COLBY-SAWYER COLLEGE

Residential Education Services and Policies

2026-27

At Colby-Sawyer College we work to create a positive living environment by selecting and training an outstanding group of student leaders (resident assistants), providing experienced professional staff and establishing and publishing the basic group-living ground rules that appear on this page.

The purpose of these policies is to foster an environment that encourages positive risk-taking and academic exploration and reinforces responsibility for self and respect for others. At Colby-Sawyer College, we strive to be a community where our differences are respected and we also find and celebrate our common bonds.

These policies apply to all students who live in housing that falls under the auspices of the Residence Hall Room Lease and Board Contract. The words "residence hall" also apply to the college houses and graduate and professional student housing. Students are expected to comply with all Residential Education policies and procedures.

Students are expected to comply with all Residential Education policies and procedures. Violations of these policies may result in referral to Citizenship Education for resolution and/or other administrative action as deemed appropriate by the college. For information regarding the student conduct process, student rights, and possible sanctions, please refer to the Code of Community Responsibility

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1. Your Room & Housing Contract

This section covers the rules and policies related to your housing assignment, your contract with the college and your eligibility to live on campus.

Residency Requirement/Residency Eligibility

Residence halls at Colby-Sawyer provide students with a living/learning environment that is an integral part of the total educational purpose of the college. Burpee, Abbey, Lawson, Best, Shepard, Colby, Rooke, Danforth and the college houses are designated for undergraduate student housing.

Students enrolled in Graduate & Professional Studies (GPS) programs are not eligible to reside in undergraduate residence halls unless otherwise approved by Residential Education. GPS students are assigned to designated GPS housing, including McKean Hall and Homestead Hall (ABSN students only).

It is the policy of Colby-Sawyer College that all undergraduate students under the age of 24 live on campus unless approved for a residency waiver. Undergraduate students who are 24 years of age or older by the first day of the semester may choose whether or not to live in college housing. Those undergraduate students who choose to live on campus will be assigned to designated GPS housing and will be charged undergraduate housing rates.

Students may be eligible for a residency waiver if they:

- Live with a parent or legal guardian within 30 driving miles of campus.
- Are married.
- Have dependent children living with them.
- Have an approved disability-related accommodation through Access Resources.
- Are completing fewer than 12 credits required for graduation.
- Are enrolled exclusively in online courses, not to exceed 12 credits.

Requests for residency waivers must be submitted to Residential Education by May 15 for the following academic year. Students who reside off campus without approval may be required to move into campus housing or remain financially responsible for the housing contract.

Initial financial aid offers are based on full-time, on-campus residency for undergraduate students. Students who are approved to live off campus may be subject to a reduction in financial aid.

Students whose housing contract probation or probationary suspension extends past the first day of classes of the following academic year are ineligible to select rooms in the college houses. They may select a room in Rooke Hall.

Room Lease and Board Contract

It is the right of each student assigned by the college to occupy the room with only those other students assigned by the college. Each resident is required to sign a Residence Hall Room Lease and Board Contract which is for the full academic year (fall and spring semesters). The Residence Hall Room Lease and Board Contract can be found on the Residential Education web page.

Students are expected to occupy only the rooms to which they have been assigned and during the time period in which they have been assigned. Students are also prohibited from entering or accessing rooms or areas to which they have not been assigned or invited.

Room Changes

Students who are experiencing concerns with their living situation should begin by speaking with their resident assistant (RA), who can help discuss concerns, review available options and provide

guidance regarding next steps. If a room change appears to be the most appropriate option, the student should contact the area coordinator responsible for their residence hall to schedule a meeting to discuss the situation and possible housing options.

In most cases, students should expect to participate in mediation and demonstrate a good faith effort to resolve conflicts with roommates before a room change will be considered. Room changes are not permitted during the first two weeks of the semester unless extenuating circumstances exist.

Students are assigned a room for the entire academic year unless a room change is approved by Residential Education. Students residing in rooms with open spaces should anticipate having a new roommate assigned at any time throughout the academic year. A full set of furniture must remain empty and available for a prospective roommate.

Students are expected to create a welcoming environment for new roommates. If a student is made to feel unwelcome in a new housing situation or is pressured to move out or refrain from moving in by a current resident, the current resident may be required to relocate to alternative housing on campus.

