.
- Mercury thermometers, neon signs, and other items that may contain hazardous materials are prohibited.
- Concrete blocks, bricks, and/or other unapproved bed risers are prohibited.
- Waterbeds are not permitted at Quarry Hill.
• Students may not use fog machines or other special-effects machines in Quarry Hill.
• Dance/exercise poles are prohibited in student rooms.
• Students may not remove screens from any windows. Hanging items outside of windows is prohibited, including antennas and satellite dishes.
• Students may not install air conditioners.
• Students may not install personal locks on any door.
• No posters may be affixed to the outside of doors, with the exception of white boards/message boards.
• Unauthorized use of or tampering with elevators is prohibited.
• Propping open or otherwise interfering with the closure of any entrance, exterior, or security door is prohibited.
• Removal of University furniture, fixtures, or other property from apartments is prohibited.
• Possession of University, state, or federal, or property including, but not limited to: furniture and appliances; road, construction, or cleaning signs is prohibited.

Any policy violation that results in a response by the South Burlington Fire Department is subject to judicial action and an automatic fine of $500.

I. Firearms and Weapons
The possession of firearms, fireworks, explosives, or weapons of any kind and replicas or facsimiles thereof is prohibited on the University campus or at Quarry Hill as they pose a substantial danger to the safety of all residents. The only exception to this policy is that certified law enforcement officers may wear a firearm while on campus.

J. Laundry Facilities
Coin-operated laundry facilities (i.e., washers and dryers) are located on the first and third floors at Quarry Hill.

V. SECURITY MEASURES

A. Access to Quarry Hill
The Quarry Hill residential housing facility is locked 24/7 for the safety, security, and privacy of residents. Quarry Hill is not a public space; only students who reside there have access to that private living space. Non-residents of Quarry Hill can enter the facility only as a guest and must be hosted and accompanied by a host while visiting the building.

1. Room and Building Keys
Residents are issued a room and building key when they check into Quarry Hill. Duplicating room keys compromises security and is not permitted. Students should keep their doors locked, carry their key(s) with them at all times (separate from their CATcard), and refrain from lending their key(s) to anyone.

2. Tampering with Security Systems
Propping, tampering and/or damaging security systems such as security screens, doors, door hardware, surveillance cameras, or other safety systems compromises the safety and
security of residents of Quarry Hill, and is strictly prohibited. Students who are found in violation of this policy are subject to **fines up to $500 per offense**.

3. **Trespassing and/or Illegal Entry**

Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University-owned or -leased buildings or facilities, their roofs, or the residential space of another student without permission is strictly prohibited and subject to judicial action.

4. **Posting**

The Department of Residential Life’s main office, located in Robinson Hall on Redstone campus, will serve as the clearinghouse for the distribution of all posted materials, not to exceed 11x17 inches in size. Students who wish to post flyers must bring them to this location for distribution. Residential Life staff will be responsible for posting and monitoring approved materials on bulletin boards at Quarry Hill. Posting on walls, windows, trees, light posts, benches, signs, or any other areas outside Quarry Hill is not permissible and will result in flyers being removed. Individuals and/or sponsoring groups must provide contact information in the event that follow-up is necessary. Materials that violate University policy or state and federal laws will not be approved for posting and are subject to removal.

5. **Solicitation**

Except for the Inter-Residence Association (IRA) and Residence Hall Councils (RHC), residents or UVM student organizations seeking to staff a table, distribute literature, or engage in other forms of **non-commercial solicitation** must register at the Department of Residential Life’s main office located in Robinson Hall between the hours of 8:00 a.m. and 4:30 p.m., Monday-Friday. UVM student organizations as defined by the University of Vermont Group and Organization Recognition are available at https://www.uvm.edu/policies/general_html/grouprecognition.pdf.

Non-commercial solicitation by residents or UVM student organizations can only take place in the lobbies/common areas of residential housing facilities. Residents and/or UVM student organizations wishing to solicit in those areas must register at least 24 hours in advance so that affected Residential Life staff can be notified prior to set-up and the solicitation event.

Except for residents and UVM student organizations, any other individual or group requests for non-commercial solicitation and all requests for **commercial solicitation** must follow the process and conform to the University’s Solicitation policy at http://www.uvm.edu/policies/general_html/solicitation.pdf, the Facilities and Grounds Use policy at www.uvm.edu/~uvmppg/ppg/facil/facsched.pdf, and any other applicable University policies.

