

## Housing Rules/Regulations

In keeping with, and in addition to the SEATTLE CENTRAL COLLEGE Resident Code of Conduct (WAC 132F-121-110), local, state, and federal laws, residents are responsible for adhering to the following:

- A. **Alcohol:** The consumption or possession of alcohol is not permitted in any portion of the Studios on Broadway at any time.
- B. **Check-In:** A room condition report must be completed and returned to SEATTLE CENTRAL staff prior to unpacking belongings on the day of check-in. Keys will not be issued to a resident without a completed room condition report.
- C. **Check-Out:** A Move-Out Packet will be made available as a courtesy to all residents intending to check-out of the Studios on Broadway. The packet includes step-by-step instructions on how to properly check-out in order to avoid check-out fees. Residents are encouraged to read this packet carefully. The general steps are summarized below:
1. Fully clean your unit.
  2. Fully fill out all appropriate paperwork.
  3. All residents of a unit must make a joint appointment with your Community Assistant to check out of the unit. During the checkout appointment, the staff completes an official apartment inspection, paperwork is completed and all keys are returned. All resident belongings must be removed and the apartment cleaned prior to the checkout appointment. If a resident is not able to be at this checkout appointment, he or she must complete an Absentee Checkout Form.
  4. If a resident vacates without following the proper check-out procedures, they will be subject to a \$100 Improper Check-Out fee.
  5. A lock change charge will be assessed if keys are not turned in to a staff member by noon of the check-out date.
- D. **Common Areas:** The public halls and stairwells of the Studios on Broadway shall not be obstructed or used for any other purpose than ingress to and egress from the apartments in the building. No article shall be placed in the halls or on the staircase landings, nor shall anything be hung or shaken from the doors or windows. Bicycles are not permitted in the Studios on Broadway and may not be locked, chained or fastened in any manner to banisters or guardrails within stairwells. Skateboarding, rollerblading or cycling inside the property is prohibited. Furniture from common areas may not be removed.
- E. **Compliance:** Residents must comply at all times with direction of a SEATTLE CENTRAL staff member or designee who is acting in the legitimate performance of his or her duties, and must properly identify oneself to such person when requested to do so.
- F. **Decorations:** Decorating individual rooms in the Studios on Broadway is encouraged. However, tape, nails and mounts are not permitted. Thumbtacks and pushpins shall be used at all times. Residents will be required to redesign all decorations that do not meet the standards set by SEATTLE CENTRAL and/or the Fire Marshall of the State of Washington. If these changes are not made, SEATTLE CENTRAL reserves the right to remove all decorations from the room. All residents must meet the following requirements when decorating rooms:
1. Electrical accessories must be UL approved. Electrical devices may not be spliced into existing wires; use only extension cords.
  2. When residents move out of a room that has been decorated, the room must be returned to its original state, and residents are responsible for any damage to the room.
  3. All carpets must be rated fire retardant Class A or B.
  4. All wall hangings must be made of fire retardant fabric.
  5. The use of contact paper is prohibited.
  6. Residents may not paint their rooms.
  7. Hanging items from room windows or fire safety equipment is prohibited.
  8. Leaves, grass, straw, or other natural flammable items may not be placed in resident rooms or common areas.
  9. House plants of a reasonable size are allowed in the Studios on Broadway.
  10. Artificial snow or any other material that is difficult to remove or might result in damage when removed is not permitted.
  11. Residents are prohibited from decorating common areas and hallways.
  12. Do not place any stickers, other than the official college inventory numbers, on room doors, furnishings, or glass surfaces.
- G. **Discipline Procedure:** Residents allegedly in violation of the Housing Rules & Regulations are subject to Seattle Central's student misconduct procedures.
- H. **Drugs, Narcotics and Drug Paraphernalia:** Use, possession or being under the influence of marijuana or any narcotic stimulant, or hallucinogenic drug in violation of state and federal law is prohibited in and around the Studios on Broadway. Drug paraphernalia of any kind is prohibited.
- I. **Explosive/Weapons:** Weapons, fireworks, pellet guns, knives, swords, explosives, fuels (including, but not limited to gasoline, propane and diesel) and other dangerous or hazardous substances are not allowed in the Studios on Broadway.
- J. **Fire Safety Equipment/Security Systems:** Residents may not in any way alter or tamper with existing locks, security systems, procedures or fire safety equipment. Smoke alarms and fire extinguishers are provided in each unit. Tampering with fire

extinguishers and fire alarms is prohibited. Disengaging smoke detectors is prohibited. Residents may not install additional locks in the Unit. Resident may not prop open any exterior doors.

