Office of Residential & First-Year Programs
- Professional Staff
- Undergraduate Staff
- Citizenship Pillars

Housing Program and Options
- Housing License Agreement
- 2016-2017 Housing Rates
- Refunds and Rebates
- Fraternity Chapter House Obligation
- Release from Residency Requirement: Commuting and Off-Campus Housing
- Gender-Neutral Housing
- Disability Housing Accommodations
- Alcohol & Drug-Free Housing (RISE Program)

Housing Policies
- Break Housing
- Hall Closings
- Early Arrivals and Late Departures
- Room Changes
- Vacancy Policy
- Consolidation Policy
- Senior Week Housing
- Summer Housing
- Access to College Property by College Officials
- Administrative Moves as a Result of Student Behavior
- Leave of Absence or Withdrawing from the College

Residential Guidelines
- Quiet & Courtesy Hours
- Guests
- Pet Policy (including Emotional Support Animals)
- Life Safety Inspections and Violations
- Fire Alarms
- Fire Safety Equipment
- Emergency Building Evacuation
- Alcohol and Drug Policy
- Conduct: Prohibited Items and Prohibited Conduct

Community Living
- Community Agreements
- Roommate Agreements and Roommate Conflicts
- Staff On Call
- Cleaning: Rooms and Common Spaces
Facilities
- Furnishing
- Maintenance Needs
- Room/Apartment Condition Reports
- Keys and Lockouts
- Room Decorating
- Room Damage
- Common Area Damage and Vandalism
- Contesting Damage Charges
- Air-Conditioning Requirements

Personal Belongings and Important Insurance Information
- Bicycles
- Storage
- Student Property
- Liability Insurance
- Automobile Insurance

Residential Campus Resources
- Security Services, Guidelines and Regulations
- Cable TV Service
- Telephone Service
- Mail Delivery
- Parking
- Illness and Injury

Addendum to Housing License Agreement

Office of Residential & First-Year Programs

The Office of Residential & First-Year Programs is located on the second floor of the College Union Building (Suite 250). This office is responsible for the overall planning, development and implementation of the residential and first-year programs at Gettysburg College.

Office Hours: 8:30am – 5pm (closed from noon – 1pm)
Telephone: 717-337-6901
Email: residencelife@gettysburg.edu
Emergency/After-Hours: 717-337-6911 (Department of Public Safety)

Professional Staff
Associate Dean Keira Kant CUB 250 717-337-6901
Director Danielle Phillips CUB 250 717-337-6901
Assistant Director Sharon Fissel CUB 250 717-337-6901
Associate Director Allison Schofield CUB 250 717-337-6901
Administrative Aide Michele Klunk CUB 250 717-337-6901
Assistant Director Julia Collett CUB 250 717-337-6901
Residential Life Coordinator, East Quad Andrew Hileman Huber Hall 717-337-6841
Residential Life Coordinator, West Quad Alexander Barkley Stine Hall 717-337-6899
Undergraduate Staff
Each residence hall is under the leadership of undergraduate staff members, who are either Assistant Residential Life Coordinators, Residence Coordinators, Community Advisors, Resident Assistants, or House Leaders. These staff members work with the Office of Residential & First-Year Programs to help develop and maintain an environment that promotes academic, personal, and social growth in the residence hall. A list of student staff members can be found at gettysburg.edu/reslife

Citizenship Pillars
The Residential & First-Year Programs professional and undergraduate staff seek to support students' development as self-directed young adults able to take personal responsibility over all dimensions of their lives. Student learning occurs through students' active decision making and engagement in the campus community both in and out of the classroom. The Office of Residential & First-Year Programs challenges students to be deeply engaged students based on the following four Citizenship Pillars:

Be Curious
Ask questions, think critically, and be creative; opening yourself to new opportunities as you pursue knowledge and self-understanding.

Own Your Experience
Design your journey, make decisions, and take personal responsibility for all dimensions of your life.

Engage Difference
Commit to experiences that challenge you to step out of your comfort zone and examine your current perspectives, in order to expand your understanding of others and contribute to the advancement of our inclusive community.

Make an Impact
Translate your values into practice through thoughtful interactions that contribute to the life of the community.

Housing Program and Options

Housing License Agreement
Gettysburg College provides each student with housing during its provision of education to the student. All housing managed by the College shall be in the nature of a license, and not a lease, and therefore, student residents are not entitled to the protection of the Pennsylvania Landlord and Tenant Act of 1951, as amended. In addition, the housing license agreement that you will enter into with the College shall be terminable at the will of the College.

By virtue of your application for a license for housing, the College and the student agrees to services, policies, rules, and procedures that are, or may be, established concerning the operation of the residence halls. The student is responsible for being familiar with policies, rules, and procedures as stated in the housing license agreement, the Handbook of Student Rights and Responsibilities, the Residential Guidebook or other information published by the College Life Division. In addition, residents are expected to attend scheduled hall meetings conducted by members of the Residential & First-Year Programs staff. Failure or inability to attend such meetings does not release a student from their responsibility to know and/or adhere to any information that is shared. Residents must be aware that violators of housing policies will be
subject to College conduct hearings, which may result in loss of campus housing privileges (without refund), monetary assessment for damages caused by violations, and/or possible separation from the College.

The Borough of Gettysburg has adopted an Ordinance that affects certain College housing. Any student leasing a Regulated Rental Unit as defined in the Ordinance must comply with the Addendum to Housing License Agreement. The Ordinance is not applicable to College housing within the institutional zone as defined by the Borough; this zone includes all housing on the core campus of the College.

2016-2017 Housing License Agreement
Residential & First-Year Programs

Residential Philosophy
As articulated through the institutional mission statement, “Gettysburg College, a national, residential, undergraduate college committed to a liberal education, prepares students to be active leaders and participants in a changing world.” One way that this mission is accomplished is through a “belief that a residential college is the most effective means of promoting the personal interaction between student and professor, and student and student which develops the community that is the heart of a liberal arts education.” Because of this mission, Gettysburg College has a four-year residency requirement stating that it is necessary and expected that all full-time enrolled first-year, sophomore, junior, and senior students are required to live in College housing.

Exceptions to the four-year residency requirement
Exceptions to the residency requirement are made on a very limited basis to students who must meet at least one of the following criteria:
- Student is studying at an approved off-campus program (abroad, etc.).
- Student has been granted commuter status (reside in their parents'/guardians’ home).
- Student is a senior who has been granted a release from the residency requirement as part of the off-campus application process. This privilege is granted to a very limited number of senior students each year.

Requests for additional exceptions may be made to the Associate Dean of College Life.

Residential Agreement
I, the undersigned student, hereby contract for a space in College housing for myself at Gettysburg College for the ENTIRE 2016-2017 ACADEMIC YEAR. I understand this contract will be terminated if I withdraw from the College, take a leave of absence, complete my degree requirements, or participate Off-Campus Study Program. I sign this license agreement fully aware of, subject to, and in accordance with the terms and provisions stated above and below. I also understand that I am required to have and pay for an institutional meal plan if my housing is within a residence hall that requires such a plan. A list of the halls that require a meal plan can be found on the Residential & First-Year Programs website.

Rates and Refunds
I understand that I am responsible for payment of the housing rates as listed in the Residential Guidebook that are based on the accommodations that I will be assigned for the 2016-2017 academic year. Should I take a leave of absence, withdraw, or otherwise leave the institution for any reason, I will be responsible for the cost of my housing and only receive a refund in accordance with the “Refund Policy” which can be found on the College website.
**Duration of Housing, Breaks, and Summer Housing**

The housing that I am contracted to inhabit as a result of this license agreement is to be provided to me for both the fall and spring semester, under the stipulations listed below:

- For the Fall 2016 semester, check-in to my housing is no earlier than August 24, 2016 if I am a first-year student or August 27, 2016 if I am an upperclass student, and check-out is no later than 10am on December 18, 2016.
- For the Spring 2017 semester, check-in to my housing is no earlier than January 21, 2017, and check-out is no later than 10am on May 14, 2017.
- Early Arrival or Late Departure is an exception granted on a very limited basis and is accompanied by an early arrival or late departure fee. For fee amounts, please reference the Residential Guidebook.
- The residence halls close for the following breaks:
  - Thanksgiving Break – 10am on November 23, 2016 through noon on November 27, 2016
  - Winter Break – 10am on December 18, 2016 – 9am on January 21, 2017
  - Spring Break – 10am on March 11, 2017 through noon on March 19, 2017
- Access to Break Housing is an exception granted on a very limited basis, and I understand that if I am in need of and approved for break housing, I may be relocated to housing arrangements that are not my regular semester housing.
- Summer housing is only available for international students, students fulfilling a college-approved internship, students working on campus in administrative offices, students working as research assistants, and students enrolled in local summer courses. Summer housing is accompanied by a summer housing fee that is approved annually by the Board of Trustees and collected via student accounts.

