

# Pacific School of Religion Housing Policy 2011-2012



*The PSR logo is interpreted as a vine growing boldly in new directions, drawing life and energy from the ground—the many cultures and faith traditions—in which it is rooted.*

Over time and based on experience, representing the voice of students, staff, and faculty, the provisions of PSR's Housing Policy have been developed to serve as a guide for community living. The regulations are designed to provide a safe living environment, administer fairly to residents' needs and requests, care for the environment, and preserve PSR's facilities.

The goals of the Housing Department are to extend welcome to those who will be calling PSR "home" while attending seminary and support PSR's Direction Statement which, in part, reads:

***“ . . . we place high value on . . . creation of community . . . honesty . . . mutual respect . . . integrity; we seek to embody these values and disciplines in our programs and our common life.”***

Your familiarity with and adherence to the terms of PSR's Housing Policy is a condition of living in campus housing and your input to enhancing their clarity and comprehensiveness is solicited.

**Marge Boyd**  
Housing Coordinator

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**PACIFIC SCHOOL OF RELIGION (PSR) HOUSING POLICY FOR RESIDENTIAL STUDENTS  
(TERMS AND CONDITIONS OF RESIDENCY)**

**INTRODUCTION**

The **Housing Policy** outlines Terms and Conditions of Residency for individuals living in PSR residential units and is intended to guide and govern the relationship between PSR and its residents. The Housing Policy is reviewed annually by the **Housing Advisory Committee (HAC)**<sup>1</sup> amended as necessary, and approved by Senior Administrative Staff.

The Housing Policy is published on the PSR website at <http://www.psr.edu/housing>. Additional information is available from the PSR Housing Coordinator who may be contacted during business hours as follows:

Email: [housing@psr.edu](mailto:housing@psr.edu),  
 Office location: Holbrook Administration Building, #138  
 Office phone: 510-849-8255  
 Cell phone: 415-939-0424  
 Fax: 510-845-8948  
 Business Hours: Monday – Thursday 8:30 a.m. – 5:00 p.m.; Friday 8:30 a.m. – 4:30 p.m.  
 In case of emergencies outside of business hours: 510-849-8254

**ELIGIBILITY**

A. **Availability:** PSR Housing is available to students who are enrolled in an academic program at PSR or one of the GTU Consortium member schools.<sup>2</sup> The length of time a student is eligible to remain in housing is determined according to the program(s) in which the individual is enrolled:<sup>3</sup>

School Affiliation	Program	Housing Time Limit
PSR	Certificate Program <sup>4</sup>	1 (one) year
PSR	Doctor of Ministry (D. Min.)	1 (one) year
GTU non-PSR affiliation	All programs	1 (one) year
PSR	Master of Theological Studies (MTS)	2 (two) years
GTU PSR affiliation	Common MA	2 (two) years
PSR	Master of Divinity (M. Div.)	3 (three) years
GTU PSR affiliation	Doctor of Theology or Philosophy (Th. D. or Ph. D.)	3 (three) years
PSR	M. Div. with Master of Arts (MA)	4 (four) years

<sup>1</sup> HAC membership includes Building Managers as well as representatives from CAPSR (Community Association of PSR), the Office of Community Life, Facilities, Housing; HAC meetings are open to any interested residential or commuter student.

<sup>2</sup> PSR faculty and staff are also eligible for PSR housing as determined by PSR Senior Administrative Staff; Terms and Conditions of residency are outlined in administrative policies and contracts.

<sup>3</sup> If a student does not finish his/her program within the timeframe allowed for that program, continued housing is not guaranteed. ADA exception: Americans with Disabilities Act (ADA) approved students may qualify for longer time periods.

<sup>4</sup> Certificate of: Theological Studies (CTS), Special Studies (CSS), Advanced Professional Studies (CAPS), Swedenborgian Theology (CST), Sexuality and Religion (CSR)

**B. Priorities: Housing applications received by established deadlines are given first priority according to the following student categories:**

- 1) Full-time PSR students<sup>5</sup>
  - a) Continuing PSR students who:
    - i) are in their original program
    - ii) are in satisfactory financial/academic standing
    - iii) meet all other eligibility requirements as outlined herein<sup>6</sup>
  - b) New International PSR students and students from American Samoa
  - c) New domestic PSR Students
  - d) PSR students changing degrees, adding programs, enrolling in a field education/internship/CPE (Clinical Pastoral Education) program approved by the Director of Field Education
    - i) If a student is approved to change degree programs, the housing eligibility expiration date will be calculated by subtracting the time already spent in housing from the time allowed based on the new program.
    - ii) If a student is approved to add a program to his/her original degree, the applicable additional time may be added to the student's housing eligibility time limit.
    - iii) If a student enrolls in a full-time field education/internship/CPE program approved by the Director of Field Education prior to his/her final semester in his/her program, extra time up to 2 additional semesters may be added to the students' housing eligibility time limit.
- 2) PSR graduates in GTU Th. D. or Ph. D. programs
- 3) Part-time PSR Students<sup>7</sup>
  - a) New International PSR Students and students from American Samoa
  - b) New domestic PSR Students
  - c) PSR students changing degrees, adding programs, enrolling in a field education/internship/CPE (Clinical Pastoral Education) program approved by the Director of Field Education
    - i) If a student is approved to change degree programs, the housing eligibility expiration date will be calculated by subtracting the time already spent in housing from the time allowed based on the new program.
    - ii) If a student is approved to add a program to his/her original degree, the applicable additional time will be added to the student's housing eligibility time limit.
    - iii) If a student enrolls in a full-time field education/internship/CPE program approved by the Director of Field Education prior to his/her final semester in his/her program, extra time up to 2 additional semesters may be added to the students' housing eligibility time limit.
- 4) Students affiliated with other schools in the GTU Consortium, full-time and part-time respectively:
  - a) International students and students from American Samoa
  - b) Domestic students

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<sup>5</sup> Full-time is defined as enrollment in a minimum of 9 units. ADA Exception: Americans with Disabilities Act (ADA) approved students may qualify with fewer units and still be considered "full-time."