K. **Furniture:** Room size and window dimensions vary from room to room. Residents may not move additional items into their rooms from the residence halls' public areas or from other resident rooms. Further, they may not remove University furnished items from their room. No common area furniture may be taken and placed in resident rooms or moved to other locations.

L. **Guests/Escort Policy:** A guest is any nonresident of a given unit. A resident of the unit who has a guest is considered a host. An overnight guest is defined as any guest who is visiting the unit between the hours of 12:00 a.m. - 6:00 a.m. Hosts may have overnight guests in their units subject to approval by their roommate. Guests may stay no more than three consecutive nights, and no more than a total of four nights per quarter, subject to approval by the resident's roommate(s). An individual guest may not be an overnight guest in school sponsored housing for more than four nights per quarter, even if hosted by different residents. Hosts are responsible for the behavior of their guests, and will be held financially responsible for any damage done to the units, or inappropriate behavior indulged in, by their guests. Should a host be unable to control the behavior of a guest, the guest will be asked to leave the building. Hosts must accompany the guest at all times while in the building.

M. **Keys/Access Cards:** Each resident is provided with keys/access cards for his or her apartment, mailbox, and exterior doors. Residents may not give their keys/access cards to anyone at any time or for any reason. If a Resident loses a key/access card, there will be a fee for replacement. Repeated incidents of residents locking themselves out of their rooms may result in disciplinary action.

N. **Mandatory Orientation:** SEATTLE CENTRAL will conduct a mandatory New Resident Orientation for all new residents during the first week of occupancy. Residents will be held responsible for all information distributed during the meeting. Failure to attend may result in disciplinary action.

O. **Mail:** Residents shall be provided a mailbox within the Studios on Broadway. Tampering with another resident's mail is a Federal offense and could result in criminal charges.

P. **Maintenance:** Residents shall keep their apartments in a good state of preservation and cleanliness. Residents are severally and jointly responsible for the care of their apartments. Staff may inspect all Units on a regular basis. Students needing maintenance services must submit a Maintenance Form. Furniture must remain intact and should not be removed from the Unit for any reason. Absolutely NO modification (other than decorations in item F above) can be done to the Unit, furniture or the Studios on Broadway without the prior written consent of SEATTLE CENTRAL. SEATTLE CENTRAL may deny requests for any reason in its absolute discretion. Any defacement of property will be immediately assessed to the resident's account. In addition, residents who vandalize, damage and/or misuse property in any way will be subject to disciplinary action.

Q. **Motorcycles, Mopeds and Bicycles:** Bicycles may not be stored inside the Studios on Broadway including resident rooms, hallways, or other common areas. The Studios on Broadway garage will have designated bike enclosures for resident use. Bicycles should not be attached to railings, trees, benches, or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles found inside the Studios on Broadway shall be treated as abandoned property and removed by Hunters Property Management. The owner (resident) will be assessed a removal charge.

Motorcycles, mopeds, and other gasoline or electric-powered machines (with the exception of ADA compliant wheelchairs) may not be taken into the Studios on Broadway at any time. Any such vehicle found inside will be treated as abandoned property and removed by Hunters Property Management. The owner (resident) will be assessed a removal charge.

R. **Noise:** Loud parties are not permitted. Radios, TV sets and stereos are to be kept at a moderate level. Music and noise inside a unit must not be heard outside a unit. The use of electric guitars, drums or loud musical instruments is not permitted in the Studios on Broadway. Residents may not make or permit disturbing noises in the Studios on Broadway which would interfere with the rights, comforts or conveniences of other residents. Quiet hours are from 10 p.m. until 9 a.m. weekdays and weekends. During final exam periods, 24 hour quiet hours is requested of residents out of respect to residents preparing for exams.