**Room Changes, Vacancies, and Consolidation**

As an occupant of College housing, I understand that I may be reassigned, relocated, or required to consolidate based on the housing needs of the College. I also understand that if a vacancy exists in my residential space, it may be filled by the College at any time. During the course of the fall and spring semester, I am aware that within the designated period (excluding the first two and last two weeks of the semester), I can work with the Office of Residential & First-Year Programs to change my housing assignment based on available vacancies. Should I change housing into a space that is a different rate than my original space, I will be charged or credited at a pro-rated cost based on the time of my relocation.

**Facilities – Keys and Damage**

I understand that I am financially responsible for the key(s) to my housing and for any damage caused by me, by those residing in my space if individual responsibility cannot be determined, and by my guests. If I lose my key(s), I understand that I will be charged $150 the first time, $250 the second time, and $350 each additional time. For more information regarding lock-outs, lost keys, and damage billing, please refer to the Residential Guidebook.

**Residential Community Engagement**

I agree to be an involved member of the residential community in which I reside by attending scheduled community meetings, paying applicable fines, and participating in hall/house activities.
Code of Conduct and Residential Guidebook
I understand that I am bound by the rules and policies within the Student Code of Conduct and must also abide by all federal, state, and borough laws and regulations.

I understand that I am bound by the information in the Residential Guidebook, which outlines all residential policies, procedures, and important information. The Residential Guidebook expands on the items in this license agreement, as well as policies related to pets, guests, prohibited items, services, and many other items. By signing this housing license agreement, I am acknowledging that I am responsible to the information in the Residential Guidebook and can be held accountable through fees, fines, conduct action, loss of housing privileges, and/or separation from the institution.

Non-Discrimination
Gettysburg College does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, gender identity or expression, or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and College policies. Gettysburg College prohibits discrimination, discriminatory harassment, and sexual harassment, including sexual violence and any type of sexual misconduct.

2016-2017 Housing Rates
Plan 1 – $8,180 per year or $4,090 per semester
This includes ALL single rooms on campus, regardless of the building.

Plan 2 – $8,180 per year or $4,090 per semester
This includes all non-single rooms in the following facilities:
- 25 Railroad St.
- 227 N. Washington St.
- Apple Hall
- Constitution Apartments
- Appleford Carriage House
- Baughman Hall
- Ice House
- College Apartments
- Van Horn House

Plan 3 – $7,430 per year or $3,715 per semester
This includes all non-single rooms in the following facilities:
- 25 S. Washington St.
- 102 W. Water St.
- 129 N. Washington St.
- 131 N. Washington St.
- 209 N. Washington St.
- 215 N. Washington St.
- 227 Carlisle St.
- Albaugh House
- Appleford Inn
- Bregenzer House
- Carlisle House
- Colonial Hall
- Corner Cottage
- Hutchison House
- Lamp Post
- Lau House
- Paxton Hall
- Quarry Suite (doubles)
- Smyser Hall
- College owned fraternity houses (doubles, triples, quads.)

Plan 4 – $6,290 per year or $3,145 per semester
This includes all non-single rooms in the following facilities:
- 223 Carlisle St.
- Eisenhower Institute (double)
- Hanson Hall
- Huber Hall
- Musselman Hall
- Patrick Hall
- Paul Hall
- Rice Hall
- Stevens Hall
- Stine Hall
- Tudor House
Refunds and Rebates
Room and board refunds are calculated based on the date the student officially checks out with the Finance and Administration Office, not the date the student withdraws from classes. A more comprehensive description of the refund policy can be found in the College Catalog.

Fraternity Chapter House Obligation
Fraternity chapter houses are considered on-campus housing. Members of fraternities are obligated to work with their Alumni Corporation to fill all spaces in their house. Once a student joins a fraternity, he can expect to reside in the chapter house during his junior and senior year. Fraternity members will be assigned to housing space in the chapter house consistent with the policies of the fraternity. Members must have permission from their Alumni Corporation in order to live outside of the fraternity house. In addition to receiving permission to reside outside of the chapter house from their Alumni Corporation, fraternity members who wish to live off-campus must also be released from their residency requirement by the College. Otherwise, they are still obligated to live in College housing.

Sophomores may move in to the Chapter house for the spring semester if they earn a 2.7 cumulative GPA and there is space available. Each fraternity's officers serve as the house's residential staff and are responsible for the enforcement of College policies.

Release from Residency Requirement: Commuter Status and Off-Campus Housing
Commuter Status: A commuter student is a student who lives with parents or guardians in the local community. Students must reside at the official parent/guardian address provided to the college (address submitted for financial aid and noted on the previous year's tax return). A student who is commuting must be classified as a commuter by the Office of Residential & First-Year Programs, the Office of Financial Aid, and the Office of Financial Services.

Off-Campus Housing: During their junior year, rising seniors may apply for a release from their residency requirement and for the ability to live off-campus for the following academic year. The Office of Residential & First-Year Programs reviews applications and informs applicants whether they have been released from the requirement to live on-campus. Only a small percentage of rising seniors are released from their residency requirement and able to live off-campus each year; therefore, students should not sign a lease for an off-campus accommodation before receiving approval (in writing) during the spring semester of their junior year. Once their residency requirement is waived, the responsibility for securing suitable accommodations rests entirely on each student. The College is not involved in borough inspections of non-College facilities and therefore cannot provide services (including the Department of Public Safety) for those living off-campus. Students' landlords, the Gettysburg Code Enforcement Office and the Gettysburg Borough Police are among the many resources available to students living off-campus. Students residing off-campus are still subject to the College's student code of conduct.

Gender-Neutral Housing
Students may choose to live in gender-neutral housing. This policy allows two or more students to share a multiple-occupancy bedroom, suite, or apartment regardless of students’ sex or gender. Gender-neutral housing is not intended for romantic couples. Rather, it provides options for a variety of students: those who feel uncomfortable rooming with members of the same sex, transgender students in the process of discovering their gender identity, students who feel they would be more compatible with a roommate of a different sex or gender, and students who do not want sex or gender to be a primary factor in choosing a roommate. Gender-neutral housing intends to help create a campus climate that is welcoming, inclusive, and supportive of all students.
Gender-neutral housing is available in all halls for sophomores, juniors, and seniors through the spring housing selection process. Gender-neutral housing is also available to first-year and transfer students. Each June, incoming first-year and transfer students will have the option of selecting gender-neutral housing via the FYDashboard.

Accommodations for Students with Disabilities
The Office of Residential & First-Year Programs is committed to providing successful residential experiences for all students, including those with documented disabilities. In compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), Gettysburg College provides reasonable housing accommodations for students with disabilities. The Office of Residential & First-Year Programs will collaborate with other relevant staff at the College (including the Office of Academic Advising, Health Services, and Counseling Services) to determine the most appropriate housing accommodations. Housing accommodations are determined on a case-by-case basis according to documented need and prevailing standards for reasonable accommodations. This process includes the need for air conditioning due to asthma, allergies, or other health-related concerns.

Students desiring to request special housing accommodations are required to submit the Disability Accommodation Student Request form along with verification of the disability and need for accommodations from the appropriate diagnosing professional. This information must be submitted to the Office of Academic Advising by their published deadlines.

Students seeking to bring Assistance/Emotional Support Animals to campus as an accommodation should fill out and return to the Office of Academic Advising the Disability Accommodation Student Request Form and the Documentation for Emotional Support Animal form. Requests are reviewed on a case-by-case basis.

Alcohol & Drug-Free Housing (RISE Program)
Gettysburg College offers alcohol and drug-free housing through the RISE program (Respecting Individual Students Expectations about alcohol). Students who participate in this program agree to live in a residence hall where alcohol and tobacco are not present nor used, and no drugs are used contrary to prescription or law. Upperclass students are eligible to apply to live in the RISE House and are required to meet all expectations of that community. First-year RISE students are assigned to be roommates with other members of the RISE program and each student will have an opportunity to participate in activities with other First-Year RISE members. RISE members who do not abide by their substance-free commitment are subject to relocation in addition to sanctions through the campus conduct system.

