

HOUSING HANDBOOK & COMMUNITY STANDARDS

8407 Steilacoom Blvd SW Lakewood, WA 98498

253-307-7736

*Revised September, 2023*

**Contents**

[Welcome 2](#_Toc144304353)

[Resident Rights and Responsibilities 3](#_Toc144304355)

[Eligibility 4](#_Toc144304355)

[Services and Amenities 5](#_Toc144304357)-7

* [Bedding, Bicycles, Break Housing, CGS Staff & Items to Checkout 5](#_Toc144304357)
* [Mail and Packages, Storage & Trash and Recycling 6](#_Toc144304357)

[Community Standards](#_Toc144304358) 8-20

* [Abandoned Property, Alcohol, Animals & Building Access and Safety/Security Measures 8](#_Toc144304357)
* [Check In and Check Out 9](#_Toc144304357)
* [Chemicals and Explosives, Communication and Community Information & Community Spaces 10](#_Toc144304357)
* [Damages and Alterations & Doors 13](#_Toc144304357)
* [Drugs and Drug Paraphernalia & Fire Safety 14](#_Toc144304357)
* [Guests, Health and Safety Inspections, Housing Selection & Keys 16](#_Toc144304357)
* Keys, [Medical Transport, Missing or Unreachable Residents, Occupying an Open Space & Noise 17](#_Toc144304357)
* Room Changes, [Room Furnishings, Decorations and Displays & Safety Equipment 18](#_Toc144304357)
* Solicitation and Recruitment, [Sports and Roughhousing, Theft, Tobacco and Vape, Weapons & Windows 19](#_Toc144304357)

[Disciplinary Actions and Consequences as a Result of Violations 21](#_Toc144304359)

# **Welcome**

Welcome to the Center for Global Scholars (CGS) at Pierce College, our staff is excited for you to move in and join our community! CGS offers community living for both domestic and international students who are 18 years of age and older. Students who choose to live in CGS find that the experience of learning to live with others from across the globe enriches their lives.

Your community living experience can prove to be as valuable as your academic experience.

This is accomplished by doing the following:

* Get to know the other residents throughout the building, and other students at Pierce College.
* Participate in events and programs offered at CGS and on campus.
* Don’t be afraid to ask for help or how to get connected with a campus resource.
* Be kind and courteous to others.
* Be respectful of the physical CGS space and all the furniture/items in it.

It’s important to read through this entire housing handbook and familiarize yourself with all policies and expectations that you are required to follow as well as the services available to you. If you have any questions or if there is anything we can do to make your experience more positive, just let us know. We are always happy to help!

We are so happy you decided to make CGS your home and are committed to helping you have a fun, enriching, and successful college experience at Pierce.

# **Resident Rights and Responsibilities**

**Rights:** All CGS residents have the right to the following:

1. Live, study, and socialize within CGS with limited impact from unreasonable distraction or irritation caused by the behaviors of others.
2. Access to and equal use of all CGS common spaces when safe and available for all residents.
3. Report incidents and concerns to appropriate CGS and Pierce College staff members without fear of retaliation.
4. Due process in the investigation and adjudication of alleged policy violations, as outlined in the CGS Handbook and Community Standards document and the [Pierce College Student Conduct Code](https://pierce.ctc.edu/policy-student-code-conduct).
5. Receive advanced notice of room entry for the purposes of inspection when feasible and no immediate threats to health or safety exist.
6. A living and learning environment which is free from racism, discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment. [Pierce College’s nondiscrimination statement is available online](https://pierce.ctc.edu/non-discrimination).

**Responsibilities:** All CGS residents and their guests maintain the responsibility to do the following:

1. Help maintain a positive environment focused on academic pursuit and community living.
2. Behave appropriately in and around CGS with the intent to cause no harm to others or the facility.
3. Abide by all federal, state, and local laws and ordinances.
4. Understand and comply with all Pierce College policies, including the [Pierce College Student Conduct Code](https://pierce.ctc.edu/policy-student-code-conduct).
5. Proactively report concerns to appropriate CGS and Pierce College staff.