B. **Lockouts**

1. **Issuing a Temporary Key**

Residents who do not have their key and are locked out can go to the Residential Life Service Desk on campus or the site manager at Quarry Hill to sign out a temporary key. If
the site manager is not available, they should call UVM Police Services, who will contact the Residential Life staff member on duty for them. Temporary keys can only be borrowed for up to 24 hours. Residents who do not return a borrowed key within 24 hours may be billed $55 for a lock change. To deter excessive use and/or irresponsible behavior, residents will be assessed a $25 fee billed to their student account after every fourth room lockout.

2. Lost Key Charges
Residents who lose their key(s) should contact the site manager immediately for assistance. Lost room keys will result in a charge of $55 to their student account. Replacement of an exterior door key for Quarry Hill is also $55. There will also be a replacement fee for other types of lost keys (e.g., elevator, etc.).

C. University Surveillance Systems
The University has installed closed-circuit television cameras in outside areas, entryways, and public indoor areas of the residential housing facility for the purpose of increasing safety and reducing incidents of crime.

VI. CARE OF FURNITURE AND EQUIPMENT

A. Responsibility for University Property

1. Responsibility for Room
Residents are responsible for the condition of their room. If a room is vacated by one or both residents and the room is left in a condition that makes it unfit for reassignment, both residents will be charged a fee for the cleanup and preparation of the room unless the responsible person(s) can be identified. Damage to or theft of furnishings will be charged to the assigned resident(s).

2. Care of Room During Inclement Weather
During inclement weather, particularly in freezing conditions, it is expected that residents will keep their room windows latched closed and thermostat set at 65 degrees or higher (3 for units with settings 0-5). Students should take care not to block or cover any heating units as it may compromise their effectiveness and potentially cause other facilities-related issues. Fans are not allowed in windows during the winter months. Should damage occur as a result of a window being left open, causing a broken radiator or plumbing pipe, residents will be held responsible for the cost of repairs and damage to their room and all other affected rooms and property. It is strongly recommended that each resident obtain appropriate insurance for personal property.

3. Improper Storage
For safety reasons, personal effects cannot be placed in corridors, stairwells, lounges, or other common areas of the residential housing facility. Personal property left abandoned in student rooms after the approved period of occupancy will be removed and held for a maximum of 30 days, subject to a removal fee.
4. Assigning New Residents
Residents who do not have a roommate at the end of the fall semester should anticipate getting a new roommate in the spring semester. Current residents must leave their room in a condition that is acceptable and welcoming for a new student to occupy (e.g., clear second bed, closet, dresser and desk, allowing for equal space in the room). Failure to prepare the room as noted above will require custodial staff members to perform this task and the current resident will be charged accordingly.

5. Responsibility for Common Areas
- Residents are expected to take every precaution to assure that common area property is not abused. Lounge furniture is considered common area property for use by all students and may not be removed from common areas. Residents found to have lounge furniture in their room may be held accountable through the judicial process.
- To protect both the rights of residents to sleep and study, as well as the condition of facilities, residents are to refrain from sporting activities including, but not limited to: skateboarding, rollerblading, and ball- or Frisbee-throwing in hallways, lounges, and common areas of the residential housing facility.

6. Unassigned Damage
Quarry Hill residents of the building, an apartment, or a room are held jointly responsible for losses or damages beyond normal wear and tear where individual responsibility cannot be determined. Excessive unassigned damage charges may be billed at the end of each semester and cannot be appealed.

B. Internet and Phone Service

1. Internet Access
All Quarry Hill apartments have residential-grade Internet service at no additional charge. Customer support is available directly through the vendor (i.e., Comcast).

2. Phone Service
There are no public phones available at Quarry Hill and phone jacks in apartments at Quarry Hill are not activated. Students are advised to purchase cell phone or landline service through a local vendor.