Housing Policies

Break Housing
During the academic year, the College officially closes for Thanksgiving, Winter, and Spring Breaks. Residence halls close at 10 AM the day after the last day of class or exams during these periods and reopen at noon on the day before the first regularly scheduled class. Notices of specific times and dates are publicized in the College's Academic Calendar and before each break. Students are reminded to make travel arrangements accordingly.

All students must vacate the residence halls during the breaks. Break Housing for students who cannot return home or leave campus over breaks may be provided. Should a student need break housing accommodations during any portion of a break, the student must complete and submit the online break housing request form. The online request form may be found by logging
into CNAV, choosing "My Housing" on the first drop-down menu, and then clicking on "Apply Online." The dates for the online request form will be announced approximately one month prior to the beginning of each break.

When the residence halls close for breaks, students are expected to take out trash and perishable food, unplug items in the room, turn out the lights, and shut and lock the windows. Apartment doors and bedroom doors that are lockable should be closed and locked. A list of complete closing procedures will be distributed about one week prior to each break closing. Residents may leave personal items in their room during all breaks, except for the summer. However, due to the "unoccupied" status of the campus during breaks, it is suggested that students take valuable items with them to ensure their safety.

Staff members from Residential & First-Year Programs and Department of Public Safety conduct inspections during breaks. Any infractions will be noted and the student will be notified and/or charged accordingly.

Any student requesting access to their residence hall or room during College break periods when the College is officially closed shall present themselves to the Department of Public Safety and request permission for access. Public Safety will authorize a student access to their respective room for legitimate reasons only. Public Safety officers authorize full discretion in determining a student's legitimacy to enter the closed residence hall based on the information given. Once the legitimacy of the request is established, access requests will be managed as follows: The student's identity, resident status, and room assignment will be verified. After this verification, an officer will escort the student to their room, allow drop-off or retrieval of the item(s) in question, and then escort the student from the building.

Hall Closings

Fall Semester: At the end of the fall semester, all students must vacate their rooms within 24-hours after the completion of their last exam or by the designated closing time (whichever comes first). Students who are not returning for the spring semester must remove their belongings and return their room key(s) to the Office of Residential & First-Year Programs prior to departure. A fee may be assessed if appropriate action and/or paperwork is not completed. Students returning to their same room for the Spring Semester may leave personal items in their room at the end of the fall semester during Winter Break. However, due to the "unoccupied" status of the campus during Winter Break, it is suggested that students take valuable items with them to ensure their safety.

All residential spaces must be left in "move-in" condition prior to students leaving for Winter Break. At the close of every fall semester many room changes occur and, in some cases, students make decisions not to return for the spring semester. As a result, it is possible that when students leave for break, their space does not have a vacancy but one is created during the break. The Office of Residential & First-Year Programs will need to be able to use all vacancies to house students returning from off-campus study, readmission, or room changes.

“Move-In” Condition:
- Residential space must be cleaned, including kitchens, living rooms, and bathrooms.
- All trash must be removed.
- All furniture must be present, assembled, and available for use.
At the conclusion of the fall semester and during Winter Break, room inspections will be conducted by staff in order to assess whether rooms and common spaces are prepared for occupancy. Students are asked to set their spaces to "move-in" condition before leaving for break because the new resident(s) who move into your space may arrive on campus before you return in January. If the living spaces are not in "move-in" condition, students will be asked to return to campus to clean the space and be subject to a fine.

Spring Semester: At the end of the spring semester, all students are required to vacate their residence hall rooms and remove all belongings within 24-hours following the completion of their last exam or by the designated closing time (whichever comes first). Students who do not depart the residence halls by closing time and do not have approved extensions are subject to fines for late departure, up to $50 for each hour they are late in departing. Students who wish to request an extension for a late departure must do by submitting an online request through CNAV/MyPlace/MyHousing Self-Service at least five days prior to the halls closing. Residential & First-Year Programs staff will review all requests and determine whether students will be granted permission for a late departure. If approved, students may be subject to a late departure fee.

Before departing campus for the summer, students must clean their entire room and/or apartment and remove all non-college furniture and trash. All furniture that was dismantled must be reassembled.

At the end of the academic year, students should check out and return keys to the Office of Residential & First-Year Programs. In the event that students are departing campus outside of published office hours, students should return their key(s) to a key box located at the Department of Public Safety. It is the student's responsibility to return their room key by the published deadline to avoid an unreturned key charge.

Unreturned Key Charges (per key):
- No key returned, no previous lock changes $150
- No key returned, one previous lock change $250
- No key returned, two or more previous lock changes $350

Students may be charged for keys that are returned with paint or nail polish on them. Unreturned key charges are billed automatically to student accounts and will not be credited for any keys mailed back to campus after the halls close.

Early Arrivals and Late Departures
Gettysburg College establishes dates and times for the opening and closing of the residential facilities at the beginning and end of the academic year and for Thanksgiving, Winter, and Spring Breaks. This information can be found on the calendar on the Residential & First-Year Programs website.

Students should make travel plans accordingly and well in advance. If a student has extenuating circumstances that does not permit them to arrive on campus accordingly, there is an approval process to request housing outside of when the halls are open for the academic year. Office staff review requests and determine whether an exception can be accommodated.

Early Arrival Requests: Any student who wishes to move in before the designated check-in/hall opening dates must have their requests approved by the Office of Residential & First-Year Programs.
Group Requests
Students participating in any College-sponsored activity which requires early arrival (practices, trainings, meetings) are granted permission to move in early. If students fall under this category, the group’s coordinator will arrange for their early arrival. The student does not need to submit an individual request. There is no early arrival fee for group early arrivals as long as students do not arrive prior to their group’s scheduled date.

Individual Requests
Any individual upperclass student that has extenuating circumstances that require early arrival must complete an online early arrival application by the deadline. Instructions and deadlines will be communicated to students prior to breaks and the start of each semester. Emails or phone calls to the office will not be accepted in place of this application. Office staff will review individual requests and determine whether students will be granted an exception to move in early. Individual requests that are made by the deadline and are approved will be automatically billed a $100 early arrival fee. Approval decisions will be communicated to each applicant via email within one week of receiving an application. Early arrival requests submitted after the deadline may be approved but will be automatically billed a $200 early arrival fee. Students who arrive on campus early without prior approval will be automatically billed $250.

Please note that dropping off personal belongings prior to the official check-in dates will constitute an early arrival and the above policy, deadlines, and fees will apply.

Late Departure Requests: Students who do not depart the residence halls by the published closing date and time for any breaks or at the end of the academic year are subject to fines for late departure. Students who wish to request an extension for a late departure must complete an online late departure application by the deadline. Instructions and deadlines will be communicated to students prior to semester closings. Emails or phone calls to the office will not be accepted in place of this application. Office staff will review individual requests and determine whether students will be granted an exception of late departure.

Graduating seniors who remain on campus through commencement must vacate their senior week housing by 10am the Monday after commencement.

ALL students who do not request prior approval for a late departure are subject to a $50 fine for each hour they are late in departing. Students approved for late departures may be charged a late departure fee.

Room Changes
The Office of Residential & First-Year Programs strongly encourages students to sit down with their roommates early in the year to discuss issues important to living together. Students with specific conflicts are encouraged to seek counsel of their Assistant Residential Life Coordinator (ARLC), Residence Coordinator (RC), Resident Assistant (RA), Community Advisor (CA), or House Leader (HL). If a mutually satisfactory solution to the conflict is not reached, students wishing to pursue a room change must meet with a Residential & First-Year Programs professional staff member. Students are reminded that all room changes must be officially requested in this manner. Room changes can take place any time after the first two weeks of the semester and up until the last two weeks before final exams. Exceptions to this procedure may be granted only by the Office of Residential & First-Year Programs.

If wishing to change your room, you should contact your ARLC, RC, RA, CA, or HL to discuss a room change. A referral to a professional staff member may occur. Prior to any room change,
official paperwork and key exchanges must be completed with the Office of Residential & First-Year Programs. Failure to complete necessary paperwork may result in fines and/or conduct action. When searching for a new space, the person wishing to move is encouraged to have an informal meeting with the prospective roommate prior to moving into the space.

