

# Outside Partnership Housing Handbook

## Responsible Knight Community Member

As in any community, members are expected to know community expectations. Residents will be held accountable for knowing and following the rules, regulations, and guidelines of the Department of Student Housing and Residential Life (DSHRL). This includes information found within the Outside Partnership Housing handbook, the guest housing lease agreement, special information newsletters, emails, and bulletins distributed by the department.

## Guest Housing Lease Agreement

A guest housing lease always contains the dates of the period of the lease. Check these dates carefully. Outside Partners are obligated for payment for the period specified. Leases are binding upon the date of the outside partner's signature. Both the outside partner and a Student Housing staff member must sign the lease. In the event that the Outside Partner is under the age of 18 years old, then a parent or guardian will be required to sign the lease as well. Outside Partner will receive a signed copy to the email account (entered from the housing application) from their DocuSign submission but may also request a copy of the lease for their records. Any questions regarding the lease should be directed to the Department of Student Housing and Residential Life.

## Invoicing, Cost, and Utilities

Central Penn College reviews and posts the costs for each academic year. The weekly charge includes rent and all utilities (trash, water, heat, a/c, wifi, and sewer). The college does not provide cable, but the units do have a cable hook up available through comcast. It will be to the cost of the resident not the college.

Invoices are sent via email and the first payment is due before keys can be signed out. If you are set in a payment plan due to the length of your stay, then you must follow all due dates set by the business office of Central Penn College. The college is able to add late fees to your invoice when due dates are missed.

Payment instructions are included in the email but include cash, money order, check, or PayPal. For any billing questions please contact our business office.

## Security Deposit

You must pay a security deposit when you sign your lease. This reservation security deposit will be forfeited as liquidated damages to compensate for any breakage or damage caused by you (see the lease agreement). You will be responsible for maintaining, in a state of good repair, the entire premises rented to you under the lease agreement, including, but not limited to, the following:

- Each residence's bedrooms, bath, kitchen, and hall.
- Each residence's walls, doors, windows, ceilings, carpeting, floor tiles, cabinets, and furniture.
- All appliances (refrigerator, range, etc.) and fixtures (light covers, mirrors, etc.) in each residence.
- All items such as doorknobs and switch plates.

- All entrance foyers, including glass entrance door, stairwell, walls, ceilings, overhead light fixture, carpeting, railings, fire extinguisher, and smoke alarm.
- All exterior brickwork, siding, light fixtures, and exterior grounds (i.e., debris or cigarette butts).
- All other parts of the residence hall or its surroundings.

### **Renter's Insurance**

Every residential partner should carry renter's insurance for loss or damage of personal belongings. Central Penn does not carry insurance covering the loss or damage of personal belongings.

### **Meal Plan**

Central Penn College offers a meal plan to those outside partnership members who choose to have one. To sign up they just need to let the Department of Student Housing and Residence Life know so it can be added to their bill and their ID can be processed accordingly with the correct amount selected. We recommend a meal plan for any outside partner staying in our suites as it does not have a kitchen. The food is prepared and served by Knight and Day Café. Knight and Day is managed and operated by Culinart. The Knight and Day Café offers different meal plan options to residents at Central Penn. To receive a list of options please contact [Residencelife@centralpenn.edu](mailto:Residencelife@centralpenn.edu).

There will be no refunds of monies not used. Therefore, when you move out, outside partners will not be issued a refund.

The Central Penn College ID card will serve as your meal ticket. Residents will be required to show their ID for every purchase.

### **Facilities, Furnishings and Utilities**

The College agrees to appropriately furnish the leased premises (including air conditioning). The College agrees to provide, Internet access, and utilities to the leased premises. Utilities are defined as water, sewage, electric, gas, and trash.

### **Keys**

Outside Partners will be issued a CPC ID and residential key(s) upon their arrival to campus per the lease agreement. In the Suites, the CPC ID opens the main door and the key opens the bedroom door. If you are staying in the suites, you ID will provide access to the Mindy Laundry facility. In apartments, one key may open the entry way and one key may open the apartment door. If you are staying in the apartments, you will also be handed a key to Gale/Anne laundry.