# **Eligibility**

**Eligibility Requirements for Living in CGS:** A resident must meet all of the following criteria:

1. Be at least 18 years of age or older at the time of move in.
2. Pass a criminal background check.
3. Be enrolled as a Pierce College student in at least 6 credits per quarter.
4. Earn a minimum 2.0 grade point average (GPA) each quarter.
5. Students who fall below the 6-credit minimum at any given time in the quarter will need to meet with the Director of Housing & Residential Life or designee to discuss remaining at CGS.
6. Previous quarter’s housing charges must be paid in full prior to the start of the next quarter to remain eligible for housing at CGS.

# **Services and Amenities**

**Bedding**

1. A limited number of bedding items, such as a pillow, pillow case, top sheet, fitted sheet, or comforter are available to borrow.
2. Upon check out, the resident is required to return all borrowed bedding washed and dried to a CGS staff member.
3. If bedding is not properly washed and dried, or if it is damaged, the resident will be responsible to pay either a cleaning fee and/or a replacement fee.

**Bicycles**

1. Residents are welcome to bring a bike with them to CGS. Bikes are to be stored and locked in the bike rack located in the main courtyard. Bikes are not allowed to be brought inside or stored inside CGS.

**Break Housing**

1. A separate application process is available for students who want to live at CGS during break periods. Break periods are the days between the end of one quarter and the beginning of the next quarter. To be eligible for break housing students need to be either a continuing resident of CGS or be an active participant in a college sponsored program.
2. Break housing fees are a one-time charge for the entire period and may not be pro-rated.
3. Break housing is available at the discretion of CGS and Pierce College staff. Reduced room availability may be necessary for repair, upkeep, or college need.

**CGS Staff**

1. A CGS staff member is available 24/7 and reachable by the on-call phone at 253-307-7736.
2. CGS staff members can assist with rooms/building lockouts, checking out supplies to residents, guest check in, general questions/concerns, and should be called to assist during incidents or emergency situations.
3. All staff members have the ability to confront and document incidents within CGS and on its property. Any incident report written by a CGS staff member will be sent to the appropriate Pierce College staff for further review/action. Residents should comply with the reasonable requests of CGS staff members and those that do not may be documented for non-compliance and/or disorderly conduct.

**Items to Checkout**

1. CGS has a variety of items for residents to check out and use. Items include various kitchen appliances, dishes, sporting equipment, games, craft supplies, etc.
2. Checked out items must be returned in the same condition and most items are to be returned within 24 hours. A few items, such as silverware, cups, plates, and bowls can be checked out for a longer period of time. Residents are informed of the return time upon check out.
3. Any kitchen appliance or dish must be completely cleaned, sanitized, and dried before it is returned.
4. Resident is responsible for the item(s) checked out and will be responsible for any costs associated with repair or replacement of the item(s) checked out.

**Mail and Packages**

1. Paper mail will be distributed in resident’s assigned mail box.
2. USPS, UPS, FedEx, and Amazon all deliver to CGS. Packages will be received by CGS Staff and placed in a secure room. CGS Staff will place a package slip in your mailbox indicating you have a package. Packages can be collected from CGS Staff during designated times each day.
3. CGS and Pierce College are not responsible for any lost, damaged, or stolen packages or mail. If a resident is missing a piece of mail or package, they should alert a CGS or Pierce College staff member and will need to contact the delivery service or company/person who sent the mail/package.
4. CGS does not hold or forward packages or mail for individuals who are no longer residents. Mail or packages that are sent to CGS and addressed to individuals who are no longer residents will be returned to sender.

**Storage**

1. Students who stayed in CGS spring quarter and who are assigned to live in CGS fall quarter are eligible to store items over the summer; however, space is limited.
	* Arrangements with CGS staff for storage must be made in advance.
	* Residents must sign a storage agreement.
	* A storage charge will be added to your student account.
	* CGS will provide two boxes to each approved student.
	* Each box must be labeled with resident’s name, contact information, and date in which items were placed in storage.
2. The following items are not permitted in storage: auto parts, gas-powered items, furniture, workout equipment, rugs, or other items the CGS staff identify as not acceptable.
3. Storing or leaving vehicles at CGS when not a resident is prohibited.

**Trash and Recycling**

1. Residents are expected to maintain their living environment and are responsible for disposing of personal trash in the dumpster located on the backside of CGS.
2. Residents are responsible for disposing of any trash or mess they create in any common space including the kitchen, TV room, bathrooms, study room, quiet room, hallways, etc.
3. CGS strongly encourages residents to recycle. Each resident room has a recycling can and residents can dispose of their recycling in the bin located on the backside of CGS. Large boxes must be broken down.