Vacancy Policy
The Office of Residential & First-Year Programs reserves the right to use any available space to house any of our students. Residents pay only for a portion of the room in which they live and do not have exclusive rights to the entire room in which they reside, unless they reside in a single occupancy room. The College also reserves the right to use any vacant space as temporary housing for other Gettysburg College students during break periods, if needed. If at any time, a resident's roommate should move out, the remaining resident has two days to find another roommate and begin the necessary paperwork or move to another vacancy on campus. If the remaining resident does not find another roommate within this timeframe, the space becomes available to other residents on campus.

We encourage people who are requesting a room change to talk with a potential new roommate in order to increase the likelihood of a good match between the students involved. However, students are not required to meet with prospective roommates and, after the two-day waiting period, the space is available for immediate occupancy. The Office of Residential & First-Year Programs will make an attempt to notify the occupant(s) of the room/apartment into which a new roommate is planning to move. However, under some circumstances (such as emergency moves or late admits) this notification may not be possible.

Students with a vacancy in their room should keep the following three important notes in mind:
- Any residence hall room with a vacancy must be maintained in such a way that a person can move in immediately and live comfortably with the closet, bed, desk, shelf, and dresser available for use.
- Any attempt on a student's part to discourage, refuse, or intimidate a potential or newly assigned roommate is a violation of Residential Guidelines. If a Residential & First-Year Programs staff member receives information that a student is discouraging prospective roommates, that student will be contacted by a member of the staff.
- By violating this policy the student risks conduct sanctions, including the loss of the student's housing lottery number.

Consolidation Policy
Due to its residency requirement, Gettysburg College guarantees housing for all full-time students. Therefore, the Office of Residential & First-Year Programs must efficiently and effectively utilize all available spaces in its housing inventory and reserves the right to utilize the following consolidation policy.

Prior to the fall academic semester, at semester break, and in emergency situations, the Office of Residential & First-Year Programs reserves the right to move students from their current room assignment. All students within a room may be moved to another location, multiple groups of students in separate rooms but on the same floor/building may be relocated, and students residing alone in multiple occupancy rooms may be consolidated. This means that a student, upon notification, will need to vacate their room and move into another space on campus. This is an effort to use each room/floor/building to its capacity. We will work with all students involved in a consolidation to make the transition as smooth as possible.
Senior Week Housing
During the week prior to graduation, certain residence halls will be designated for senior week housing. These accommodations are exclusively for graduating seniors. The Office of Residential & First-Year Programs reserves the right to consolidate students and move students to different housing.

All graduating seniors will be required to vacate their senior week housing by 10am the Monday after commencement. Students who vacate later than Monday at 10am will be subject to a $50 fine for each hour they are late in departing. Students must return their room key(s) when they depart campus to avoid being billed for an unreturned key. See “Hall Closings: Spring Semester” for check-out instructions and unreturned key billing rates.

Summer Housing
Summer housing is only available for international students, students fulfilling a college-approved internship, students working on campus in administrative offices, students working as research assistants, and students enrolled in local summer courses. Summer housing is accompanied by a summer housing fee that is approved annually by the Board of Trustees and collected via student accounts. Students interested in summer housing will need to apply for housing during April of each academic year. Students are assigned to housing based on class year and a random lottery draw of all applicants.

Access to College Property by College Officials
As a private educational institution, Gettysburg College reserves the right to enter and inspect all college residence hall rooms or other areas that are used for student residential living in order to protect the health, safety, and wellbeing of any or all students, enforce college policies and regulations, and/or to protect and preserve college property and the educational process. Furnishings provided by the college within college residence hall rooms or other areas that are used for student residential living remain the property of Gettysburg College and are subject to inspection under this policy. This means that when it is necessary to enforce this policy, the College may enter a residence hall room or other areas used for student residential living without prior notice to the occupants and conduct an inspection of the room or area and any College property within it, including (but not limited to) closets, beds, desks, dressers, bookshelves, Microfridges, and refrigerators.

The College shall try to give the student(s) involved prior notice of the need for entry and the opportunity to be present during any entry into their residence hall room or other area used for residential living unless there is an immediate risk of harm to the health, safety, or wellbeing of any student, including violations of College policies and regulations.

Where federal, state, or local law enforcement officers are involved in an investigation of a possible violation of any applicable law, any search of a student residence hall room or other areas used for student residential living shall be conducted in accordance with legal standards applicable to police searches of private residences.

Administrative Moves as a Result of Student Conduct
There may be a number of reasons that may require a student to move due to their conduct or behavior on campus or within the residential community. The need to move would be communicated to the student through the conduct process, and the student would work with their hearing officer in that process to arrange for any necessary change in residence hall room.
**Leave of Absence or Withdrawal from the College**
When a student takes a leave of absence or withdraws from the institution, the student must vacate their room and return their key(s) within 48-hours of the effective date of their leave or withdrawal.

**Residential Guidelines**

**Quiet & Courtesy Hours**
Residential communities are intended to provide an environment that is conducive to studying and sleeping. In order to maintain an acceptable noise level, staff and students are expected to be respectful of others and should confront noise problems when they occur.

Quiet Hours:
Sunday through Thursday nights from 10pm – 8am
Friday and Saturday nights from midnight – 8am

During quiet hours all noise (e.g. music, TV, conversation) should be contained inside a student room with the door closed. Noise in the hallways, stairwells, and lounges should be kept to a minimum. Students are encouraged to talk with those violating quiet hours before requesting the assistance of a staff member. Students violating quiet hours may be given a warning and further violations may lead to other conduct action and/or fines.

Outside of quiet hours, courtesy hours are in effect. During courtesy hours students should be especially respectful of others in the hall. If you are trying to study or sleep, you may ask people to be quiet. If you are asked to turn down your music or quiet down, you are expected to comply.

As members of the Gettysburg College community, students are expected to adhere to the Borough noise policies by refraining from the production of loud volumes of noise. All audible noise outside the halls must cease by 10pm during the week and midnight on weekends. Violators may be subject to College conduct action as well as Borough fines.

**Guest Policy**
College housing is provided for the exclusive use of Gettysburg College students as assigned by the Office of Residential & First-Year Programs. Visitors may be allowed to use residence facilities within the following guidelines:

- In order for a student to host a guest in the room, the student must ask all other roommates for permission to host a guest. Students are not able to host a guest unless all other roommates agree to allow the guest into their space.
- Visitors are permitted for only three consecutive days and totaling no more than 8 days in a one month period. No student is authorized to permit extended use of college housing facilities (including rooms) to any visitor, either student or non-student, when such use, because of its duration or frequency, constitutes a de facto sub-contracting of College facilities to an unauthorized person.
- No student is authorized to permit use of college housing facilities (including rooms) for any visitor, either student or non-student, when such use becomes a source of complaint to the roommate(s), members of the floor/residence hall, or College staff.
- The host student has complete responsibility for all visitors. Students accused of violating this policy may be subject to conduct action. If visitors violate College policy, the host student will be held responsible and is subject to conduct action. The visitor, either student
or non-student, will be removed from College housing and may be prohibited from returning to campus.

• Guests must register their vehicle at the Department of Public Safety.

Pet Policy
Gettysburg College does not allow pets in residence halls, even as guests of family or friends. College residences are not conducive to appropriate pet ownership. While pets can be a source of much enjoyment, they can also pose a threat to the health and safety of the campus community. Many individuals suffer from allergies related to pet dander and pet hair, and it is important to provide a healthy environment for all our students, employees, and visitors. In addition, pets pose a significant liability risk to the College. As such, pets are not approved for students living in College-controlled residential properties.

With the exception of non-carnivorous fish, certified service animals, and approved emotional support animals, the presence of animals in buildings is prohibited. Fish must be maintained in a bowl or tank that does not exceed 20-gallons. The College will not be responsible for the care of fish during breaks.

If a pet is discovered in a student's residential space, the student(s) will be fined $250 and given one week to remove the pet from campus. If the pet remains in the room after one week, the students will be fined an additional $250 per week until the pet is removed, and the student could face additional financial penalties. Failure to remove the pet from the residence in a timely manner may result in removal by animal control services. Violation of the pet policy may result in damage billing for the replacement and/or refurbishment of carpeting, furniture, or other affected areas of the facility.

Members of the professional staff who live in residence halls controlled by the College may request permission from the Director of Residential & First-Year Programs to have a pet(s) reside with them. If approval for a pet is granted, these pets will not be permitted in administrative or classroom buildings unless they are certified service animals.