3. Communication with Residents
The Department of Residential Life’s official method of communication with residents is through University email. Therefore, Quarry Hill residents are expected to check their University email account regularly. Residential Life requests cell phone numbers on the housing contract and frequently uses these numbers as an alternate way to contact residents. Cell phone numbers are uploaded to the student information system (i.e., Banner) where they are also available to other University departments. The Department of Residential Life is not responsible for delivering messages to residents except in the case of extreme emergency.
VII. MAINTENANCE AND CUSTODIAL SERVICE

The Quarry Hill building must be kept clean for health and safety reasons and the Department of Residential Life staff and students work together to keep it clean and well-maintained. While the custodial staff cleans the common areas at Quarry Hill, residents are responsible for the care and cleaning of their own room, and the common areas and bathrooms in apartments.

A. Custodial Hours
Custodial staff cleans the common areas at Quarry Hill twice a week. Students are expected to be respectful at all times of custodial staff and the work they perform.

B. Maintenance and Repairs
All necessary non-emergency repairs should be reported immediately using the online work order form available on the Residential Life website at http://reslife.uvm.edu.

C. Furniture Removal and Construction
Due to limited storage space and inventory considerations, the Department of Residential Life cannot store any furniture items at Quarry Hill. Students will be held accountable and assessed a moving or replacement fee for unauthorized removal of bedroom or common-area furniture.

D. Loft Beds
In rooms that are not furnished with loft-style beds, students are permitted to obtain metal lofts for their rooms. Students will be charged a removal fee for any personal/rental lofts that are not removed at the time of room checkout.

E. Structural Changes
No structural changes can be made in a room including, but not limited to: nailing loft supports directly to the walls; removing existing built-in equipment; and removing closet doors, bookshelves, fixtures, and wardrobes. Painting any surfaces such as the ceiling, walls, floor, or furniture is also not permitted. Any damage that is caused as a result of unauthorized structural changes, removal of equipment, or painting will result in that student being assessed a repair or replacement charge as well as being held accountable by the site manager.

F. Bicycle Storage
Bicycle storage is available in the parking garage at Quarry Hill. Locking bicycles to any stationary fixtures other than the designated bike racks is prohibited (e.g., trees, handrails, etc.).
**IMPORTANT DATES**

**Summer 2016**
- June 1: Twelve-month contracts begin at Quarry Hill
- June 30: Exception requests for residency requirement due
- Accommodation requests for new students due
- Contract cancellation deadline ($250*)

**Fall Semester 2016**
- August 22: Nine-month contracts begin at Quarry Hill
- August 26: Residence halls open for new students
- August 28: Residence halls open for returning students
- Contract cancellation deadline ($500*)
- September 12: Room change process begins
- Housing offset application deadline
- October 31: Spring contract release application deadline
- November 18: Halls close for Thanksgiving break (except Quarry Hill)
- November 19-26: Academic break housing for Thanksgiving*
- November 27: Residence halls reopen to all students
- December 16: Halls close for winter break (except Quarry Hill)
- December 17-January 14: Academic break housing for winter break*

**Spring Semester 2017**
- January 13: Residence halls reopen for new students
- January 15: Residence halls reopen to all students
- January 30: Room change process begins
- Housing offset application deadline
- March 10: Residence halls close for spring break (except Quarry Hill)
- March 11-18: Academic break housing for spring break*
- March 19: Residence halls reopen to all students
- March 15: Accommodation requests for returning students due
- April 3: Fall contract release application deadline
- May 12: Residence halls close for summer (except Quarry Hill)
- May 22: Nine-month contracts end at Quarry Hill
- May 31: Twelve-month contracts end at Quarry Hill

*Additional Fee/Charge except at Quarry Hill

**How to Contact Us**

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<thead>
<tr>
<th>How to Contact</th>
<th>Other Important Numbers</th>
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<tbody>
<tr>
<td>TEL (802) 656-3434</td>
<td>CATcard Service Center (802) 656-4509</td>
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<tr>
<td>TTY (802) 656-8828</td>
<td>Living/Learning Center (802) 656-4200</td>
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<tr>
<td>FAX (802) 656-1142</td>
<td>Meal Plan Office (802) 656-2945</td>
</tr>
<tr>
<td>EMAIL <a href="mailto:reslife@uvm.edu">reslife@uvm.edu</a></td>
<td>University Dining Services (802) 656-4664</td>
</tr>
<tr>
<td>WEB <a href="http://reslife.uvm.edu">http://reslife.uvm.edu</a></td>
<td>UVM Police Services (802) 656-3473</td>
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