<sup>6</sup> Continuing students who entered housing as full-time but have switched to part-time will be allowed to remain in their units until the **earlier of** either their original eligibility expiration date or the end of their program/graduation. (See ADA exceptions.)

<sup>7</sup> Once in housing, part-time students will be allowed to remain in their units until the **earlier of either** their original eligibility expiration date or the end of their program/graduation. (See ADA exceptions.)

**C. Unit Assignments: PSR assigns residential units to students according to availability, need, and family size, using the following “best fit” model:**

<b>Applicant Type</b>	<b>Residential Unit Assigned</b>
One Adult	Dorm room or studio
Married couple/domestic partners <sup>8</sup>	Studio or one bedroom apartment
Families with one legal dependant under 12 years of age	One or two bedroom apartment
Families with one legal dependant between the ages of 12 and 18 years	Two bedroom apartment
Families with two legal dependants under the age of 18	Two or three bedroom, depending upon the ages and genders of the dependants
Families with three or more legal dependants under the age of 18	Three bedroom apartment

- 1) Except in the case of a dorm suite with two or three private bed/study rooms sharing a common bathroom and living room, adults who are not related to each other by marriage or domestic partnership may not share a unit.
- 2) At least one of the individuals in a unit must be a student meeting all other eligibility requirements.
- 3) Relatives 18 years or older may visit students on a periodic or temporary basis under the terms of the guest policy described in this document.

**D. Contract Options:**

Academic Terms are defined as follows:

Summer Term (June through August); Fall Semester (September through December); January Intercession; Spring Semester (February through May).

Residential rental rates are set by Administrative Staff and the Board of Trustees, effective with the beginning of each fiscal year (July 1). Students may select from the following contraction options, assuming that all other eligibility requirements have been met; housing contracts are not transferrable—nor may they be assigned to another student:

- 1) Continuing<sup>9</sup> students
  - a) 12 month contract: Summer Term, Fall Semester, January Intercession, Spring Semester
  - b) 9 month contract<sup>10</sup>: Fall Semester, January Intercession, Spring Semester

<sup>8</sup> Students and their domestic partners must sign PSR’s Domestic Partnership Affidavit but are not required to provide proof of registration with the state of California.

<sup>9</sup> Students who have completed at least one semester in their program.

<sup>10</sup> Residents are allowed to completely vacate their units during summer term; however, return to the same unit in the Fall is not guaranteed.

- c) 7 month contract: Summer Term, Fall Semester (This option is available only to December graduates *who are retaining their unit during the summer and completing their program Fall semester.*)
  - d) 4 month contract<sup>11</sup>: Fall Semester (This option is available only to December graduates *who are vacating their unit during the summer and completing their program Fall semester.*)
- 2) New Students approved to enter their program Fall Semester must accept a 9 month contract covering Fall Semester, January Intercession, Spring Semester and submit a Housing Confirmation Fee
  - 3) New Students approved to enter their program Spring Semester must accept a 4 month contract covering Spring Semester only and submit a Housing Confirmation Fee
  - 4) Miscellaneous Contract Options/Terms and Conditions:
    - a) Students living in Anderson Hall (“Arch”) suites may move out of their unit for the summer months but leave all personal belongings locked in their room for a summer storage fee—vacate date must be by 5/31; return date may be no earlier than the Monday two weeks prior to Labor Day
    - b) Students living in studios or units with 1, 2, or 3 bedrooms may sublet their apartments during the summer months under the following conditions:
      - i) The student lessor is responsible for obtaining a sub-lessee and must submit the name of the proposed sub-lessee to PSR Housing/Facilities for approval; the sub-lessee must be a GTU Consortium affiliated student
      - ii) Both the student lessor and student sub-lessee must complete liability paperwork
      - iii) Rent for the period from June 1 through August 31 must be fully covered between the two parties

Subletting without permission will result in revocation of the privilege and referral to Sr. Administrative Staff for disciplinary action.
    - c) Students living in Benton Hall do not have the choice of summer lock-ups or unit sublets; they may remain in or completely vacate their units according to the Contract Option selected.
    - d) Unassigned units in Anderson Hall may be rented to newly enrolled students or guests at any point during the year as well as students attending classes during summer term and are subject to the following provisions:
      - i) Unassigned units must remain locked and unused until an assignment is made by the Housing Office; 24 hour advance notice of an assignment will be provided when possible
      - ii) Housing/Facilities staff may enter the building/suite (except where children under the age of 18 are present with no supervising adult) to access unassigned units in order to perform cleaning/maintenance work in preparation for occupancy; 24 hour advance notice of entry will be provided when possible
      - iii) Housing staff/designated “key hosts” may enter the building/suite/unit (except where children under the age of 18 are present with no supervising adult) to escort assigned students/guests to the previously unassigned unit; 24 hour advance notice of entry will be provided when possible

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<sup>11</sup> Residents are allowed to completely vacate their units during summer term; however, return to the same unit in the Fall is not guaranteed.

- iv) Common areas of dorm suites (Anderson “Arch” Hall—shared living room and bathroom) with unassigned units must be maintained in a condition such that a new student/guest could be welcomed on short notice, with space retained to accommodate the additional occupant’s items (e.g. bookshelf space, space for toiletries, etc.)