# **Community Standards**

It is important that all students, residents, and guests adhere to the following rules and standards which promote a positive and healthy community at CGS. These standards are in addition to the Pierce College Student Conduct Code, other college policies, and state and federal laws.

**Abandoned Property:** Any personal items left in a public area (hallway, lounge, kitchen, etc.) can be removed by CGS and Pierce College staff and either placed in a locked space or disposed of without prior notification. CGS and Pierce College do not take responsibility for lost, damaged, or stolen items.If a resident leaves property in their room at the termination of their Housing Agreement, the property shall be deemed abandoned. CGS and Pierce College staff may dispose of the property, if not claimed by the resident, within 48 hours of check out. Any charges incurred to remove, store or dispose of the property will be assessed to the resident.

**Alcohol:** The legal drinking age in Washington State is 21; however, CGS is a substance free community. Residents and their guests cannot have any alcohol on CGS property regardless of their age. If residents or their guests are found to have alcohol on CGS property, this may result in disciplinary action.

**Animals:** Animals are not permitted at CGS unless they are approved by Access and Disability Services.Guests are not permitted to bring any animals into or onto CGS property.

**Building Access and Safety/Security Measures:**

1. CGS is committed to providing a safe living environment for all residents. Personal security in and around CGS has been approached proactively, and is our highest priority. Residents should feel safe and secure in their rooms and in CGS.
* For emergencies CGS residents should call 911, then if they are able, alert a CGS or Pierce College staff member by calling 253-307-7736.
* For non-emergency concerns residents can reach a CGS or Pierce College staff member at 253-307-7736 or call Campus Safety at 253-964-6225.
1. CGS has taken the following safety steps:
	* All exterior doors are locked 24 hours a day. Residents can access exterior doors with their assigned key card, if they are locked out, they can contact the RA on call at 253-307-7736. Also see resident responsibilities, under *Doors*, below.
	* Fire sprinkler systems throughout CGS and in each room.
	* Smoke and fire detection systems throughout CGS and in each room.
	* Crash bars on all exit doors.
	* Emergency exit doors are monitored for proper closure and an alarm is activated it they are not secured.
	* A Resident Advisor ensures all doors are secured nightly.
2. The success of CGS’ security depends on everyone who resides in CGS committing to our policies and procedures, as well as, reporting any concerns or suspicious activity in a timely manner to an appropriate CGS or Pierce College staff member.
3. Security and safety procedures are regularly reviewed and open to changes and improvements. Residents and guests are expected to observe and cooperate with these policies and procedures designed to maintain the security and safety of residents.

**Check in and Check Out**

1. **Check In:** When the resident checks into CGS, an RA will have a Room Condition Report (RCR) completed for the room, indicating the condition of each item and noting any damage. The RA will give the resident the RCR, key card, and mail key, as well as, ask the resident to fill out a parking permit application if applicable. The resident will also be assigned a mailbox, fridge bin, and dry goods bin. The resident will inspect their room before signing their RCR. It is important that the resident examine their room carefully to make sure all damage is noted on the RCR to avoid being charged for damages they did not create. Once the resident has inspected the room, they will sign the RCR and return it to the RA and then move into their room.
2. **Check Out:** Check out dates will be posted throughout CGS each quarter. Residents are required to attend a community meeting hosted by one of the RAs to inform them of check out procedures prior to checking out of CGS.
	* Residents need to sign up for a check out time with an RA.
	* In order to successfully check out of their room and not acquire any charges, residents are expected to remove all of their belongings from the room, fully clean the room with the provided cleaning supplies, and to have not had any damages occur to the room or furnishings in the room.
	* During the resident’s check out appointment the RA will review the RCR and check for any damages. The RA will also inspect the room to ensure it is clean and that no items are left behind.
	* Failure to properly check out forfeits the resident’s right to appeal damage charges. The resident will also be charged for any item that is missing or damaged. Students will be charged for an improper check out – meaning a student leaves the residence hall without signing up for a check out time with an RA, does not properly clean their room, leaves abandoned property in the room, and/or fails to return keys/keycard before leaving. CGS reserves the right to charge the resident additional fees based on costs of damages, repairs, and costs of service/labor.
	* There is a cleaning fee if the room is not properly cleaned prior to checking out. The fee amount is up to the discretion of CGS and Pierce College staff based on the condition of the room and the resources and labor needed to ready the space for its next occupant. It is expected that residents leave the room in the same condition as when they moved in.