Refund of Housing Fee

The Residence Hall Room Lease and Board Contract may be canceled by the student on or before May 15 without penalty if the student is not bound by the residency requirement. After May 15, the student is committed to paying the full cost of room and board for the year.

Gender Neutral Housing

All students may request housing that is consistent with their gender identity. The director of residential education will work with students to best meet their needs. The college recognizes that many people do not identify as exclusively male or female. In an effort to better meet the needs of gender-expansive students, Danforth Hall, Rooke Hall, the college houses and select floors or single rooms in Burpee, Shepard and Colby Halls have been designated as gender neutral, meaning that they can be selected by any student, regardless of gender identity. These rooms either have private bathrooms or are in locations with access to gender neutral bathrooms. Students are encouraged to use the bathrooms which best align with their gender identity. If a student has a particular need that is not met by the established designations, they should contact the director of residential education, who will work with them to develop a plan that will accommodate them well.

Residence Hall Closing

Residence halls close during scheduled college vacation periods unless otherwise announced by the college. Scheduled residence hall closing periods include Thanksgiving Break, Winter Break (between the fall and spring semesters), Spring Break and the conclusion of the academic year.

Unless special permission has been granted by Residential Education, undergraduate students are expected to vacate their rooms within 24 hours after their last class or final exam, or by 7 p.m. on the final day of exams, whichever comes first.

Residence halls remain open during Fall Break and Winter Weekend unless otherwise communicated by Residential Education.

At the conclusion of the academic year, undergraduate students are expected to complete the checkout process and vacate their rooms within 24 hours after their last class or final exam. Graduating students may remain in their assigned rooms through Commencement, as outlined in their housing contract.

Graduate & Professional Studies students residing in designated graduate housing, including but not limited to ABSN and MBA students, reside under housing leases rather than the undergraduate housing contract. As a result, these residence hall closing periods do not apply, and eligible students may remain in their assigned housing during academic breaks in accordance with the terms of their lease.

Vacation Housing (Temporary Housing, Early Arrivals, Late Stays)

Vacation housing may be available during certain residence hall closing periods, including Thanksgiving Break, Winter Break and Spring Break. Availability, eligibility and applicable fees are determined by Residential Education.

Students approved for vacation housing must continue to abide by all Residential Education policies and procedures. Due to limited staffing during residence hall closing periods, students remaining on campus may not host guests or possess or consume alcohol until the college officially reopens. The same restrictions apply during the period immediately preceding the opening of the academic year.

Students are not permitted to move into their assigned rooms before the official opening of the residence halls or the reopening following a vacation period unless they have received prior approval from Residential Education.

Any student found in a residential space without explicit permission from Residential Education, Campus Safety, and/or the Vice President for Student Development and Dean of Students after the residence halls have closed will be considered in violation of the college's Unauthorized Use of Entry Policy and may be referred to Citizenship Education for resolution.

Students are also prohibited from entering, occupying or attempting to enter nonresidential rooms.

Summer Housing

Summer housing is available through an approved application process administered by Residential Education. Summer housing is not guaranteed and is available only to eligible Colby-Sawyer undergraduate students who are enrolled for the upcoming academic year and students who graduated at the conclusion of the current academic year.

Students residing on campus during the summer are expected to abide by all Residential Education policies and procedures throughout their occupancy. Overnight guests are permitted in accordance with the Residential Education Guest Policy and must be properly registered through Campus Safety.

Students who are enrolled in summer coursework or are employed off campus are responsible for paying the published summer housing rate. Students participating in a college-sponsored internship or employed by the college for an average of at least 20 hours per week may be eligible to have the summer housing fee waived. Employment or internship status is subject to verification by the college.

Residential Education reserves the right to assign, reassign or consolidate summer housing based on occupancy, operational needs or facility projects.

2. Community Standards

Living in community requires consideration, communication and mutual respect. This section covers expectations for noise, guests and shared community standards.

Courtesy/Quiet Hours

Residents have a fundamental right to study, rest and have a degree of uninterrupted privacy within each room. Therefore, it is the responsibility of each resident to maintain an atmosphere that is considerate of others and conducive to learning. While minimum quiet hours are established by the college for each residence hall, courtesy and consideration are expected at all times. It is every student's responsibility to maintain a level of quiet acceptable to all students in each hall, and individuals are encouraged to think about the imposition their activities may put on others.