**E. Established Deadlines:**

July 1	Deadline for new International students as well as students from American Samoa, Alaska and Hawaii, approved to enter their program Fall semester, to request furnishings
July 1	Deadline for all domestic Fall semester <u>new students/students returning from approved absences</u> in dormitory rooms to request removal of beds prior to arrival
July 15	Deadline for all new students, approved to enter their program Fall semester, to cancel their housing reservation without forfeiting their housing confirmation fee
Last day of general registration for Fall Semester	Deadline for commuter student housing applications
November 15	Deadline for all <u>new students approved to enter their program/students returning from approved absences</u> Spring semester to submit housing applications
November 15	Deadline for all students to submit a <i>PSR Housing Policy Exception Request</i> to extend a contract beyond the current eligibility expiration date or to apply for an inter-campus move effective with the Spring semester
December 15	Deadline for new students approved to enter their program Spring semester to return signed Housing Contract and Housing Confirmation Fee
December 15	Deadline for students returning from approved absences to return signed Housing Contract for Spring semester
December 15	Deadline for International students as well as students from American Samoa, Alaska and Hawaii, entering their program Spring semester, to request furnishings
December 15	Deadline for all Spring semester domestic <u>new students/students returning from approved absences</u> in dormitory rooms to request removal of beds prior to arrival
December 31	Deadline for all new students, approved to enter their program Spring semester, to cancel their housing reservation without forfeiting their housing confirmation fee
December 31	Vacate deadline for residents leaving housing at the end of Fall semester
Last day of general registration for Spring Semester	Deadline for commuter student housing applications
March 31	Deadline for continuing students to: <ul style="list-style-type: none"> <li>• select their contract option for subsequent academic terms;</li> <li>• submit a <i>PSR Housing Policy Exception Request</i> to extend a contract beyond the current eligibility expiration date;</li> <li>• apply for an inter-campus move effective with the subsequent semester;</li> <li>• Anderson Hall residents only: apply for a “summer lock-up;”</li> <li>• Residents of studios and 1, 2, or 3 bedrooms only: submit a sublet request</li> </ul>

April 15	Deadline for all <u>new students approved to enter their program/students returning from approved absences</u> Fall semester to submit housing applications
May 31	Deadline for continuing students to cancel their Summer/Fall semester housing reservation without penalty; vacate by 6/30 is required; June rent is assessed.
May 31	Vacate deadline for residents leaving housing at the end of Spring semester
June 15	Deadline for all new students, approved to enter their program Fall semester, to return signed Housing Contract and Housing Confirmation Fee
June 15	Deadline for all students returning from approved absences to return signed Housing Contract
Last day of 3 <sup>rd</sup> week of Fall/Spring semester	Deadline for contract <b>cancellation and vacate</b> with: cancellation fee assessed; full semester's rent refunded
Last day of 6 <sup>th</sup> week of Fall/Spring semester	Deadline for contract <b>cancellation and vacate</b> with: cancellation fee assessed; ½ semester's rent refunded
Last day of the month in which Fall or Spring semester ends	Deadline for contract <b>cancellation and vacate</b> with: no cancellation fee assessed; full "vacate" semester's rent assessed (i.e. through 12/31, Fall semester, or 5/31, Spring semester)
Last day of any summer month	Deadline for contract <b>cancellation and vacate</b> with: cancellation fee and full "vacate" month's rent
Thursday preceding the 1 <sup>st</sup> day of International Student Orientation	Earliest move-in date for new International and American Samoan students
Monday preceding the 1 <sup>st</sup> day of Domestic Student Orientation	Earliest move-in date for new domestic students

## TERMS AND CONDITIONS

### A. Features

- 1) Managers are designated for each residential building; their responsibilities include assigning communal jobs (if applicable), reporting non-compliance with housing policies to the Housing Office, serving as a resource for assistance with housing issues such as locking one's self out of his/her unit<sup>12</sup>, notifying the Office of Community Life about conflicts among residents, and monitoring building security/maintenance as well as compliance with fire safety guidelines.
- 2) Residents of Anderson Hall ("Arch") and Benton Hall are required to accept one or more communal (cooperative cleaning) jobs, as assigned by the Building Manager.  
**Potential consequences of non-compliance:**  
Refusing or neglecting to perform an assigned communal job: referral to Sr. Administrative Staff for disciplinary action
- 3) All residents, regardless of building assignment, are required to maintain their unit in a responsible manner
- 4) Utility costs (gas, electricity, water, refuse disposal) are included in the unit's rent

<sup>12</sup> If individuals lock themselves out of their units more than 3 times per month, a \$10 fee will be billed to their account for each subsequent lock-out in that month.

- 5) One original set of keys (building/unit/laundry/mailbox, as applicable) is provided free of charge to each adult resident listed on the Housing Contract; residents may not duplicate keys; additional sets may be requested from the Housing Office to accommodate special circumstances. Replacements for lost keys <sup>13</sup>will be provided for a fee.
- 6) Residents of dormitory units are required to participate in the Meal Plan, the cost of which is included in their “room and board” charge; all other PSR students enrolled in at least 9 units must purchase one “*unCommon Dining Block 25 Meal Card*” per semester
- 7) WIFI service is available in many locations on campus at no additional tuition/fee charge; residents in buildings without WIFI service or who wish to have their own internet access may set up accounts at their own expense
- 8) At a minimum, one workable telephone jack and associated telephone wiring are provided and maintained in good working order in each unit; residents are responsible for supplying the telephone hardware/phone line and establishing an account at their own expense. Activation of landline telephone service and/or repair of the telephone jack/wiring must be coordinated through the Housing Office; costs associated with activation/repair that have been attempted without involvement of the Housing Office will not be reimbursed to the residents
- 9) Residents may establish private internet/cable service at their own expense; however, cable or satellite dishes may not be installed without written consent of the Housing Office

**Potential consequences of non-compliance:**

Fine + cost of repair/replacement

- 10) While PSR maintains certain types of insurance on its residential structures, it does not provide any financial protection and assumes no liability for the theft/loss of or damage to residents’ personal possessions (including but not limited to residents’ property kept in their residential unit as well as vehicles/bicycles stored in other locations on campus). Residents may obtain “renters insurance” at their own expense
- 11) Furnishings
  - a) Dormitory Units:
    - i) Each dormitory unit is furnished with a bed<sup>14</sup>, desk/lamp/chair, dresser, bookcase, wardrobe/closet
    - ii) Residents may have one mini-size refrigerator
  - b) Non-Dormitory Units:
    - i) Furnishings are not provided<sup>15</sup> except for a stove/oven and one full-size refrigerator
    - ii) Floor coverings may not be altered

Removal/relocation/confiscation of PSR furnishings and/or leaving behind non-PSR furnishings/ personal items upon move out may result in charges for replacing missing furniture or removing personal belongings. Items one resident is passing to a subsequent resident must be removed completely from the apartment between tenants. This allows Facilities to inspect, take inventory,

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<sup>13</sup> If the loss of a key represents a security risk and it is deemed necessary to rekey or replace locks, the resident may be billed for the resulting costs.