Outside Partners are responsible for their own campus ID and key(s) and must carry them at all times. When turning residential key(s) in residents must have a designated staff member sign the keys back in.

### **Reporting Missing/Stolen Key(s)**

Outside Partners are not permitted to give their keys to another person. Should the resident lose their key(s), they must report it immediately to the Department of Student Housing and Residential Life. Lost and/or stolen key(s) will be replaced by the Department of Student Housing and Residential Life. However, a replacement fee of \$50.00 will be assessed to the residents account per residential key. This

fee will also be imposed for failure to return keys when the premises are vacated or for any lock change resulting from lost keys. If a core or lock change is required, the resident will be charged a \$100.00 fee for the cost of the core.

### **Lock outs**

Residents should contact Public Safety at 717-728-2364 or contact a staff member of the Department of Student Housing and Residence Life to obtain entry. Do not try to enter your residence through a window or force a door open.

### **Laundry**

If you are staying in the suites we will have access, put on your ID for Mindy laundry. If you are staying in the apartments, you will receive a key for Anne/Gale laundry rooms.

### **Mail**

Outgoing U.S. mail may be deposited outside of the Mailroom in Bollinger Hall room 40.

Mail to the residents should be addressed as:

Resident Name  
Central Penn College  
101 College Hill Road  
Enola, PA 17025

The Student Services Assistant will send an email notification when you receive packages or mail. You can pick up your packages and mail during normal operational hours by producing your campus ID or state issues ID.

When a resident leaves any packages received by the mailroom cannot be forwarded. Residents may schedule a time to come and pick the package up or it will be returned to the sender. We are able to forward regular mail received for up to 30 days after your departure. So please make sure to update your address with the post office and with us. After 30 days or if you do not provide an updated address, we will return the mail to the sender.

### **Senior Resident Assistants/Resident Assistants**

Senior Resident Assistants (SRAs) and Resident Assistants (RAs) are student staff members who are responsible for the supervision of the super suites and apartment buildings. They assist student residents as well as enforce campus rules and policies. The RA schedules and phone numbers are posted on the bulletin boards in every residential building for the term. If you have any problems, questions, or concerns about campus life or if you need maintenance for your residence, feel free to talk with them. You may also speak with the Department of Student Housing and Residential Life.

### **Room Assignments**

Central Penn does housing placements to the best of our ability based on groups. There are times due to availability that we might need to have multiple outside partners living together. We utilize the housing

application that the resident submits and tries to match every resident with someone who shares the same interests/habits. Every resident must return a housing application with the lease and security deposit to the Department of Student Housing and Residential Life.

Room assignments will be available approximately two weeks to one month prior to the expected move in date and after all the required housing paperwork (campus housing lease agreement, medical history form, meningitis waiver, and if asked for the immunization records) is completed and turned in.

### **Disability-related Single Room Requests**

Outside partners with documented disabilities that prevent them from having a roommate may receive special consideration for a single room. Requests for disability-related single rooms should be made to the Accommodations Office through the Disability Support Services Application process. The single room accommodation request must be made in addition to the housing application packet. Single rooms are not guaranteed.

### **Consolidations**

In housing, residents do not need to find a new roommate if someone in the residence leaves. The Director of Student Housing and Residence Life is responsible for consolidating residents to maintain reasonable occupancy and/or acceptable housing standards associated with major renovation/ cleaning standards. If a resident receives an informational notice through the campus email system that your residence has reached an occupancy level of 50% or below and/or has been selected for major renovation/cleaning, the Director of Student Housing and Residence Life may either assign you new roommates or reassign you to another campus residence. When consolidation occurs, the Housing office will follow these rules:

- Move the fewest number of residents possible, depending on the current circumstances. A single resident will be moved to a residence with three residents instead of vice versa.
- Provide a flexible seven-day relocation schedule, to include one weekend, for residents whose are being consolidated.
- Work with residents to identify a location.