Designated Quiet Hours

Designated quiet hours in the halls are Sunday-Thursday, 10 p.m.-7 a.m.; Friday and Saturday, 1-9 a.m. Because of internship, clinical and other commitments, these hours are the same for evenings prior to days when classes are not held.

During these times, noise must not disturb students in adjacent rooms, and headphones/earbuds are strongly encouraged for those who choose to listen to music beyond the stated level. Stereos, TVs, radios, etc., may not be played so as to be disruptive to any room occupant. Hall lounges, the Ware Student Center, Sawyer Center and The Lethbridge Lodge should be used during quiet hours to socialize so that activities do not disturb others.

Twenty-four-hour quiet hours are in effect at all times during finals periods and reading days, beginning at 10 p.m. on the last day of classes. For violations of quiet hours during finals, students may be asked to leave the hall immediately.

Courtesy/Consideration/Communication

Students are expected to respect the rights of other students, and individuals bothered by noise are expected to take the initiative to communicate with noisy fellow residents just as noisy residents are expected to respond with courtesy. Students should curtail at all times social or recreational activities that infringe on others' rights without being asked. Residential Education staff should be consulted for support if person-to-person communication efforts encounter difficulty.

Inter-Residence-Hall Noise

The use of speakers are permitted in student rooms if situated so the sound is not directed out open windows. All other sounds must be at a level not disruptive to classes, individuals and/or other halls.

Guests

Hosting guests is a privilege and comes with responsibility. Residents must obtain permission from roommate(s) prior to arranging guest visits. Guests must be informed about college policies and procedures and must be registered through Campus Safety. Hosts are responsible for ensuring that

guests abide by college policies. Each resident may host a maximum of two overnight guests for no more than two nights during a seven-day period. No student or non-student guest may stay on campus for more than two nights in a seven-day period without advance approval from Residential Education. For more specific information, please refer to the Guest Policy located on the Campus Safety webpage.

Hall Sports

Hallways and common areas of the residence halls are not intended to be used as athletic facilities. Physical sports (e.g., soccer, hockey, wrestling, football, lacrosse, running, hacky sack, etc.), when played in a closed environment, are disruptive to others and potentially damaging to property as well as personal safety; therefore, they are prohibited within the residence halls.

Pets in Residence Halls

In campus housing, students are permitted to have only fish as pets, and fish tanks are limited to ten gallons. Eels and carnivorous fish, though technically fish, are prohibited. Pets may not visit in the residence halls. The college's policy and application process regarding service animals and emotional support animals can be found on the Access Resources SharePoint page.

Smoking and/or Vaping

College owned and leased buildings and curtilage are considered tobacco free. Smoking, vaping and/or the use of tobacco products are prohibited within 20 feet of any college-owned or -leased building or curtilage. In all cases, the right of the nontobacco user to a smoke-free environment will take precedence over the tobacco user’s desire to use tobacco.

3. Your Room & Belongings

This section covers how to care for college-owned furnishings and what happens to your personal belongings.

Furniture

All residence hall rooms are furnished with a bed and mattress, desk, desk chair and dresser for each resident. Furniture may be rearranged within the assigned room or apartment to meet residents' needs; however, all college-owned furniture must remain within the assigned room or apartment at all times. Residence hall staff may conduct room inspections to identify the origin of furniture found in hallways, common areas or other residential spaces.

Students are responsible for ensuring that all assigned furniture is present, assembled and returned to its original location before checking out of the room or apartment. Students may be billed for missing or damaged furniture, furniture removed from the assigned room or apartment, or the cost associated with returning furniture to its original placement.

College-owned furniture assigned to common areas must remain in those designated common areas.

Storage

Most residence halls do not have storage closets. Students in Lawson and Danforth may store personal items in their suite storage closets at their own risk, with the understanding that the college will not be liable for loss, theft or damage to the stored items. Stored items must be clearly labeled with the student's name and room number and may not block the electrical panels in the storage closets. Items in storage must be removed at the end of the academic year or within two weeks of a student leaving the college, whichever comes first. Items left in storage past this point will be disposed of or donated. Students may not store their college-assigned furniture outside of the room. The college does not offer summer storage for student belongings. Students may arrange for storage with a private storage company in the area.