<sup>14</sup> Residents may submit a request to the Housing Office for removal of the bed provided; a doctor’s note is required specifying the medical needs of the resident if any other standard PSR furnishings must be altered to accommodate such needs.

<sup>15</sup> International students as well as students from American Samoa, Alaska, and Hawaii may request furnishings through the Housing Office. If furnishings have been provided per request but upon arrival the student requests removal, a service fee per item will be charged.

and complete maintenance tasks unencumbered by personal things left behind. If removing personal items which have been affixed to walls results in damage, repair costs may be incurred.

- 11) All residents have access to coin operated washers and dryers
- 12) Certain units have been modified to accommodate students with disabilities (e.g. support bars, visual aids for the hearing impaired, ramps); non-disabled students living in units with such modifications may be relocated at the end of a housing contract period if the unit is needed for a disabled student
- 13) Housing, Facilities, Reception/Mail Department Services:
  - a) The **Housing Department** manages permanent housing assignments, schedules the use of guest rooms (including unassigned units), assigns campus parking spaces, and provides guest house-keeping services
  - b) The **Facilities Department** performs maintenance and repair work on units throughout the year; unit maintenance problems and requests for repairs must be reported on a *PSR Maintenance Request Form (MRF)*, available from the Holbrook Reception Desk; a completed MRF implies the residents' consent for Facilities staff to enter their unit.
    - i) Maintenance, repairs, guest services, and house-keeping which require access to the resident's unit are governed by the following guidelines:
      - (a) Under no circumstances<sup>16</sup> will a member of the Housing or Facilities staff enter a unit where there are children under the age of 18 but no adult resident is present or where an un-crated pet shows aggressive/protective behavior
      - (b) If no restrictions for interior work have been specified on the MRF, Facilities staff will not provide advance notice but upon arrival at the unit will knock loudly, announce their entrance, and proceed to perform their work if occupants do not object or if no occupant is present
      - (c) If restrictions for interior work have been specified on the *MRF* (e.g. resident has a pet and requests 24 hours advance notice of entry), Facilities staff will set an appointment and, upon arrival at the unit at the specified time, will knock loudly, announce their entrance, and proceed to perform their work if occupants do not object or if no occupant is present
    - ii) Student-initiated modifications to residential units (including but not limited to cable or satellite dish installation, painting, carpet installation/removal, wall installation of televisions) are prohibited without the express written consent of the Director of Facilities
  - Potential consequences of non-compliance:**  
Fine + cost of repair/replacement
  - c) The **Reception/Mail Services Department** assigns student mailboxes, receives and distributes mail/packages, handles mail forwarding, makes meeting/classroom reservations, and manages the Holbrook parking lot
    - i) Mailboxes
      - (a) All registered PSR students in good financial/academic standing are eligible for a PSR mailbox; **all students in PSR housing, regardless of school affiliation, are required to have a PSR mailbox.** Personal and business mail for the student, student's spouse/partner/dependents may be received

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<sup>16</sup> Except in the case of an emergency/disaster. See the Emergencies/Disasters section.

- (b) Each resident named on the Housing Contract will receive a mailbox key; upon termination of residency, residents must return their mailbox keys along with applicable forwarding information
- ii) Mail must be addressed to the residents' PSR mailbox, not to their building's physical address, as follows:

Resident's Name  
1798 Scenic Ave. Box \_\_\_\_ (insert assigned mailbox number)  
Berkeley, CA 94709

## B. Noise Control

- 1) "Quiet Hours" are observed from 10:00 p.m. to 7:00 a.m. daily in all residential facilities, on patios and roof tops connected/adjacent to residential facilities, and on the "Quad" (open lawn area) outside of Benton Hall; during these hours, no noise may be generated that could travel into any unit from another unit or common area.
- 2) Between 7:00 a.m. and 10:00 p.m., all residents must be mindful of any noise generated that could interfere with the ability of others to sleep or study; unacceptable noise is that which can be heard more than 20 feet from outside a residence; community activities in common areas (e.g. the Quad, patios, and roof tops), may not begin before 7:00 a.m. or extend beyond 10:00 p.m.
- 3) Use of amplified sound in outdoor areas without permission is prohibited<sup>17</sup>

### **Potential consequences of non-compliance:**

Fine + Referral to Sr. Administrative Staff for disciplinary action

## C. Illegal Drugs, including medical cannabis (marijuana)<sup>18</sup>

- 1) PSR is a drug-free campus; possession, use, manufacture, sale, distribution or consumption of illegal and/or dangerous drugs is prohibited
- 2) Possession of paraphernalia containing controlled substances or residue of controlled substances are prohibited

### **Potential consequences of non-compliance:**

Housing contract termination.

## D. Smoking, including medical cannabis (marijuana)

- 1) Smoking is not permitted inside any PSR building, including but not limited to:
  - a) residential buildings/units
  - b) Holbrook Administration, Mudd, D'Autremont, Chapel, CLGS Cottage
- 2) Smoking is permitted outdoors<sup>19</sup> except:

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<sup>17</sup> During certain times of the year, PSR endorsed sports events (e.g. soccer, "Quidditch," croquet), as well as community gatherings are held on the Quad; Benton residents in particular must be aware that "joyful noise" from the Quad will filter into the residential hall during these activities.

<sup>18</sup> PSR is required, as a condition of participating in Title IV funding, to have and enforce a drug-free-campus policy. The federal government does not recognize the use of marijuana as a legal medical treatment, even though it is provided for in CA State law, and does not identify medical marijuana as a legitimate exemption from this policy.

<sup>19</sup> There are no established "designated smoking areas" on the PSR campus—individuals may smoke in any area that does not violate the above stipulations; the location of trashcans with attached ash trays does not indicate a designated smoking area. Individuals who smoke must avoid littering and are responsible for disposing cigarette butts in trash cans.