### **Residence Halls**

Central Penn has 33 residence halls called super suites and 5 Apartments. All residence halls are within easy walking distance of the academic buildings and recreation and parking areas.

Each Super Suite is provided with the following furnishings:

- Common area: sofa, dining table, coffee table and chairs
- Bedroom: a single XL twin bed, chest of drawers, desk and chair, plus a closet for each resident.

Each Apartment is provided with the following furnishings:

- Common area and Kitchen: sofa, dining table, and chairs, oven, and refrigerator with freezer.
- Bedroom: a single XL twin bed, chest of drawers, desk and chair, plus a closet for each resident.

Bed linens, kitchen supplies, clothes hangers, etc., will be the residents' responsibility. The college suggests that residents contact roommates to determine who will bring specific items that can be shared.

### **Residence Hall Inspections**

Periodic inspections will be completed by Central Penn staff for the purposes of cleanliness, maintenance, and conformity to published campus policies. Each resident is responsible for the condition and cleanliness of the living area in addition to maintaining the unit at an acceptable standard. The unit and furniture free from damage and in a clean condition at all times. When feasible, the occupant or another resident may be present. Any damaged, unclean, or missing items may be charged to all residents of the unit. In most cases, damage to the entrance halls of the apartment buildings may be charged to residents living on that side of the hall. You are responsible for damages caused by your guests and may be so charged. Fines are levied to cover costs incurred by Central Penn and to encourage respect for property. You are expected to pay fines within thirty days.

If a Central Penn staff member finds the cleanliness of a residence to be unacceptable, then the sanctions listed below may be imposed. The College will make every attempt to pinpoint the responsible party, however, if a responsible party or parties cannot be identified, then sanctions will be imposed on the entire residence. A garbage clean-up fee will be assessed for any trash, car parts, building materials, non-serviceable grills, or other items stored without permission that are removed by the College from any lawn, parking area, or any other common area in the immediate vicinity of the residence hall.

The steps listed below will be assessed to residents who fail to meet acceptable standards in their residences:

- 1st Offense – Written warning and implemented cleaning schedule
- 2nd Offense – Mandated cleaning class and 50\$ monetary fine
- 3rd Offense – Pay the cleaning charge for the affected areas of unit and Judicial Action
- 4th Offense – Paying ALL cleaning charges for entire residence and Judicial Action
- Continued Violations – Will be dismissed from campus housing

A littering fine will be assessed to residents who are found to be in violation of littering:

- 1st Offense – Written warning
- 2nd Offense – Mandated littering class with article submitted
- 3rd Offense – \$50 monetary fine
- 4th Offense – Referred for Judicial Action

Searches are permitted by campus officials if there is a reasonable, articulated suspicion of misconduct. These searches may include anything in the campus residence, and do not require a warrant.

### **Move Requests**

The Department of Student Housing and Residential Life encourages a healthy living environment, which fosters roommate and housemate cooperation. The Department of Student Housing and Residential Life reserves the right to issue move requests on a limited basis for situations where our office deems critical for an outside partner to move.

## **Roommate Relationships**

Living with a roommate can be an excellent experience in learning more about yourself: how to communicate and relate effectively with others, how to assert yourself, and how to empathize with others, which are valuable skills in all relationships—family, social, school, and work. Whether you were friends before or just met for the first time when you became roommates, living together successfully calls for sincere efforts toward compromise and cooperation.

Developing a positive relationship is a process; it does not happen overnight, it does take effort. Do not expect that your roommate will be your best friend—it is nice when it happens, but it is not the norm. To help make your roommate relationships work long term, try to understand the struggles your roommate may be experiencing. Your roommate’s perspective may be very different from your own. Respect one another. You will find, as the year progresses, that your values and those of your roommate will be challenged or change. This can be one of the most difficult parts of a roommate relationship.