Telephone Service

Telephone lines are not provided in the residence halls. Each hall has an exterior keypad which can be used to dial campus extensions.

Personal Loss/Theft

The college is not responsible for loss, including theft, vandalism, fire, damage or acts of nature (e.g. flood, ice, etc.) to personal belongings. Residents are strongly advised to make sure that a personal or family insurance policy covers the loss of personal belongings at college or to obtain private insurance coverage for personal possessions. Maintenance of an inventory of belongings and serial numbers through Campus Safety's Operation Engrave is advisable.

The college provides locks on room and residence hall doors and provides keys and card access to each resident. Residents are responsible for keeping rooms locked. In the majority of cases where thefts occur, rooms are unoccupied and doors are left unlocked. In the event of a loss by theft, the matter should be reported immediately to Campus Safety. Thefts occurring in the residence hall should also be reported to a Residential Education staff member.

4. Fire Safety & Security

The safety of every resident is a shared responsibility. This section brings together fire safety requirements, inspections, building security and financial responsibility for damage.

Fire Safety

Each year, fires destroy millions of dollars' worth of property and cause injuries and loss of life. A fire in a residence hall can spread quickly, placing residents at significant risk and causing extensive damage to personal belongings and college property. Most fires can be prevented through adherence to basic fire safety practices and Residential Education policies.

Students may not start or maintain any fire on college property, including bonfires, campfires or similar open flames, without prior authorization from Campus Safety. Approved recreational fires,

including the use of designated campus fire pits, must comply with all college policies and approval procedures.

For more information regarding recreational fires, fire pits and the approval process, please refer to the Outdoor Wood-Fueled Firepit Policy.

Fire Safety Equipment

Damage to fire safety equipment (smoke detectors, sprinkler system, etc.) or any use other than the intended purpose will result in a fine, assessment of replacement or repair costs and/or referral to Citizenship Education for resolution. Sprinkler pipes and heads must be kept free from hanging articles at all times, and there should be no tampering with, hanging on or swinging from them.

Evacuation Procedures

Evacuation procedures are posted in all buildings and there are signs with maps and instructions next to the exits of each residential student room. Removal of, or tampering with, room evacuation signs will be referred to Citizenship Education for resolution. Fire drills are conducted each semester in all residence halls to familiarize the occupants with the sound of the fire alarm, the location of the emergency exits and the procedure for safely evacuating the building. All residents and guests must evacuate the building when the fire alarm is sounded. Failure to vacate the building during an alarm will result in referral to Citizenship Education for resolution. Fire escapes are for emergency use only. All escape routes, hallways, stairwells, entries and fire escapes must be kept clear and unobstructed at all times. Furniture, skis, ski boots, bicycles or personal items (e.g., shoes, doormats, plants) may not be stored in any escape route. Fire doors may not be propped open at any time. Doorways should not be blocked by hanging tapestries or flags.

Maximum Capacity

To ensure a safe environment and allow for unhindered evacuation in the event of an emergency, the maximum capacity for residential spaces is strictly limited based on room and unit type. Residents are responsible for monitoring their spaces and ensuring that the total number of individuals present (including residents and guests) does not exceed the following limits:

- Single Rooms: Maximum capacity of 6 people.
- Double Rooms or 2-Person Unit: Maximum capacity of 12 people.
- Triple Rooms or 3-Person Unit: Maximum capacity of 18 people.
- Quad Rooms or 4-Person Unit: Maximum capacity of 24 people.
- 5-Person (or greater) Unit: Maximum capacity of 25 people.

Appliances

Restrictions are placed on appliances and extension cords for safety reasons. Residence hall rooms are not built for cooking purposes. The circuitry will not safely handle the increased electrical load for most cooking, heating and cooling appliances. Additionally, appliances with exposed heating elements such as toasters and hot pots may ignite food or flammable objects.