Dogs and other animals are permitted on campus roads, walks, and grounds, as they are in the local community, when they are on a leash and controlled by the owner. It is the owner's responsibility to clean up after the animal. All pets must be tagged, registered, and vaccinated in accordance with Pennsylvania state law.

Students with disabilities who use trained Service Animals should contact the Office of Academic Advising to discuss housing and other related accommodations.

Students seeking to bring Assistance/Emotional Support Animals to campus as an accommodation should fill out and return to the Office of Academic Advising the Disability Accommodation Student Request Form and the Documentation for Emotional Support Animal form. Requests are reviewed on a case-by-case basis.

Life Safety Inspections and Violations
DPS’ Life and Fire Safety Unit performs residence hall and fraternity full-scale Health and Safety (H&S) Inspections three times a year, once during winter break, once during spring break, and once during the summer months prior to the start of each fall semester. Life and Fire Safety building inspectors conduct regular inspections of residential hall and fraternity common areas throughout the academic year. Full-scale building/hall inspections are announced. Not all common area inspections are announced. The Life Safety inspections are primarily designed
to find and eliminate safety violations. Students are required to read and comply with the Residential and Fraternity Guidelines which include life and fire safety rules and regulations for residential buildings.

The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in the room; tampering with life safety equipment; possession of pets; etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room.

Fire Alarms
Public Safety should be called immediately at 717-336-6911 (x6911) for all fire alarms. Two emergency evacuation drills are held each semester to ensure that all students are familiar with evacuation procedures. Anytime a fire alarm sounds everyone must evacuate the building and remain outside until notified that it is safe to return by a Security Officer or Residence Life Staff member. During an evacuation, residents are to follow emergency procedures including any Residence Life Staff instructions.

Fire Safety Equipment
In the event of an actual fire, evacuate the building immediately. Pull the building’s fire alarm (if the alarms are not already sounding), and once evacuation has begun, contact Public Safety. Pulling a false fire alarm, discharging a fire extinguisher or failure to comply with the above guidelines during an evacuation will result in disciplinary action. Sanctions may include suspension from the College. False fire alarm activation and fire extinguisher use will also result in a fine to the individual responsible or to a residence hall floor or building in the case that individual responsibility cannot be determined.

Fire extinguishers, fire alarms, pull boxes, smoke detectors, emergency lighting fixtures and exit lights are located in each building. This equipment should only be used in emergency situations. Misuse or tampering with any fire safety equipment will not be tolerated and may result in removal from the residence hall or suspension from the College. If you use a fire alarm or extinguisher for an actual emergency or fire, please notify Public Safety.

Fire Safety Services provides each apartment kitchen with a five pound fire extinguisher for their safety. This extinguisher must be inspected each month to ensure it is in good working order and mounted properly. The College provides apartment-style living throughout the campus and has developed a policy to allow these inspections to be conducted as efficiently as possible. There is no extra charge for this service, but the residents are responsible for the condition of the fire extinguisher. The charge for a discharged fire extinguisher is $100.00 and if the extinguisher is lost or damaged beyond repair, a charge of $200.00 is levied. Any fire within an apartment must be reported, especially a fire that is extinguished with a fire extinguisher. Residents will not be fined for using a fire extinguisher to extinguish an actual accidental fire.

Once a month, two building Inspectors will visit each apartment. The visits will be conducted on Mondays through Thursdays from 11am to 3pm. The inspectors will knock several times and identify themselves if a resident answers. They will explain their visit and the resident may escort them to the kitchen. The extinguisher will be inspected. If no one answers the door the officers will enter the apartment and announce themselves. If no one answers to their announcement, the inspectors will proceed with the inspection.
Emergency Building Evacuation

Emergency Building Evacuations are necessary to ensure the safety of the occupants to a variety of threats including fires, bomb threats, acts of violence, chemical releases, or other hazardous substances. The fire alarm system serves as the main notification to building occupants that there is an emergency situation that requires an evacuation.

In some cases the fire alarm may not be used if information indicates that the alarm system may cause a threat, in such cases as a bomb threat. In these cases, the word of mouth and room-to-room notification system may be conducted by the Department of Public Safety. Public Safety may assign certain college personnel to help with the room-to-room evacuation.

During an Emergency Building Evacuation every occupant must exit the building immediately after hearing the alarm or being advised by Public Safety. Occupants who exit the building should remain outside until advised by a Public Safety Officer that it is safe to return. Public Safety will coordinate fire, police, medical, and rescue assistance.

If conditions exist that prevent occupants to reenter then Public Safety will provide occupants with a relocation site nearby. If occupants are relocated to a nearby site, then those occupants will be provided with up-to-date information and needed resources to maintain their quality of life needs such as restrooms, water, food, clothing, and shelter from elements.

Any person failing to leave a building when the fire alarm sounds, when directed to leave by a Public Safety Officer, or as a result of a known or perceived emergency is subject to conduct sanctions and/or prosecution.

Emergency Evacuation Drills are conducted to familiarize occupants with emergency egress from a building and to establish conduct of the drill to a matter of routine. Drills will include suitable procedures, such as room-to-room checks, to ensure that all persons subject to the drill participate. Any person who fails to participate in a drill will be subject to conduct action by the appropriate authority. In the conduct of drills, emphasis shall be placed on orderly evacuation rather than speed. Drills shall be held at expected and unexpected times and under varying conditions to simulate the unusual conditions that can occur in an actual emergency. Participants shall relocate to a safe location outside the building and remain at such location until given further instruction.

Alcohol and Drug Policy

In compliance with Pennsylvania state laws, students under the age of 21 are not permitted to purchase, possess, or consume alcoholic beverages. All students, regardless of age, are prohibited from manufacturing alcohol. In addition, students who are of legal drinking age cannot possess open alcohol containers in common areas (halls, lounges, bathrooms). If students living in a room are both under 21, then alcohol cannot be present in that room. Alcohol is not permitted in any first-year residence halls, with the exception of upperclass students who are of legal drinking age. Possession of alcoholic beverage containers, either full or empty, will be taken as a presumption of use and possession, and as such may be considered policy violations. Open source alcohol such as kegs/beer balls and grain alcohol punch are prohibited from all residence hall facilities (including apartments). All drinking games and drinking game paraphernalia (beer pong tables, beer funnels, etc.) are also prohibited.

Students must register parties where alcohol will be served. Illegal drugs are prohibited. Violation of these policies will result in conduct action. See the Handbook of Student Rights and Responsibilities for further information on the alcohol/drug policy.
Prohibited Items and Prohibited Conduct

If your behavior does not meet College community expectations or is in violation of the policies outlined in the Housing License Agreement, this Residential Guidebook or the Handbook of Student Rights and Responsibilities, you may expect conduct action. Gettysburg College expects students to maintain a standard of personal discipline that is in harmony with the educational goals of the institution, federal, state, and local laws, and to respect the rights, privileges, and property of fellow students, faculty, staff, and administrators. Students are responsible for the items contained and the events that occur in their rooms. Special surveillance resources may be utilized by the College when conduct issues become chronic or disruptive.

Prohibited Items

The following items are prohibited in residence halls:

- Guns, firearms, knives longer than three-inches, or weapons of any type, including BB and pellet guns
- Candles and/or incense (lit or unlit)
- Hover boards
- Tapestries, banners and flags. These items cannot be hung on walls, ceilings, or over windows. Window treatments such as curtains must be made of a fabric that resists or retards the spreading of flames and has either a UL fire rating #723 or NFPA 225.
- Room-heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof
- Pressurized tanks (e.g. helium tanks)
- Flammable and/or combustible liquids and/or chemicals including gasoline and charcoal
- Grills of any type (except UL-listed Foreman-style grills in apartments)
- Fireworks, smoke bombs, sparklers, etc.
- Drug paraphernalia and illegal drugs
- Animals or pets of any kind (except certified service animals, approved emotional support animals, and/or non-carnivorous fish). See Pet Policy for more information.
- Light dimmers, ceiling fans, or any other device that replaces, adds to, or interferes with any room apparatus
- Excessive furniture that blocks or restricts egress
- Physical training equipment
- Three-section couches
- Waterbeds and beds other than twin size
- Dartboards and darts
- Nails, hooks, double-faced adhesive tape, or other items that will damage walls
- Live trees
- Personal lofts

The following electrical appliances and corded items are prohibited in residence halls:

(Note: all cords and permitted appliances must be UL Listed)

- Halogen lamps
- Electrical appliances with an exposed heating source (e.g. toaster ovens, toasters, hot plates)
- Overloaded electrical receptacles
• Faulty or old extension cords
• Portable washers, dryers, and dishwashers
• Mini refrigerators (only permitted in apartments)
• Air conditioners (except for approved housing accommodations that are provided and installed by the College)
• Microwaves other than a Microfridge (unless within an apartment, limit one)

Note: The preceding list is not all inclusive; any item that is a threat to public safety may be removed. In addition to confiscation, violators may pay a monetary fine and may be subject to conduct action.