## **Conflict Resolution with Roommates**

Living in the residence halls can be exciting; however, residents may not always feel that way if they are experiencing some difficulties living with their roommate(s). If problems occur, they can often be resolved through honest, direct communication with your roommate. If you need help in doing this, want to discuss the situation before doing so, or did but the difficulty persists, you may want to contact your Residence Hall Coordinator or Resident Assistant. Housing staff can help residents arrive at solutions. They can assist you in resolving the situation through any number of means, including mediation. A voluntary peer mediation-style house meeting is also available through the Residence Life office.

## **Decoration Policy**

Decorating your room, suite or apartment is a personal preference and can have an impact on your living experience while at Central Penn College. Please keep in mind how decorations can affect you, your housemates, guests and other members of the community you live in. Prior to decorating common spaces it is important as a house to discuss and agree upon the decorations chosen. Door tags and Suite bulletin boards are staff chosen. The following are topics you must keep in mind as you begin to decorate your space. It is important to remember that any decorations found to be profane, offensive or derogatory of any kind are strictly prohibited and will be taken down.

### Damages

Residents will be responsible for any damages to walls, ceilings, doors and floors due to decorations and/or any other products. Please be very careful if you attach and/or use anything in these areas of your room, suite or apartment.

### Apartments and Suite Rooms

- Hang pictures, additional bulletin boards, and decorations from picture molding with Command hooks.
- The placing of stickers or stars on walls, ceilings, or furnishings is prohibited.
- Darts and dart boards are not permitted.

- Because of the costly cumulative deterioration of physical facilities, the use of tape, adhesives, putty, glue, paste, nails, tacks, staples, and screws on walls, furniture, doors, or other woodwork or glass is not permitted.
- Residents may use products such as Command hooks/strips.
- No painting or papering of rooms or furniture is permitted.

### Doors

Residents may decorate the surface of their room door facing the corridor according to the following guidelines. Adhering to these guidelines will protect doors from unusually harsh wear, eliminate potential fire hazards, and ensure free movement/access in the corridor.

- Door tags put on by SRA/RA staff must remain on the door and visible.
- No decals or stickers are permitted.
- All memo boards, pictures, signs, and posters must be fastened by Command strips.

### Windows

Residents may decorate the window(s) in their individual room as well as the window(s) in their apartment according to the guidelines that follow. Adhering to these guidelines will prevent windows from being damaged and eliminate potential safety hazards.

- Decorate only the inside window side.
- Decorations must be removable (not permanent). Use only water-based window paint.
- For emergency reasons, such as in the case of a fire, one-half of the total window space must be transparent.
- Decorations that present health hazards due to weight, possibility of breakage, degree of cleanliness, etc. must be modified and/or removed if deemed necessary by the Housing and Residence Life staff in consultation with Public Safety and Facilities staff.
- Remove all room window decorations before checking out of the room. Damages to the windows, drapes, and/or blinds, as well as any extra cleaning required, will be the responsibility of the residents and may result in a charge to the resident. Housing staff will determine the nature and extent of all damages. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the area Housing and Residence Life staff.

### Holiday decorations

Please follow these guidelines for seasonal and holiday decorating.

- Live trees or greens are not permitted due to fire hazard concerns. Small artificial trees may be used.
- Candles are never permitted. Residents who want to use candles for a religious celebration must work directly with the area Housing and Residence Life staff to find an appropriate location for religious observance.
- All decorating materials must be non-flammable, such as ceramic or glass, decorative 100% aluminum foil wrap, fire-retardant-treated paper, crepe paper, etc.

- You may use decorative lights in your room, although the College's Green Team encourages residents to turn decoration lights off if residents are not present in the unit.
- Remove all holiday decorations at the end of that holiday's season.

### Outside

Residents are able to decorate the outside of their unit with the following:

- Door hangs and/or decorations, fastened by Command hooks or painter's tape.
- Door mats
- Potted plants
- Community rocks

If you have questions about any of these policies, please contact the Department of Student Housing and Residence Life staff.