It is impossible to list all the electrical appliances that can be dangerous, but, in general, any appliance is prohibited if it is rated over 700 watts or 5.8 amps or if it has an exposed heating element. The following are examples, but not a complete list, of electrical appliances that are not allowed in student rooms for either storage or use:

- Cooking units such as toasters, toaster ovens, grills, drip coffee pots, hot pots, immersion heaters, hot plates or any appliance with an exposed burner (including popcorn poppers that do not have a self-contained heating unit).
- Heating or cooling units (air conditioners, space heaters, etc.).
- Halogen lamps, sun lamps.

Refrigerators and Microwaves

Microwaves that are 700 watts or lower are permitted. Refrigerators that are 3.5 cubic feet or lower are permitted. All refrigerators and microwaves must be plugged directly into a wall outlet. Only one refrigerator and microwave are allowed per room. Any appliance or combination of appliances that overloads circuits is not allowed.

Multiple unit extension cords must have a built-in circuit breaker, and power strips must be surge protected. Octopus plugs and overloaded extension cords are prohibited. Extension cords cannot be run under a rug or behind flammable material.

Irons may be stored in student rooms but must be used only in the laundry rooms. Students must only use acceptable cooking units in the residence hall kitchens; equipment must be used responsibly, kept clean and unplugged after use. Students may store acceptable cooking units in residence hall full kitchens (at student's own risk). Any electrical appliance must be in good repair, and care must be taken in its use to avoid overloading circuits or creating a fire hazard.

Decorations and Displays

As with appliances, decorations can be fire safety hazards. This regulation exists to protect residents from fires and to allow safe and unhindered exits should there be a fire. Be mindful of your decorations, their flammability and where you place them.

Decorations such as candles, incense and incense burners could easily start a fire. Decorations hung from sprinklers, pipes and smoke detectors interfere with fire control devices. Decorations hung from the ceiling or blocking the exit seriously hinder your exit should there be a fire in your room. Highly combustible materials used for decorations and displays present a serious fire hazard. In order to prevent fires, the following safety standards are applicable:

Window Displays

To maintain the safety and aesthetic integrity of campus buildings, no materials, signs, decorations, or displays of any kind may be posted on or exhibited from the windows of college-owned or -leased buildings. This prohibition applies to both the interior-facing and exterior-facing sides of all residential windows.

In accordance with the college's Publicity and Solicitation Policy, nothing may be displayed on the interior or exterior of campus buildings, including windows, doors, porches and pillars, unless a temporary exception has been expressly approved by a member of the Senior Leadership Team.

For additional information, please refer to the college Publicity and Solicitation Policy.

Student Room Decorations and Student Belongings

Candles and other glowing/flaming devices such as incense burners and incense are prohibited in student rooms. Strung lights may be hung if the lights are LED and the brand is UL approved.

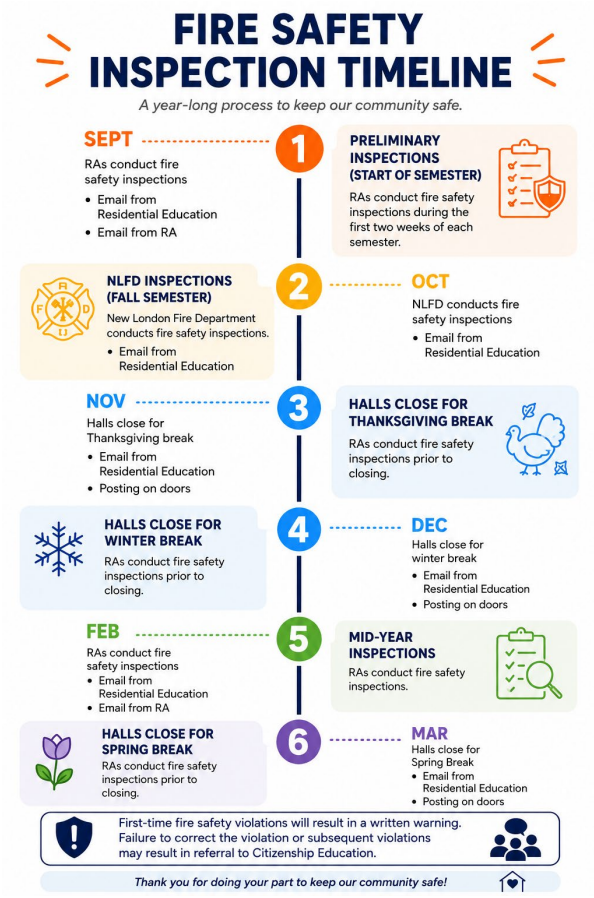
Flammable material must be kept away from the radiators. Nothing may be hung from or may cover ceilings, smoke detectors, conduit cables, light fixtures, sprinkler pipes, sprinkler heads, WIFI routers or electrical outlets. Some third-floor rooms have slanted ceilings; if students place their beds beneath these slants then they are not to hang decorations from the slants as they are considered ceilings. Material may not hang down into the doorway for decoration (e.g., beads). Displays may not be erected in a manner which blocks or obstructs an exit.