- a) within 25 feet of building entrances, exits, or operable windows
- b) on any campus roof top or patio, including children’s designated play areas
- c) within public gathering places
- 3) Those who smoke must:
  - a) respect the rights of those who do not smoke
  - b) ensure that their smoke does not enter buildings
- 4) Those who do not smoke must:
  - a) respect the rights of those who do
  - b) report smoking policy violations to the Office of Community Life

**Potential consequences of non-compliance:**

Housing contract termination.

**E. Emergencies/Disasters**

Pacific School of Religion has policies and procedures to deal with a major emergency or disaster affecting the campus and surrounding areas. In most cases, PSR's Facilities Department and local community agencies are responsible for responding to emergencies. Those designated as emergency responders may enter any residential unit without the permission of the resident(s) in order to assure the safety and/or rescue of occupants/pets. Residents must register overnight guests with the Housing Office to ensure their safety should an emergency occur during their stay

**1) Fire Safety**

- a) Use of items creating an open flame or producing smoke indoors is prohibited—e.g. no candles, matches, incense, cigarettes, pipes, cigars, flame starters, lighters

**Potential consequences of non-compliance:**

Fine per violation after first warning to discontinue use

- b) Possession/storage of explosives and flammable substances (e.g. firecrackers, lamp oil, gasoline, lighter fluid, chemicals that are toxic or explosive in nature) within residential units is prohibited

**Potential consequences of non-compliance:**

\$100 Monthly fine until item(s) has/have been removed

- c) No alterations may be made to the electrical system including but not limited to installing ceiling fans or air conditioners and changing outlets; use of extension cords and multiple-plug adaptors is not recommended except to provide surge protection for computers; use of strings of decorative lights is prohibited; use of appliances outside their designated areas is prohibited

**Potential consequences of non-compliance:**

Fine + cost of repair/replacement

- d) The installation/use of additional appliances, except as previously noted in “Furnishings”, overloads the electrical system and is restricted as follows:
- e) In dormitory units appliances such as microwaves, toaster ovens, hot plates, crock pots, space heaters are prohibited
- f) In non-dormitory units major appliances such as washing machines/dryers, dishwashers, space heaters, additional refrigerators are prohibited

**Potential consequences of non-compliance:**

Failure to remove unauthorized appliances within 30 days of being notified by a Building Manager or member of PSR staff/faculty to do so: Monthly fine until the item(s) has/have been removed.

- g) Upon the sounding of a fire alarm, all occupants must evacuate the unit/building immediately and follow specific evacuation and safety procedures

**Potential consequences of non-compliance:**

Referral to Sr. Administrative Staff for disciplinary action

- h) All units/buildings are equipped with required fire safety equipment. Misusing or tampering with fire safety equipment; obstructing, accumulating or storing items in or on fire escapes/ hallways/ internal or external doorways; removing/disabling smoke detectors and fire extinguishers; removing/propping open doors are prohibited

**Potential consequences of non-compliance:**

Fine + cost of repair/replacement + referral to Sr. Administrative Staff for disciplinary action

- i) BBQ's 150 square inches or smaller may be used on ground level, outdoor cement/concrete patios with proper supervision; BBQ's may not be used indoors, on roof tops, or on any wooden deck/patio; charcoal and lighter fluid<sup>20</sup> may not be stored in or near residential facilities; those using BBQ's must ensure that the BBQ is placed so that smoke does not enter any residential facility; clean, unused BBQ's may be stored within residential facilities

**Potential consequences of non-compliance:**

Fine per violation

## 2) Earthquake Preparedness

- a) All residents must read the Earthquake Safety procedures<sup>21</sup>
- b) All residents must complete an Earthquake Information Form upon move in and inform the Housing Office of any updates to such information (e.g. contact telephone number[s]) as applicable

## F. Guests

- 1) A guest is defined as someone staying in a student's residential unit who is not on the contract.
- 2) Residents may have guests under the following conditions:
  - a) No one who has been evicted from PSR housing may be hosted as a guest in another PSR unit
  - b) Guests are subject to the housing policies of PSR and any dormitory regulations; the host residents are responsible for ensuring the guest's knowledge of such policies/regulations and for taking immediate and appropriate action to prevent or stop a policy/regulation violation by a guest
  - c) Residents must register their guests with the Housing Coordinator, supplying the guest's name and length of stay
  - d) Residents of Anderson Hall ("Arch") dormitory suites must have the permission of their suitemates prior to inviting guests
  - e) Guests may stay 7 consecutive overnights at no charge; beyond 7, guests will be charged \$10 per overnight up to a maximum stay of 30 overnights

**Potential consequences of non-compliance:**

Failure to register guests and report accurate information about their length of stay may result in a fine and revocation of the privilege to host guests; student residents are responsible for all costs to repair any

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<sup>20</sup> PSR recommends the use of charcoal starter chimneys to eliminate the need for lighter fluid.

<sup>21</sup> Earthquake Safety Procedures are posted on bulletin boards in each residential building and are available on the PSR website at [www.psr.edu/earthquake-and-emergency-procedures](http://www.psr.edu/earthquake-and-emergency-procedures)

damages caused by guests; hosting individuals who have been evicted from residences for any reason will result in termination of the resident host's housing contract

## **G. Social Gatherings**

PSR sanctions community building social gatherings and encourages resident sponsored assemblies; non-residential venues such as the Chapel, Mudd 100, conference rooms, and classrooms may be reserved for such activities through Reception/Mail Services. Additionally there are two residential "common" areas large enough for social gatherings: Benton Hall Lounge and Anderson Hall (Arch) Roof; however, because of their location within residence halls, specific guidelines govern their use:

- 1) Planned gatherings/parties must be cleared in advance with the respective building manager; a social gathering may not be announced until written permission from the appropriate Building Manager has been received
- 2) Responsible behavior regarding security, set-up/clean-up, alcohol consumption is required; throwing, dropping, or projecting objects or substances off of, out of, or into residential facilities (e.g. keys, food, garbage, water balloons) is prohibited
- 3) All standard housing policies apply
- 4) The Benton lounge may be reserved by Benton Hall residents only; the Arch roof may be reserved by Arch residents only
- 5) Those attending are restricted to invited students and their guests—students must accompany their guests
- 6) Building doors may not be propped open to admit participants—someone must be designated to admit participants or a phone number must be posted for participants to call (intercom buzzers may not be used)
- 7) The resident who reserved the venue must take responsibility for monitoring the event to ensure that noise is controlled, security measures are followed, end times/clean-up requirements are observed
- 8) Spontaneous gatherings of those in residence (e.g. to watch a sports event on the Benton TV or to watch a sunset from the Arch roof) are not the subject of this policy; however, standard noise/conduct guidelines still apply

### **Potential consequences of non-compliance:**

Fine + cost of any damage repair + revocation of privilege to sponsor social gatherings

## **H. Student Services/Businesses/Advertising**

- 1) A coded computer lab is available in the Mudd Building to all PSR students
- 2) A coded commuter student lounge is available in the Mudd Building
- 3) The Chapel of the Great Commission and the Buckham Chapel are available to students and may be accessed via a coded door when not officially scheduled for an event.<sup>22</sup>
- 4) Students may offer assistance to each other on an informal basis (e.g. proofing papers, dog-sitting, childcare; however, operating any "for profit" business (e.g. door-to-door solicitation, mail order, massage) in or around the residences is prohibited

### **Potential consequences of non-compliance:**

Fine after first warning and referral to Sr. Administrative Staff for disciplinary action

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<sup>22</sup> Student use of either Chapel is restricted to prayer, meditation, or practicing piano.

- 5) Approved notices may be placed on bulletin boards as designated by Reception; posting notices which have not been stamped "RECEPTION APPROVED" is prohibited

**Potential consequences of non-compliance:**

Referral to Sr. Administrative Staff for disciplinary action

**I. Pets**

- 1) Students may bring **one spayed or neutered** cat or dog to live with them if the student's assigned unit is either:
  - a) a room in an Anderson Hall (dormitory) suite **or**
  - b) a studio, 1-, 2-, or 3-bedroom apartment
- 2) Students bringing pets may be assigned to a unit where a pet is already present
- 3) Benton Hall (dormitory) is maintained as a "pet-free" environment; students authorized to have service animals will not be assigned to a unit in Benton
- 4) No aggressive or attack-trained animals are allowed.
- 5) Once a student has moved into a housing unit, he/she **may not** acquire a pet.
- 6) Pets may not be tied up and/or left unattended outside any campus building.
- 7) Fostering an animal who is awaiting adoption is not permitted.
- 8) Students must:
  - a) Register their pet with the Housing Office and complete a Pet Contract upon move in to their unit
  - b) Pay a non-refundable Pet Ownership Fee per semester
  - c) Provide immunization records and proof of spay/neuter for their pet within 30 days of move in
  - d) Keep their pet free of fleas
  - e) Clean up after their pet and dispose of waste properly and promptly in dumpsters, not in trash cans on the "quad"
  - f) Supervise their pet to prevent damage to PSR property, injury to anyone in the PSR community, annoyance to other residents
  - g) Pay for any damages caused by their pet
- 9) Dog owners must:
  - a) provide proof that the animal has been registered/licensed with the City of Berkeley within 30 days of move in
  - b) abide by the City of Berkeley's Municipal Codes including Section 10.04.090, a portion of which states: Except in an area specifically set aside and designated by the City Council as a "dog park" or "off-leash" area, no owner/guardian or keeper of a dog shall allow or permit such dog, whether licensed or unlicensed, to be or run at large in or upon any public place or premises, or in or upon any private place or premises, other than those of said owner/guardian or keeper except with the consent of the person in charge of said private place or premises, unless such dog is securely restrained by a substantial leash not to exceed six feet in length and is in charge and control. An obedience-trained dog under effective charge and control within six feet of his master shall be deemed to be on a leash.
  - c) be sensitive to those who have allergies to dogs and/or do not wish to be around them; when in common areas of the residential facilities (e.g. stairwells, roof, hallways) or the administration building, keep dogs on their leash, regardless of whether or not they are obedience-trained
  - d) not bring dogs into D'Autremont, Mudd, either Chapel, or the Holbrook reception work area

**Potential consequences of non-compliance:**

Relocation of pet off campus; fines; housing contract termination

## J. Parking/Operation of Motorized Vehicles, Scooters, Bicycles, Skateboards and Rollerblades

### 1) Motorized Vehicles (Cars, Trucks, Vans, Motorcycles)

- a) PSR-affiliated student residents may request one assigned, guaranteed campus parking space for a per month or per semester fee
- b) A lottery will be held should the number of PSR-affiliated student requests exceed the number of campus spaces available
- c) After assignments have been made to PSR-affiliated residents, remaining available campus spaces will be offered to other resident students as well as the spouses/partners of students
- d) No unassigned campus parking space may be used by any resident or guest without the written permission of the Housing Coordinator; daily parking fees may apply
- e) The assignment of campus parking spaces is not transferable
- f) Residents assigned campus parking spaces must sign a Parking Contract and provide the following information, updating it as applicable:
  - License plate number
  - Make, Model, Color, Year of vehicles

### 2) Scooters (Mopeds, etc.)

- a) Residents eligible for assigned campus parking spaces may request an assignment for their scooters according to the “Motorized Vehicles” section above **or** may park and lock their scooters within the bicycle rack section of the security garage located in the lower level of Anderson Hall (“Arch”) at no charge
- b) Scooters, and similar small motorized two-wheel modes of transportation, may not be operated or parked in or around residential/administrative facilities (e.g. on sidewalks, patios, paths, courtyards)

### 3) Bicycles<sup>23</sup>

- a) Residents may park and lock bicycles in the security garage located in the lower level of Anderson Hall (“Arch”), at any bike rack located on campus, or in their assigned housing unit at no charge
- b) Bicycles may not be:
  - i) secured to handrails, guardrails, lamp/sign posts
  - ii) stored in hallways/vestibules/lounges/common/shared areas or on fire escapes
  - iii) operated in or around residential facilities (e.g. on sidewalks, patios, paths, courtyards)
- c) Bicycles are not allowed in administrative buildings

### 4) Skateboards and Rollerblades

- a) Skateboards may not be used in residential facilities, including courtyards and patios, or on the “quad”
- b) Roller blades may not be used in residential facilities, including courtyards and patios, or on the “quad”

#### **Potential consequences of non-compliance:**

PSR may impose fines due to the irresponsible operation of vehicles. PSR may place violation notices on, charge fines for, and/or remove/tow vehicles at the owner’s expense parked in unauthorized campus locations.