### **Fire Safety**

Fire alarm systems and fire extinguishers are required for the protection of all residents and are to be used only in the event of a fire. Anyone found to be tampering with fire equipment, setting off a false alarm, or causing a fire is subject to disciplinary action. This could include fines, educational class, and up to dismissal from the college and/or arrest.

Additionally, any persons found to be discharging a fire extinguisher unnecessarily will be charged and maintenance costs to return the extinguisher to service.

For fire safety reasons, the following are prohibited in all residential buildings:

- Candles and/or any open flame, including incense.
- Compressed gases
- Flammable Liquids including but not limited to-Kerosene, Oil
- Fireworks
- Space Heaters
- Halogen Lamps
- Live cut Christmas trees and/ or wreaths

### Other General Fire Safety Regulations to follow:

- Smoking is prohibited within a minimum distance of 20 feet from any residential unit. Violations of the smoking policy will receive judicial sanctions followed by a \$25 fine for future violations.
- State fire and panic regulations require that halls, stairways, and stairwells be kept clear of furniture, obstacles, boxes, bicycles, etc.
- Charcoal grills are to be used at least 15 feet from any buildings and stored inside when cool. Gas grills are not permitted.
- Kitchen appliances with an exposed heating element are not permitted in campus residences.

### Fire Drills

At least one fire drill will be held each term by the Public Safety, Facilities, and Student Housing Departments. Residents will go to designated assembly points according to their residential building.



This information will be posted in the common area of each residence, reviewed at check in, by their assigned housing staff member, and can be found in the chart below. Once everyone is accounted for and the departments of Public Safety and Student Housing have given their approval you may return to your room. Failure to vacate your residence during a fire drill will result in disciplinary action through Judicial Affairs.

### Fire Emergency Procedure

At the beginning of each academic year the Student Housing staff will review the fire emergency instructions as well as conduct a review for residents at the beginning of each term. All instructions must be adhered to for the protection of all our residents. Smoke detectors may not be dismantled or altered in any way. If anyone is found to be altering a smoke detector, alarm, or other emergency safety device they will face disciplinary action. The emergency procedures can be found in each residence in the form of a flipbook located on the wall near the main entryway to each residence.

### **General Residence Hall Regulations**

The following is not intended to be inclusive. In order to facilitate a safe and secure environment that is conducive to living and learning, Central Penn provides you with a list of guidelines to keep your living environment in good condition.

- Campus housing units will be kept clean and neat at all times.
- Alcoholic containers (i.e., liquor bottles, beer cans, bottles, etc.) are not permitted in campus residences for decorative or other purposes. Fines and other disciplinary sanctions may be imposed if containers must be removed from a residence by maintenance staff or Resident Assistants.
- No furniture shall be removed from residences at any time. Residents are responsible for the furniture in their suite or apartment.
- The following items are not permitted in residence halls: window air conditioners, drum sets, water beds, double or queen-sized beds, beds of a personal nature, portable dishwashers, large exercise equipment, dart boards, pool tables, adhesive stars, automotive items, and weapons of any sort.
- Any electrical appliances that have a high electrical current-draw, as determined by the Maintenance Department, are prohibited. For further information, contact the Facilities Director at 717-728-2258.
- You are responsible for replacing all light bulbs (except fluorescent tubes) in your residence. All bulbs should be working when you move in. If not, contact the Maintenance Department
- Residents are not permitted to install their own locks on bedroom doors, for safety and management purposes.

### **Residence Hall Pet Policy**

No unapproved animals or pets shall be kept for any length of time on the grounds, in the residence hall(s), or on any area of property owned or managed by the College. Fish are the only exception and can be in bowl or aquarium that does not exceed a 10-gallon capacity. Any resident found in violation of the pet policy will pay at least \$100.00 fine and pay for any damages the animal/pet has accrued. Removal of

the animal or pet from the unit will be required immediately. Failure to do so will result in defaulting on the leasing agreement.