Common Area Decorations and Student Belongings

Decorations are prohibited in stairwells and on all ceilings. Any decoration hung on walls or doors in hallways, bathrooms, living rooms or other common areas must be attached flat to the surface. Christmas trees must be artificial, and all lights (LED and UL approved) must be unplugged when unattended. Fires are not permitted in residence hall fireplaces. Students may not leave personal belongings in common areas, including bathrooms.

Fire Safety Inspections

Residential Education staff conduct preliminary fire safety inspections during the first two weeks of each semester to help students identify and correct potential fire safety concerns. Resident Assistants also conduct fire safety inspections prior to residence hall closings, including Thanksgiving Break, Winter Break and Spring Break, to help ensure rooms are safe before students leave campus.



Fire safety inspections are conducted each semester by Residential Education staff in conjunction with the New London Fire Department. Students will be notified at least 24 hours in advance of these inspections.

Students found responsible for their first fire safety violation during an academic year will receive a written warning outlining the violation and the corrective action required. Students are expected to correct the violation promptly. Failure to correct the violation or any subsequent fire safety violation during the same academic year may result in referral to Citizenship Education for resolution. The warning process resets at the beginning of each academic year.

During any fire safety inspection, Residential Education staff may also document other policy violations that are observed, including but not limited to alcohol, drugs, prohibited appliances or other violations of Residential Education or college policies. These violations may be referred to Citizenship Education for resolution.

Please refer to the Fire Safety Inspection Timeline for an overview of the inspection process and communication students can expect throughout the academic year.

Residence Hall Break Closings and Inspections

During official college vacation periods (Thanksgiving recess, recess between semesters, and spring recess), the residence halls are closed. To ensure the safety, security and structural integrity of our facilities while buildings are vacant, Residential Education staff — including resident assistants and professional staff members — will conduct inspections of all student rooms immediately following the closing of the halls. When vacating your room for a break, you are expected to ensure the following conditions are met:

- Windows: All windows must be completely closed and securely locked.
- Thermostats/Heat: Heat must be left turned on and set to the appropriate level (3). Do not turn the heat off, as this can cause pipes to freeze and burst.
- Electrical Items: All electrical appliances and items must be completely unplugged from wall outlets and power strips. (Note: This requirement is waived for Thanksgiving recess only, but must be followed for December and spring breaks.)
- Refrigerators & Perishables: All perishable food items that could spoil and cause negative health or sanitation aspects for the living community must be removed from your room and refrigerator prior to your departure.

Policy Enforcement and Prohibited Items

Please be aware that these inspections are thorough and include looking inside refrigerators for compliance with the perishable food policy. Any alcohol found in the rooms of students under the age of 21, or any illegal materials discovered anywhere in the space during these inspections, will be immediately confiscated and documented. All such violations will result in a formal referral to Citizenship Education for resolution.

Prohibited Spaces

Safety precautions prohibit students from being on any roof or canopy for any reason at any time. Students are also prohibited from using windows as entrances or exits except in the case of an emergency. Students are not permitted to enter any designated restricted area (e.g., attics, boiler rooms, porches, etc.). These behaviors are considered reckless and are violations of policy, and students will be referred to Citizenship Education for resolution.

Doors

Safety and security are of paramount importance at Colby-Sawyer. Students are responsible for keeping their doors locked at all times. Students should not prop locked doors or use doors with alarms except for emergency exits. It is the responsibility of all residents to maintain building security. Propping doors, losing or lending an outside door key card and/or allowing unmonitored access to nonresidents who are not a student's own guest compromises the security of all residents. No writing or painting is allowed on or around student room doors.