**Prohibited Conduct**

The following actions are prohibited in residence halls and may result in conduct action:

• Smoking inside any residential space; this includes the use of electronic cigarettes
• Draping or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems
• Hanging cardboard, plastic, or fabric (e.g. tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus. Posters on walls can’t exceed 25% of the total wall surface.
• Hanging stringed lights on the exterior of buildings without the advanced, expressed, written consent of the Office of Residential & First-Year Programs. Inside residence halls, students may use up to three strands of stringed light per room. All stringed lights must be UL-approved.
• Wrapping or placing wires or stringed lights in the area of beds
• Lending keys to others; copying keys; possession of keys that are not authorized for your use
• Water fights, ball playing, bike riding, or similar activities which may cause harm to persons or property
• Storage of bicycles in stairwells or hallways
• Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls
• Throwing any items into or out of windows
• Altering, tampering, or dismantling any door closure or propping open any exterior door
• Cooking food in individual rooms (other than in Microfridges)
• Solicitation of goods or services, except by Gettysburg College students who have received prior approval from the Office of College Life
• Painting, wallpapering, or similarly decorating individual rooms or common areas unless prior approval is given by the Office of Residential & First-Year Programs and Facilities Services
• Repairing any damages or the removal or replacement of light bulbs in ceiling fixtures that have not been approved/provided by the Facilities staff
• Removal, destruction, disassembling, or altering of any furniture in a room
• Removing screens from windows
• Installing wall partitions or paneling
• Modifying or tampering with circuit breakers or any part of the electrical system
• Installing and subscribing to a cable or satellite TV provider
• Installing personal locks or chains on doors or windows
• Sleeping in public areas of the residence halls
• Entering the Quarry pond - this includes wading, swimming, and ice skating
Community Living

Community Agreements
During the first community meeting, student staff members will facilitate the development of a community agreement where students will decide, as a community, the standards to which they will hold each other within the context of college policy. This agreement will be revisited as needed throughout the academic year.

Roommate Agreements and Roommate Conflicts
Sharing a living space with another person can be challenging. Students must learn to communicate their needs to each other and agree to established rules as a way to manage their environment. Student staff members have access to roommate agreements which all students should complete as a way to manage roommate relationships. First-year students will also engage in a conversation with their staff member regarding their roommate agreement.

Roommates having difficulties are encouraged to speak first with their roommate, then with their student staff member, and then, if needed, a Residential & First-Year Programs professional staff member.

On-Call Staff
Residential & First-Year Programs staff members are available for emergencies that may occur in the halls.

During the day, you should find your student staff member or contact the Office of Residential & First-Year Programs (717-337-6901) or the Department of Public Safety (717-337-6911). The Department of Public Safety is open 24-hours, seven days a week.

During the evenings from 9pm – midnight on Sunday through Thursday and 9pm – 1am on Friday and Saturday, student staff members are available in the East and West Quad Duty Offices. The staff can be reached by telephone during this time for any problems. The West Quad duty office is located in Stine Hall, and the phone number is 717-337-8700. The East Quad duty office is located in Patrick Hall, and the phone number is 717-337-8572. If you cannot reach a staff member in the duty office, staff members go on rounds throughout the evening, so please leave a message or call back.

For problems in the upperclass area, you may contact the Department of Public Safety and ask to be put in touch with the student staff member or the Professional Staff member on-call.

Housekeeping and Cleanliness
Each resident is responsible for keeping their room in a reasonably neat and clean condition at all times. Students will need to supply their own cleaning supplies. Trash must be taken to the appropriate receptacles and recycling to the recycling bins. At no time should a student place their room trash in the hallway or in a community bathroom. Any trash left outside a student room will be subject to conduct action, including fines. Students who violate these policies create a hazardous living environment and may be relocated to new housing.

Community bathrooms, including showers, in traditional-style halls (Hanson, Huber, Musselman, Patrick, Paul, Rice, Stevens, and Stine) and many College Houses, are thoroughly cleaned each week. If you are living in a room or apartment with a private bathroom, Gettysburg College will clean these bathrooms over Winter Break. Otherwise, it is the responsibility of the residents to clean and maintain private bathrooms.
Hallways, stairways, study rooms, and other public areas are cleaned weekly by housekeeping staff. Common areas within suites, apartments, and some College Houses are the responsibility of the residents.

**Facilities**

**Furnishings**

Residential rooms are equipped with single beds, desks, dressers, closet space, window shades, mattresses, and trash and recycling containers. Residents may arrange furniture within their rooms in a reasonable and safe manner; providing that all furniture is returned to its original location when the space is vacated. The arrangement of furniture cannot block or restrict egress from the bed/bedroom to the door. Residential & First-Year Programs staff reserves the right to limit the number of furnishings in an individual room if the amount or location of furniture is excessive. Furniture may not be moved from one room to another within residence halls or from one apartment to another. Unused furniture resulting from a vacancy in a room may not be moved into the hallways or storage. Furnishings provided for lounges, study rooms, and recreation areas may not be moved into students' rooms. Residential & First-Year Programs staff is authorized to return furniture to its proper location. Unauthorized possession of College property could result in conduct action and/or monetary fines.

When vacating a room, remove all non-College furniture. Failure to do so will result in a removal fee.

**Maintenance Needs**

Residents should not attempt to repair damages in their rooms or common areas of the residence halls. To report maintenance concerns or to submit routine work requests, you may contact Facilities Services through their online reporting system which can be found at [https://identity.gettysburg.edu:8444/idp/profile/SAML2/POST/SSO?execution=e1s1](https://identity.gettysburg.edu:8444/idp/profile/SAML2/POST/SSO?execution=e1s1). During business hours, in the event of an emergency such as fire, flood, lack of electricity/water/heat/air-conditioning, overflowing toilets/sinks, and lost keys, please contact Facilities Services at 717-337-6700. After hours, please contact the Department of Public Safety at 717-337-6911.

**Room/Apartment Condition Reports**

Pay particular attention to the condition of your room when you move in. When students first arrive on campus, they are asked to fill out an online Room Inventory and Condition Form within the first week of moving into their space. Visit the Facilities Services webpage to complete the Room Inventory and Condition Form (RIC) or use the link that can be found online in "My Housing Self-Service." Students are responsible for listing a furniture inventory and all damages that are found in the space. Students may be held accountable for damages and/or missing furniture that they do not list. It is important that students thoroughly check all areas of the room/suite/apartment (including common areas in suites and apartments) to avoid charges at the end of the year.

If the Room Inventory and Condition Form (RIC) is not submitted within the first week of arrival, students will not be eligible for the damage appeals process at the conclusion of residency. Any damages that occur to the room during occupancy will be charged to the student’s account by Facilities Services. If you should have any questions as to whether or not certain items are permitted, check with your student staff member or the Office of Residential & First-Year Programs.
**Keys and Lockouts**

Any student who is locked out of their room may go to the Department of Public Safety and request to check out a reserved room key to access their room. The following instructions and expectations apply:

- The reserved room key (known as the "bar key") may only be checked out for a maximum time period of 30 minutes. This time period provides students with ample time to use the "bar key" to enter their room, pick up their own key, and return the "bar key" to DPS.
- If the "bar key" is not returned within 30 minutes then the student will be charged a $25 late fee. If the "bar key" is not returned by 8am the next day then a work order will be submitted for a lock change.
- When the student returns the "bar key" to DPS they must show their room key. If they do not show the officer their room key then a work order will be placed to change the lock and issue new key(s) at the student’s expense.

Borrowing the "bar key" is free and available 24-hours a day. A student may only check out a key to the room that they are assigned to and must provide identification to obtain a "bar key." Public Safety may use CNAV for identification purposes.

The Department of Public Safety will respond to any abnormal circumstances surrounding a lock-out situation where the student is unable to obtain the "bar key" on their own. Students should call the Department of Public Safety at 717-337-6912; additionally, there is a $15.00 fee for this service. Lock-out responses will be prioritized based on other community needs and could result in significant delays. You will need to present your key when you are let into your room. Failure to show your room key will result in an automatic lock change at the student's expense.