### **Guest Policy & Visitors**

Residents are permitted to have two guests in their residence only if there are no objections from those residing within the unit. If a resident does not want visitors to stay in the residence, other arrangements should be made. If there are any questions, please contact your Resident Assistant or the Department of Student Housing and Residence Life.

#### Guest

A guest is any person who is not a full-time resident of the specific apartment or suite. All guests must be a minimum of 18 years old.

#### Guest Overnight Visitation

The following apply to Guests/Hosts for Overnight Visits:

- Overnight visits are permitted only on Friday, Saturday, and Sunday nights.
- Cannot arrive on campus before 5:00pm on Fridays and must leave campus no later than 10:00pm on Mondays.
- Must be registered using the online form and in person at the Public Safety Department Office before entering a residence hall.
- All guests may not enter a residence prior to 9:00 a.m. and must be registered by 10:59 p.m.
- Must show a valid picture ID and vehicle information.

#### Central Penn Resident Guest

Active Central Penn residents must adhere to all guest policies, with the exception of appearing in person at the Public Safety Department office for an overnight visit.

#### General Rules

- Guests may not stay more than two consecutive nights.
- Registration of overnight guests is necessary so the College can identify those individuals staying on campus, in the event of an emergency.
- All guests and visitors must comply with Central Penn policies while on campus. It is the host's responsibility to inform their guest(s) of Central Penn's policies. As a host, the resident will be held personally responsible for any violation of College policy committed by his/her guest(s), regardless of severity. For safety and security purposes, each unit will not exceed 4 guests at a time.

#### Accountability for Guests

Working with a housing staff member, residents within a unit should create an agreement which identifies behaviors that they will find acceptable from guests and overnight guests in an effort to make everyone comfortable. These agreements will need to be in alignment with College policies and cannot infringe upon the rights of others. Roommates are expected to resolve problems created by their visitors

and respect other roommates' right to privacy, quiet, and feelings of safety. If these rights are infringed upon, the guest(s) must leave, as the other roommates' rights take precedence.

In the event guests are unescorted by a host resident, they will be asked to leave campus. All overnight guests must have a valid form of photo ID while on campus. All guests/visitors to campus are subject to the laws, rules, and regulations governing behavior in the Commonwealth of Pennsylvania and at Central Penn College. Resident and/or guests shall not engage in any criminal or illegal activity, or any activity creating a nuisance or disturbance, affecting other persons or violating College policies, including, but not limited to: loud parties, music, televisions, radio or other sound equipment, engaging in loud talk, or acting in any way that disturbs others. Any guest involved in activities deemed threatening reckless, hazardous, criminal, disorderly, or threatening or activities that contradict the policies of the College shall be immediately evicted from the property. The host resident agrees to cooperate in the peaceful eviction of such a guest.

All actions of an invited guest are deemed to be the actions of the resident, and the resident may be held responsible up to and including being found in default of their lease agreement.

#### Unauthorized Guests Residing in Residence Halls

Unauthorized Guests Residing in Residence Halls Residential units leased by the resident are not intended as living accommodations for transients, nonresidents, nonresidential residents, or for residents not assigned to that residence.

Any resident found to be hosting an unauthorized guest is in direct violation of the Central Penn College housing lease agreement.

The Public Safety Director and the Director of Student Housing and Residence Life shall conduct a swift, thorough, and joint investigation to determine the facts of each suspected policy violation. The results of the investigation shall be adjudicated through the college's Judiciary Process. If an unauthorized guest is found to be residing in a residence hall, the College reserves the right to impose the following penalties:

#### Assigned Occupant

- First Offense: \$200 fine and loss of Guest Privileges for the remainder of the current term.
- Second Offense: \$500 fine and immediate Suspension from Campus Housing.  
Prepayment/security deposit for housing will be forfeited, all personal property must be removed from the residence, and residence hall keys must be returned to the Student Services Office within 48 hours, as outlined in the Central Penn College housing lease agreement. If feasible, the resident may complete the current term online, and will be issued a Limited No Trespass Order.