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<sup>23</sup> Theft of bicycles is, unfortunately, common. Sturdy locks (not chains) are recommended, even if bikes are kept in the security garage. Any time a bike is unattended, removing personal items, saddlebags, etc. is recommended. PSR accepts no liability for stolen personal property.

### K. Student-Initiated Housing Contract Changes and Cancellations/Vacates

Students may cancel their housing contracts at any time, subject to the fees/penalties<sup>24</sup> outlined below:

Name/Description of Circumstance	Fee/Penalty Type/Amount	Deadline Details	Associated Form(s)	Other Information
New Student “Failure to Take Possession”	\$250 Housing Confirmation Fee	N/A	<i>Written cancellation notice requested</i>	Refundable with cancellation notification by July 15, for Fall semester, or December 31, for Spring semester; otherwise forfeited in full
Contract Cancellation— student initiated cancellation with vacate date <b>during</b> the 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> weeks of a semester	\$500 cancellation fee	All residents must have vacated the unit no later than the last day of the 3 <sup>rd</sup> week of the semester	<i>Vacate Notice</i>	Full refund of the semester’s rent) is granted if the unit is vacated during the 1 <sup>st</sup> , 2 <sup>nd</sup> , or 3 <sup>rd</sup> weeks of the semester but no later than the last day of the 3 <sup>rd</sup> week of the semester; if occupancy continues beyond this deadline, \$50 per 24-hour period will be assessed until the vacate is complete; other fees may be charged based on results of the vacate inspection/key return process
Contract Cancellation— student initiated cancellation with vacate date <b>during</b> the 4 <sup>th</sup> , 5 <sup>th</sup> , or 6 <sup>th</sup> weeks of a semester	\$500 cancellation fee + forfeiture of ½ of the semester’s rent	All residents must have vacated the unit no later than the last day of the 6 <sup>th</sup> week of the semester	<i>Vacate Notice</i>	Refund of ½ of the semester’s rent is granted if the unit is vacated during the 4 <sup>th</sup> , 5 <sup>th</sup> , or 6 <sup>th</sup> weeks of the semester but no later than the last day of the 6 <sup>th</sup> week of the semester; if occupancy continues beyond this deadline, \$50 per 24-hour period will be assessed until the vacate is complete; other fees may be charged based on results of the vacate inspection/key return process
Contract cancellation— student initiated cancellation with vacate date <b>between</b> the end of the 6 <sup>th</sup> week of a semester and the last day of the month in which that semester ends	\$0 cancellation fee + rent to the last day of the month in which the “vacate” semester ends	All residents must have vacated the unit no later than the last day of the month in which the “vacate” semester ends	<i>Vacate Notice</i>	If occupancy continues beyond the last day of the month in which that semester ends, \$50 per 24-hour period will be assessed until the vacate is complete; other fees may be charged based on results of the vacate inspection/key return process

<sup>24</sup> Exceptions may be granted if the contract cancellation is due to a leave of absence for medical or academic reasons; supporting documentation is required.

Name/Description of Circumstance	Fee/Penalty Type/Amount	Deadline Details	Associated Form(s)	Other Information
Contract cancellation— student initiated cancellation with vacate date during any summer month	\$500 + full “vacate” month’s rent	All residents must have vacated the unit no later than the last day of the “vacate” month	<i>Vacate Notice</i>	No refund of any portion of the “vacate” month’s rent will be granted; if occupancy continues beyond the last day of the “vacate” month, \$50 per 24-hour period will be assessed until vacate is complete; other fees may be charged based on results of the vacate inspection/key return process

Note: The full semester’s rent is due by the first day of the semester. During the summer, rent is due on the first day of each month for the full month. (See the Business Office to apply for other payment options.) Failure to pay outstanding balances and assessments will negatively affect a student’s ability to register for classes, graduate, or obtain transcripts. Contract cancellations initiated by PSR are not subject to a cancellation fee or rent forfeiture; however, if occupancy continues beyond the established “vacate date,” \$50 per 24-hour period will be assessed until vacate is complete; other fees may be charged based on results of the vacate inspection/key return process.

- 1) Students may request an inter-campus relocation at any time subject to availability of alternative units and the Facilities Dept. maintenance schedule; a relocation fee is assessed unless:
  - a) the relocation is due to a life change event (e.g. marriage or divorce, establishing or terminating a domestic partnership, increase/decrease in the number of children) or
  - b) the student vacates housing over the summer and her/her relocation will be effective with the beginning of the subsequent Fall semester
- 2) Students who are graduating, whose housing eligibility has ended (whether or not they have completed their program), or who will cease to be classified as a registered student, must vacate their unit by the last day of the month in which a semester ends (May 31 or December 31). While no cancellation fee is applicable, other fees may apply if residents do not abide by the vacate procedures and checklist.
- 3) Special Circumstances<sup>25</sup>:
  - a) New students enrolling in a Summer Term course as a prerequisite for their Fall semester program will be considered Summer Term students, will be housed in units designated for Summer Term, and will be subject to the daily rental costs; relocation to their permanent housing unit will follow the standard August move-in timeframes/deadlines.
  - b) Fall graduates who need January Intercession classes to complete their degree must vacate their housing units by December 31; they will be assigned commuter student dorm housing through Saturday of the week their class(es) end at no additional charge.
  - c) Spring graduates who need Summer Term classes to complete their degree must vacate their housing units by May 31; they will be assigned commuter student dorm housing at the dormitory

<sup>25</sup> The Special Circumstances described take into consideration accommodations for the student only; alternate, off campus housing arrangements must be made for family members during these pre- and post-extended periods.

summer rate, prorated for the duration of their class(es), not to exceed the Saturday of the week their class(es) end.