**Lost (and Unreturned) Keys**

If you lose or break your key during business hours, you must contact Facilities Services at 717-337-6700. After normal business hours and during weekends, you should contact the Department of Public Safety at 717-337-6911. Until your lock is changed, you may borrow the "bar key" from DPS. Once your lock is changed, you will find a notice on your door. The notice will direct you to DPS to pick up your new key. Your roommates will also need to go to DPS to pick up their new keys. In order to pick up your new keys, you will have to return the "bar key," and your roommates will have to return their "old" keys.

A student's first lost key will result in a charge of $150, second lost key in a charge of $250, and third or more lost keys in a charge of $350 each per lock. These charges also apply when a key is not returned by a student when changing rooms or moving out of the residence halls. This includes students who withdraw or take a leave of absence at any time during or at the end of a semester. Lost key charges are billed automatically to student accounts.

**Room Decorating**

When it comes to decorating rooms, students may be as creative as they would like. Posters, plants, and throw rugs are a few of the typical items used to enhance student rooms. Remember when attaching things to the walls or floors that care must be taken not to damage these surfaces with prohibited items such as tape, tacks, nails, etc. Students will be charged for such damages. If a student is uncertain as to what is permitted in the personalization of their room, they can ask their student or professional staff member prior to initiating decorating.
**Room Damage**
All rooms in residence halls will be inspected at the end of the academic year. This inspection includes a thorough check of every area of the space, including bedrooms and common areas such as kitchens and bathrooms. Damage bills will be produced based on room conditions and time spent returning the room to the status that it was found upon the student's arrival.

**Common Area Damage and Vandalism**
Any repair and/or replacement costs due to damage and/or vandalism to common areas such as lounges, hallways, bathrooms, fire safety equipment, or vending machines will be assessed and charged to the entire floor or hall if the responsible individual(s) cannot be determined. Damages to common areas of suites/apartments will charged to all students of the suite/apartment unless a student accepts individual responsibility for the damages.

Students are encouraged to take responsibility for their hall either by claiming damage they may have caused, encouraging other students who have caused damage to come forward, or providing information to College officials about damage and who is responsible for it. Common area damage is assessed and students will be billed accordingly. Once this type of charge has been billed, you are not able to appeal the charges unless you are able to provide new information as to who is responsible.

**Contesting Damage Charges**
Students will be notified via email after damage charges have been added to student accounts. If a student wants to contest a charge with Facilities Services, they may do so by following the instructions in the email. A joint committee of Residential & First-Year Programs and Facilities Services personnel will review each appeal. Appeals are only considered if the student who is submitting the appeal completed a Room Inventory and Condition Form at the beginning of their residency in this particular location.

Gettysburg College Facilities Services personnel are solely responsible for the completion of any repairs and therefore have complete authority to choose qualified contractors and representative building materials to complete the repairs. Fees and information associated with this work are considered internal College information and the College is not required to share these details with students or their families. Repairs are to be conducted by College contractors or staff only. Anyone attempting unauthorized repairs in a suite or room will be charged the full cost of replacement or repair of the item(s) in question, regardless of the progress of the undertaking.

**Air-Conditioner Requirements**
For students who are assigned to a non-air-conditioned residence hall and are approved through the housing accommodations process to have air-conditioning, the College will provide a window unit for their room. If at the end of the student's occupancy the air-conditioner is not in the room, a replacement fee will be charged to the student's account. Privately owned air-conditioning units are not permitted in College buildings.

**Personal Belongings and Important Insurance Information**

**Bicycles**
While on campus, bikes should be locked in racks provided near most residence hall and classroom buildings. All bicycles must be registered with the Department of Public Safety, a free service. Bicycles cannot be left in stairwells, hallways, or any passageways within buildings, and must never be chained to stair banisters due to fire code regulations.
Storage
Storing personal property in the residence halls over the summer is not permitted. If possible, you should plan to bring only items which will fit in your room or car. There is no storage available during the academic year. Information regarding off-campus storage options may be found on the Office of Residential & First-Year Programs’ website.

Student Property
Gettysburg College is not responsible for any personal possessions in a residence hall room, laundry room, or any common space. Gettysburg College strongly recommends that all students insure the belongings that they bring to campus. Unfortunately, there have been situations in the past where student belongings have been stolen, damaged, or destroyed. Reimbursement for such loss can be provided by insurance. The College's property insurance does not cover student property. Some homeowner's policies automatically cover property while a student is away at college. Otherwise, renter's insurance can be purchased specifically for the student. Please check with your family's insurance agent about obtaining appropriate coverage.

Any questions concerning insurance coverage should be directed to:
Gettysburg College
Office of Human Resources & Risk Management
717-337-6069

To guard against theft or damage of your property as well as that of your friends and roommates, the College recommends the following safeguards:
- Record serial numbers or similar identifying numbers and/or makes of watches, computers, and other electronics
- Consider leaving family heirlooms or other valuable items at home
- Keep money and valuables in a secure place
- Do not keep excess amounts of cash in your room
- Record the numbers of all credit cards and checking accounts and keep addresses of the companies and banks so that you can notify them if your cards are lost or stolen
- Be alert to the presence of strangers in non-public areas of living units; report their presence to your student staff member or Public Safety. This also applies to solicitors
- Keep your room locked whenever it is unoccupied and when you are sleeping

Liability Insurance
A homeowner's or renter's policy may also provide liability coverage for a student. Liability insurance protects someone if they negligently cause injury to another person or damage to another's property. It is not uncommon today for accidents to lead to lawsuits. Financial responsibility for damage and/or fire caused by use of prohibited items will be incurred by the responsible student(s).

Automobile Insurance
If a student brings an automobile to college, the student must carry the liability insurance required by the applicable state law. Gettysburg College also recommends that physical damage (comprehensive) coverage be purchased as well. All of the College parking lots are "park at your own risk". Damage to vehicles parked on campus is not the responsibility of the College.
**Residential Campus Resources**

**The Department of Public Safety**
The Department of Public Safety is located at 51 W. Stevens Street. They are open 24-hours a day, seven days a week and can be reached by dialing 6911 from any campus phone or 717-337-6911 from cell or off campus phones. Officers patrol on foot, bicycle and cruiser. Although DPS strives to provide a safe and secure environment on campus, responsibility for safety lies with the individual; no amount of service can offset irresponsible behavior.

The Department of Public Safety provides numerous services to the community. These services include community policing, crime prevention programs, response to medical and other emergencies, courtesy vehicle jump-starts, nightly residence hall security, proactive patrols of all campus buildings and grounds, security escorts, special event coverage, National Bike Registry, Operation ID, investigations, lost and found, and Civil War Era weapons storage. (For the purposes of storage, a Civil War Era firearm is described as follows: any original or reproduction smooth bore or rifled barreled rifle or handgun model year 1863 or older that is fired by way of flint and pan or percussion cap or any model year 1863 or older rifle that holds and fires one brass encased bullet at a time.)

**Cable TV Service**
Residence hall rooms are provided with digital cable TV service. The active signal provided allows access to 50+ commercial channels and several Gettysburg College educational channels. Students should have a cable ready television capable of receiving 50-80 channels in order to receive all stations being broadcast on the system. The digital TV system on campus means that a TV must have a "QAM/ATSC digital tuner" in order to pick up the channels. Some less expensive TVs do not have this kind of tuner. If the digital TV does not have a QAM/ATSC digital tuner, students will need to purchase a digital converter box or your TV will not work on our system.

It is a violation of the Network Use Policy to connect any TV to the college's wireless system in any way.

Gettysburg College will provide all rooms with a Cable TV cord for use with your personal television. Cables will be available from the GTECH office on the first floor of the West Building. These cables are currently provided at no charge. Students are requested not to use their own cords from home or commercial sources due to technical difficulties associated with standard commercial grade cables available in stores. If you have any questions regarding TV cable service, please contact Information Technology at 717-337-7000 or via email at tvhelp@gettysburg.edu.

In some College-owned properties, students need to have a satellite TV receiver in order to receive television in their room/apartment. The College provides this material. However, the student is responsible for the condition of the receiver and will be billed for any damage or missing equipment.

**Telephone Service**
Telephone service and one active telephone line (number) can be provided in each residence hall room upon request. Students are encouraged to supply their own telephones, although loaner units are available and may be signed out at Information Technology at no charge. Due
to interference with the wireless network access to computers, 2.4 GHz Cordless phones are not allowed.