#### Unauthorized Guest/ Non-Resident

- First Offense: Removal from campus and issuance of a Full No Trespass Order.
- Second Offense: Criminal Trespass charges will be filed.

#### **Move In Preparations**

When you move in, you should find your residence in an acceptable state. In order to document any problems, we ask you to complete a move-in inspection form. You must return your move-in inspection form within three working days of occupancy.

### **Term Break**

During term break for the college our facilities team uses this time to focus on repairs and housing maintenance. They will do walk throughs of each residence and will check all vacant rooms to confirm they are ready for move in. The housing office will provide the current term breaks that occur during your stay with us.

### **End-of-Term Preparation for Residences**

Every campus residence must be cleaned and rearranged by the last day of the term, whether or not you are getting roommates. Every campus residence must stay cleaned during the break between terms if you are staying on campus.

You cannot wait to clean and rearrange during break or when you get back. Failure to follow these directions may result in fines starting at \$70.

Things to be done by the last day of the term, as you prepare for the term break:

- Clean the entire residence and remove all decorations.
- Take all valuables home.
- Make sure that your residence is cleaned and rearranged. (Even if the current roommate list does not have you scheduled for new roommates, you must set up for the total number of residents that your Super Suite can accommodate.)
- Lock up your residence windows, deadbolts, and bedroom doors.
- Turn off all heaters and air conditioners.
- Clean out common area fridge.
- Remove all trash from the entire unit.

### **Moving Out**

Before moving out of a residence, residents are required to perform normal cleaning. Charges for damage and cleaning beyond normal wear and tear will be deducted from your security deposit. Follow the outline below:

- Remove all decorations from all windows, cork strips, and doors.
- Clean bathroom, including toilet, tub, sink, and floor.
- Clean the living room and bedroom area, including vacuuming the floors and hallways, wiping off all furniture, and emptying desk and dresser drawers.
- Clean kitchen, including the range, oven, refrigerator, floor, counters, and cabinets.
- Remove all trash.
- Turn in your residence and mailbox keys to the Housing Office, Mailroom, Public Safety office, or a Housing Staff Member. Failure to return your keys will result in a \$50 charge per residence key and \$25 charge for your mailbox key. Your security deposit will be returned to the address on your housing application in about one month, minus any charges, unless you are in default of your lease.

### **Abandoned Property Policy**

As outlined in Section 7 of the Campus Resident Hall, Housing Contract and Standard Lease Agreement (Lease), residents whose lease has been terminated are required to have all personal property removed and the keys returned within 48 hours of termination. The college will consider all property remaining on or about the leased premises upon the resident vacating, quitting, or abandoning of the leased premises as abandoned. This property will be removed and discarded, with the exception of money and papers containing monetary value (not including loose change totaling less than \$5.00) and other items deemed reportable tangible property by the Pennsylvania Treasury. In the event reportable tangible property is found, the property will be stored securely, and the Resident will be contacted via certified mail to make arrangements for recovery. If the resident does not make arrangements to recover the property within one calendar year, the property will be surrendered to the Pennsylvania Treasury.

### **Maintenance Damage Charges and Appeals**

Any damage done to the residence hall, furnishings, appliances, walls, windows, or doors is the responsibility of the residents living in that residence hall, regardless of how the damage occurred. The security deposit may be applied by the College to the costs of cleaning, damages, or wall repairs/repainting that are the result of the residents' occupancy of the unit. Any such expense shall be charged equally against each resident's security deposit, as the College will not attempt to determine individual responsibility for charges. If a resident has questions regarding damages and/or service to the residence unit, they must contact the Facilities Director.

### **Maintenance Work Orders**

Maintenance needs should be reported to [facilities@centralpenn.edu](mailto:facilities@centralpenn.edu). Telephones and the computers are checked regularly by maintenance personnel during normal work hours. If a maintenance emergency occurs after hours or on the weekend, please call the Security Office (717-728-2364)