L. **PSR-initiated Housing Contract Terminations not previously stipulated:** PSR may terminate Housing Contracts upon 30 days notice to the resident(s) and eliminate any future housing eligibility for any of the following behaviors<sup>26</sup>:

- 1) Failure of full disclosure, including but not limited to, dishonesty or knowingly furnishing false information of identification for the purpose of gaining unauthorized access to a residential facility or sponsored event or to restricted equipment
- 2) Participation in behaviors that threaten the physical, mental, emotional health and safety of one's self or others
- 3) Perpetuation of sexual offenses of any nature, including, but not limited to, sexual harassment, sexual assault, and rape
- 4) Perpetuation of verbal or physical abuse, assault, threats, intimidation, harassment and/or coercion
- 5) Perpetuation of disorderly and/or lewd conduct, including hazing and pranks
- 6) Perpetuation of behavior and/or conduct that obstructs, disrupts, verbally and/or physically harasses PSR staff members.
  - a) Obstructive/disruptive behavior may include failure to comply with directives of a staff member such as opening residence doors when directed.
  - b) Verbal harassment may include verbal statements that intimidate, harass or coerce a staff member or interfere with the performance of his/her work, or threaten bodily harm.
    - i) Harassment may occur through a telephone, written materials, electronic communication devices or visible objects.
    - ii) Physical harassment may include physical interference with a staff member's ability to participate fully in the residential community or perform his/her school job functions. This includes physical assault and intended or completed actions resulting in physical or emotional harm.
- 7) Possession of weapons, firearms or dangerous instruments, with or without a permit. This includes items used for decorative purposes or rendered inoperable such as swords, nunchucks, bows, switchblades, hunting knives and spears. This also includes use or possession of facsimile weapons.
- 8) Theft or unauthorized use of personal or PSR property, equipment or resources. This includes misuse of equipment involving computing, networking or information resources.
- 9) Failure to comply with sanctions. (Failure to comply with terms of sanctions imposed as a result of conduct is a separate violation of policy.)
- 10) Unauthorized possession, duplication or misuse of residence keys, master keys or electronic key cards; entering any private room or normally locked common area without the permission of a resident living in that area, including suite areas and bathrooms.
- 11) Unauthorized entering or accessing restricted areas. This restriction includes unauthorized opening of emergency exit doors, fire escape doors, attic or roof access doors and/or unauthorized presence on rooftops, ledges, fire escapes, emergency exits or areas marked or known to be restricted access in any residential facility.
- 12) Unauthorized sharing of access codes to secured areas.

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<sup>26</sup> Students may be subject to a **Three Day Notice to Perform** for any reason allowed by law.

- 13) Repeated housing policy infractions or disruptive behavior, deliberate destruction to/vandalism of PSR property, failure to responsibly maintain one's housing unit (e.g. neglecting house-keeping to the point of fostering insect or rodent infestations and/or the growth of mold; neglecting to report maintenance issues in a timely fashion, such as plumbing leaks, the presence of mold, electrical hazards, evidence of rodent or insect infestations)

## **GENERAL DISCLOSURES**

PSR Housing is available to anyone who meets the eligibility requirements and abides by the terms and conditions of this policy. PSR does not deny housing to individuals who are registered sex offenders and sites the following notice:

Notice: The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other local law enforcement authorities maintain for public access a data base of the locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The data base is updated on a quarterly basis and is a source of information about the presence of [registered sex offenders] in any neighborhood. The Department of Justice also maintains a Sex Offender Identification Line through which inquiries about individuals may be made. This is a "900" telephone service. Callers must have specific information about individuals they are checking. Information regarding neighborhoods is not available through the "900" telephone service. Additional information may be obtained at: <http://www.meganslaw.ca.gov/>

## **EXCEPTIONS**

PSR may grant exceptions to or waive enforcement of terms and conditions of the Housing Policy; however, such decisions are made on a "case-by-case" basis and do not constitute a guaranteed waiver of any subsequent breach of the same of any other provision of the Policy.

**TO REQUEST EXCEPTIONS TO ANY OF THE TERMS AND CONDITIONS OUTLINED IN THIS POLICY, COMPLETE A PSR HOUSING POLICY EXCEPTION REQUEST AND SUBMIT IT TO THE PSR HOUSING COORDINATOR.**

## RECAP OF FEES/CHARGES

Description	Minimum Fee/Penalty
Housing Confirmation Fee	\$250
Fee for <u>inter-campus moves/relocations</u> initiated by student NOT associated with any life change event	\$50
Rent for former unit of any <u>inter-campus move/relocation</u> if not fully vacated by date on <i>Vacate Notice</i>	\$50 per 24-hour period
Rent for unit if occupied beyond contract end date or approved extension date	\$50 per 24-hour period
Fee for removing or providing furnishings beyond the deadline for requesting such services; for International Students and students from American Samoa, Alaska, and Hawaii: fee for removing furnishings supplied at the student's request	\$50 per item (exception: there is no fee for removal of beds)
Fee for additional key copies	\$5.00 per key
Fee for replacing lost keys or keys not returned when unit is vacated	\$15.00 per key (Note: additional fees may be assessed if lock changes are needed: e.g. the type of key lost or not returned represents a security risk)
Fee for pet ownership	\$75 per semester
Fee for repainting a unit due to its having been painted an unauthorized color	\$50 per hour for labor + cost of materials
Fee for repair of excessive damage to any part of a unit	\$50 per hour for labor + cost of materials
Fee for housing policy infractions associated with a fine	\$50, unless otherwise noted, + cost of damage repair, as applicable
Fee for cleaning a unit which does not pass the vacate inspection	\$25 per hour for labor (Note: additional fees may be assessed for removal of non-PSR furniture, replacement of missing PSR furniture, removal of personal items abandoned in or left around the exterior of the unit)
Rent for an on-campus parking space	\$280 per semester; \$65 per month
Rent for Summer Lock-Up (Arch dormitory rooms only)	\$300 flat fee

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