S. **Occupancy:** The Studios on Broadway is a co-educational facility. Each unit in the building will house only male or female residents; not both. Children of Residents may not reside in the Studios on Broadway.

T. **Pets:** Residents may NOT keep pets of any kind in the Unit or elsewhere in the Studios on Broadway at any time. Residents in violation will be subject to disciplinary action and may be charged the cost for extermination services, cleaning and any other restoration required.

U. **Prohibited Items:** The following items are not allowed in the Studios on Broadway at any time:

1. Air conditioners
2. Drapes, curtains, and other window hangings
3. Space heaters
4. Mattresses and additional large furniture
5. Fireworks, explosives, and weapons
6. All items otherwise prohibited by city, state, or federal laws.

Y. **Right of Entry:** SEATTLE CENTRAL reserves the right to enter resident rooms for purposes of inspection, improvements, or repairs. Effort will be made to contact residents in advance whenever possible. Occupants understand that in case of a maintenance emergency, abandonment, suspected breach or violation of law, rules or regulations, or when SEATTLE CENTRAL or

apartment management deem it appropriate to the health, safety, or welfare of a member of the community, the management and/or the SEATTLE CENTRAL staff may enter the apartment without consent or notice, and may conduct an inspection of apartment contents including occupant's personal property.

Z. **Roof Access:** Residents are not permitted on building roofs or ledges at any time.

AA. **Room Assignments:** Changing rooms is prohibited unless approved in writing by SEATTLE CENTRAL staff. Changing rooms without permission by SEATTLE CENTRAL may result in disciplinary action and being assessed an improper check-out fee.

SEATTLE CENTRAL reserves the right to reassign individuals to different rooms at any time (and the right to use unassigned space in the Studios on Broadway).

BB. **Selling and Solicitations:** To protect the privacy, safety, and personal space of residents, door-to-door solicitation is not permitted in the Studios on Broadway unless approved by SEATTLE CENTRAL staff. Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at SEATTLE CENTRAL. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents.

CC. **Signs, Pictures, and Posters:** Posters and signs in resident rooms are permissible provided they are not offensive or demonstrate disrespect to others. No posters or signs may be hung or displayed on door exteriors, or windows. These areas are considered to be public space and are under the jurisdiction of SEATTLE CENTRAL.

DD. **Smoking:** The Studios on Broadway units are considered non-smoking. Smokers must smoke outside of the building in accordance with state law.

EE. **Sports in the Hallway:** In order to prevent injury to residents, damage to fire equipment and the building, playing any sports or rough-housing in the hallways of the Studios on Broadway is prohibited.

FF. **Resident Conduct/Harassment:** Residents must treat roommates and the resident staff with courtesy and respect. Verbal abuse, physical or psychological threats or intimidation to other residents or staff will not be tolerated and may lead to disciplinary action. Violation of any local ordinances, state or federal statutes or criminal acts can be grounds for immediate eviction and termination.

GG. **Trash:** Residents are responsible for taking out their own trash to the trash chutes located on each floor. Trash must not be placed in the trashcans or recycling bins in common areas. Trash must never be placed in the hallway outside a resident's room, nor may trash be swept into the hallway. Residents should make every effort to participate in the building's recycling program.

HH. **Use of Unit:** The units in the Studios on Broadway are intended for residential use by the residents assigned to it by SEATTLE CENTRAL. The Unit may not be used by any other persons or for any other purpose, including commercial ventures and solicitation.

II. **Water Fights and Snowball Fights:** Water fights, food fights and snowball fights are prohibited in the Broadway Building.

JJ. **Web Cameras, Camera Phones, and Video Recording Devices:** Any unauthorized use of technology and/or electronic devices to make a video, audio, or photographic recording of any resident in the Studios on Broadway without his/her prior knowledge or without his/her effective consent is prohibited. Such behavior may result in disciplinary action.