Residence hall telephone lines and related equipment are the property of Gettysburg College and unauthorized persons or students are not permitted to tamper with college owned phones, jacks, cabling or any other telecommunications equipment.

Students requesting telephone service can also receive their own private/personal voice mailbox upon request. Please contact IT at 717-337-7000 or by email to ithelpdesk@gettysburg.edu to request telephone and/or voicemail service. Answering machines are permitted on the College phone system.

The College, as an option to other calling card services, offers discounted long distance service to students. College Long Distance service is billed directly to the student by using a personal authorization code issued by the College upon request and will remain the same for four years unless changed by Telecommunications.

**Mail Delivery**
The College Post Office, located in the College Union Building, provides postal services as a contract substation of the Gettysburg branch of the U.S. Post Office. Students receive mail Monday through Saturday. Deliveries from UPS and FedEx are also received by the post office. Notices are emailed to students’ Gettysburg e-mail account when a package is being held for a student to pick up. Mail is only delivered to campus mailboxes, not individual residence halls.

Mail should be addressed as shown below:
Name
Campus Box #
300 N. Washington Street
Gettysburg College
Gettysburg, PA 17325

**Parking**
Ample parking for the Gettysburg College community is available at several sites on campus. A copy of the Traffic and Parking Regulations will be mailed to each student at the beginning of the academic year via the campus mail system and additional copies can be obtained at the Department of Public Safety or on the College website.

In an effort to cooperate with the Borough of Gettysburg, all College community members are encouraged to park on Gettysburg College property. First-year students are not permitted to have cars on campus unless approved by the Exceptions Committee. Any exception requests for first-year parking must be submitted in writing to Public Safety. All first-year student exceptions are required to park in the Stadium West Parking Lot on Constitution Avenue. Sophomores, juniors, and seniors will find parking in Constitution and Stadium lots. There are smaller parking lots in and around the residence halls that are designated for resident parking but require a special permit. Please see the Traffic and Parking Regulations for details.

All parking lots require a Gettysburg College parking permit. Students must annually register their vehicle and display a parking permit within 24-hours of coming to campus. A yearly fee is charged.
Failure to register a vehicle could result in loss of parking privileges for the remainder of the academic year. Parents and other visitors may obtain a visitor parking permit by stopping at the Department of Public Safety or online. Students are not eligible for visitor parking permits. Students are eligible to obtain a temporary permit for a secondary vehicle during the year, but must have paid the parking fee for that semester. Temporary permits will not be permitted during breaks unless the registration fee has been paid.

All paved parking lots have clearly marked parking spaces for maximum efficiency. Please park within those marked spaces. Areas that are not marked for parking are not designed to handle parked vehicles. Students are permitted to receive a total of six parking tickets per academic year before losing their parking privileges.

The Department of Public Safety officers patrol the parking lots daily and enforce parking regulations as much as possible. The overall goal of enforcement measures is to provide a safe environment for the College community. Access to the campus property by emergency vehicles, daily deliveries, contract services, and other service-oriented vehicles are vital to the campus community.

Parking lots are well lit and have emergency phones located at central points throughout campus. The Department of Public Safety provides a safe walk escort service for anyone who prefers not to walk alone after dark.

If you have special needs or a situation regarding parking, please contact the Department of Public Safety at 717-337-6912.

Illness and Injury
Residents who are ill or injured should seek assistance from a residence hall staff member, who may, if the situation warrants, arrange transportation through Public Safety to the Health Center or the emergency room of Gettysburg Hospital. Students should not transport other students to the hospital. Staff members will assist in notifying other College personnel as needed.

Addendum to Housing License Agreement
The following addendum applies to residents of College-managed housing in Ice House, College Apartments, any N. Washington Street residence, any Carlisle Street residence, and any Lincoln Avenue residence. This also applies to any residence in the Gettysburg community, including off-campus students.

THIS ADDENDUM IS ONLY APPLICABLE TO REGULATED RENTAL UNITS, AS DEFINED IN THE REGULATED RENTAL UNIT OCCUPANCY ORDINANCE FOR THE BOROUGH OF GETTYSBURG. EACH STUDENT SHOULD READ THIS ADDENDUM CAREFULLY.

This Addendum is incorporated into and shall be deemed to amend and supplement the Housing License Agreement, between each student and Gettysburg College. The Housing License Agreement and this Addendum pertain to the premises described in the Housing License Agreement. This Addendum was approved by the Borough of Gettysburg and was deemed to satisfy the requirements set forth in Article II, Section C.1., and Article II, Section E.1., E.4.-E.7. of the Regulated Rental Unit Occupancy Ordinance of the Borough of Gettysburg.
ADDITIONAL COVENANTS AND OBLIGATIONS

In addition to the agreements and obligations set forth in the aforesaid Housing License Agreement, the student and the College hereby agree as follows:

A. The College's Agreements and Obligations:

1. The College agrees to keep and maintain the premises in compliance with all applicable codes and ordinances of the Borough of Gettysburg and all applicable state laws and shall keep the premises in a good and safe condition.
2. The owner/manager for the premises is:
   Name: Danielle Phillips, Director of Residential & First-Year Programs
   Address: Gettysburg College Union Building, Rm 250
   Telephone Number(s): (717) 337-6901
3. The College is responsible for regularly performing all routine maintenance, including lawn mowing and ice and snow removal, and for making any and all necessary repairs in and around the premises, except for any specific tasks which a student agrees in writing to perform.
4. The College agrees to promptly respond to reasonable complaints and inquiries from each student.

B. The Student's Agreements and Obligations:

1. Each student agrees to comply with all applicable codes and ordinances of the Borough of Gettysburg and all applicable laws.
2. Each student agrees that the maximum number of persons permitted within the premises at any time shall be in accordance with the applicable Regulated Rental Unit License provided to the College by the Borough of Gettysburg.
3. Unless the College agrees to assume such duties, each student agrees to dispose of all rubbish, garbage, and other waste from the premises in a clean and safe manner and shall separate and place for collection all recyclable materials in compliance with the Borough of Gettysburg's Solid Waste and Recycle Ordinance.
4. Each student agrees not to engage in any conduct on the premises which is declared illegal under the Pennsylvania Crimes Code, Liquor Code, or the Controlled Substance, Drug, Device and Cosmetic Act, nor will a student permit others on the premises to engage in such conduct.
5. Each student agrees to use and occupy the premises so as not to disturb the peaceful enjoyment of adjacent or nearby property owners or occupants.
6. Each student agrees not to cause, nor to permit, nor to tolerate to be caused, damage to the premises, except for ordinary wear and tear.
7. Each student agrees not to engage in, nor to tolerate, nor to permit others on the premises to engage in disruptive conduct which is defined as any form of conduct, action, incident or behavior perpetuated, caused or permitted by any occupant or visitor of a regulated dwelling unit that is so loud, untimely, offensive, riotous or that otherwise unreasonably disturbs other persons in their peaceful enjoyment of their premises such that a report is made to the police and/or to the Code Enforcement Officer. It is not necessary that such conduct, action, incident or behavior constitute a criminal offensive or that criminal charges be filed against any person in order for a person to have perpetuated, caused or permitted the commission of disruptive conduct as defined herein. Provided, however, that no disruptive conduct shall be deemed to have occurred unless the Code Enforcement Officer or police shall investigate.
and take a determination that such did occur, and keep written records, including a Disruptive Conduct Report of such occurrence.

8. Each student acknowledges and agrees that he or she is subject to the provisions of the Regulated Rental Unit Ordinance of the Borough of Gettysburg and that issuance by any municipal officer of the Borough of Gettysburg of a Certificate of Non-Compliance with said Ordinance relating to the premises is a breach of the Housing License Agreement of which this Addendum is a part. If such a breach occurs, the College has the right and option to pursue any and all of the following remedies:

a) Termination of the Housing License Agreement without prior notice;
b) To bring an action to recover possession of the premises without abatement of any license fees paid, including reasonable attorney’s fees and cost
c) To bring an action to recover the whole balance of the license fees and charges due for the unexpired Housing License Agreement term, including reasonable attorney’s fees and costs; and
d) To bring an action for damages caused by the students breach, including reasonable attorney’s fees and costs.

By signing the Housing License Agreement or otherwise occupying campus residence halls, each student agrees that he or she has read and understands all of the agreements in this Addendum.