Damage and Vandalism

Students are expected to maintain their assigned rooms, furnishings and residence hall public areas in the same condition in which they were found. When damage occurs and the individual(s) responsible for damage, vandalism or violations of regulations cannot be identified, charges for repair or replacement and/or fine(s) will be prorated among the students in that living unit or residence hall.

A college deposit is required from all students. This deposit is kept by Financial Services as long as the student remains at the college. When the student vacates the room at the end of each academic semester or year, a final inspection is done to identify any damage that may have occurred. The student will be billed for damage, missing furniture, movement of college furniture, removal or storage of personal belongings, failure to vacate in a timely fashion, failure to return keys or failure to leave the room reasonably clean. The college deposit will be returned to the student in due course following the student's departure from the college minus the amount of any unpaid charges levied upon written request.

Students will be held financially responsible for damage beyond normal wear and tear. All charges for residence hall damage will be done on a cost-plus basis when work is completed. When actual cost is not available, an estimate will be provided. Any damage created by an act of vandalism or other policy violation may be referred to Citizenship Education for added resolution. In addition to the cost of repairs, fines may be assessed for damage to fire and safety equipment, alarms, etc. All fines or charges for damage or vandalism will appear on a statement from Financial Services.

Keys/Student ID

The locks on room doors are there for the residents' protection. In order to protect your property and your roommate's property, keys should not be transferred or loaned to any other person. Report lost keys immediately to Residential Education by emailing residential@colby-sawyer.edu. Report lost student IDs to Campus Safety. Contact Campus Safety if your student ID or key is not working.

5. Apartment Residents

The following policy applies specifically to students living in college apartments, including the college houses.

Apartment Inspections

Residents in college apartments are responsible for maintaining all areas within their apartment in a clean, sanitary and safe condition. Apartment inspections are conducted on a regular basis, typically during college break periods, to verify that residents are maintaining reasonable sanitary conditions, reporting maintenance concerns and complying with Residential Education and fire safety policies.

If an apartment is found to have health, safety, sanitation or policy concerns, residents will receive written notice outlining the identified issues and any corrective action required. A follow-up inspection may be conducted to verify that the concerns have been addressed. Failure to correct the identified concerns or comply with reasonable directives from Residential Education may result in referral to Citizenship Education for resolution.

6. Events & Social Functions

Students who wish to host gatherings where alcohol will be present must follow the social function registration process outlined below.

Social Function Registration

The Social Function Registration Form must be completed for gatherings in residence halls or college houses where alcohol will be present and attendance, including the residents of the room or apartment, meets or exceeds the following registration thresholds:

- Single rooms: 6 people. The maximum fire-code capacity is 6.
- Double, triple, and quad rooms: 8 or more people. The maximum fire-code capacities are 12 people in doubles, 18 people in triples, and 24 people in quads.
- Two-person apartments or college house units: 8 or more people. The maximum fire-code capacity is 12.
- Three-person apartments or college house units: 8 or more people. The maximum fire-code capacity is 18.
- Four- and five-person apartments or college house units: 10 or more people. The maximum fire-code capacity is 25.

Only a room or apartment in which at least one resident is 21 years of age or older and will be present throughout the event may register a social function.

Only one registered social function may take place within a college house at any one time, regardless of the number of separate apartments in the building. A second social function may not be registered or held in another apartment within the same college house until the first registered social function has ended.

Entryways, stairwells, hallways and other areas that connect apartments within a college house are considered common spaces and are not included as part of the registered social-function location. Alcohol may not be served or consumed in these common spaces. Violations of these requirements will result in the immediate termination of the social function and may be referred to Citizenship Education for resolution.

Social functions may not be registered during Orientation, the last day of classes, reading days, the final examination period or vacation closing periods.

By registering a social function, residents acknowledge that they are responsible for monitoring the activity and ensuring that everyone involved complies with the Code of Community Responsibility. They also agree to seek assistance when appropriate. At least one resident must serve as a sober host and refrain from consuming alcohol for the duration of the event.

Before the social function, all residents hosting the event must meet with the designated on-call member of the Residential Education staff to review the social function information handout and initial the completed Social Function Registration Form. The Social Function Registration Form is available on the Residential Education resources page: Social Function Registration Form**.** Completed forms must be submitted to Campus Safety.