**Chemicals and Explosives:** Chemicals and explosives (including fireworks, firecrackers, spray-paint, explosive devices, smoke bombs, combustion engines, flammable and explosive liquids/gases, any type of ammunition, etc.) are not permitted in CGS. This includes materials and devices which by themselves, or when combined, could be explosive, toxic, flammable or dangerous (such as camping fuel, propane, lighter fluid, etc.) Spray painting is not allowed in CGS or on the property. If residents are unsure about a substance, check with the Director of Housing and Residential Life.

**Communication and Community Information:** It is expected that residents attend community meetings with their Resident Advisors, and/or Director of Housing and Residential Life where residents receive important information regarding their housing and the campus community. To ensure that this information is received, students are strongly encouraged to check their preferred email regularly. Communication is most often sent out through eRezLife. Residents are required to create their eRezLife profile when they apply for housing and must keep their information up to date. If a resident needs to update their information this may be edited through eRezLife. Failure to check communication sent to a resident’s preferred email or college issued-email accounts does not negate a residents’ responsibility to respond to the provided information**.** CGS staff will also utilize door tags, flyers, posters, bulletin boards, and social media as means to distribute information.

**Community Spaces:** While CGS does employ custodial services to aid in the upkeep of common spaces, sanitization of the bathrooms and kitchen, and assist in the cleaning of rooms prior to new students moving in, it is expected that all residents must share equally in the cleaning and upkeep of the shared living spaces. This includes the community kitchen, hallways, study room, quiet room, TV room, bathrooms, and outdoor spaces. CGS reserves the right to close off any community spaces for reasons of health, safety, and/or security.

1. **Kitchen**:
	* All kitchen items must be washed immediately after use. CGS reserves the right to dispose of kitchen items that pose a health or safety risk or are impacting the community. Residents may face disciplinary action. If the dishes that are disposed of are CGS property the responsible resident may be charged for replacement.
	* All food items must be stored following the directions on the packaging and/or food safety guidelines, be contained to avoid contamination of other food and surfaces, and labeled with Resident’s name and date.
	* Fridge bins and dry goods bins must be kept clean and orderly.
	* Meat must not be left out on counters or sinks to thaw or defrost.
	* Sinks must be clear of food debris and counters wiped down before and after use.
	* CGS agrees to provide cleaning tools such as dish soap, sponges, scrub brushes, sanitizing spray, and paper towels.
	* If the kitchen continually becomes a health and safety concern to the community after several attempts to educate and hold residents accountable to kitchen cleanliness standards, CGS reserves the right to limit kitchen availability and hours of operation as a means to hold residents accountable to kitchen cleanliness standards for the purpose of health and safety of the community.
	* Hood Suppression System and Kitchen Fire Safety Equipment:The hood suppression system must be turned on in order to use the stove tops and ovens. Resident agrees not to tamper with the hood suppression system or fire safety equipment. Resident agrees to alert an appropriate CGS or Pierce College staff member immediately if any kind of flame or fire becomes present in the kitchen including in the oven.
	* Ovens and Stovetops:CGS has two sets of ovens/stovetops that are available for residents to use. When using either appliance, the resident is responsible for being present while their food cooks and ensuring that nothing burns, boils over, ignites a fire, etc. All food must be placed in or on an oven safe pan when using the oven, food is not allowed to be placed directly on the oven racks. Residents found placing food directly on the oven racks and not in an oven safe pan may be charged the cost of repairs/replacement of the oven and may face disciplinary action.
	* Commercial Dish Washer:CGS has a commercial dishwasher located in the community kitchen that can wash and sanitize dishes in a 90 second cycle. Resident agrees that if they use this commercial dishwasher, they will rinse any food debris off of their dishes prior to loading them into the dishwasher, and use the dishwasher as directed without tampering with the settings or sanitizing chemicals. If a resident is found to have not followed the commercial dishwasher instructions or is found to have tampered with the chemicals, they may be charged the cost of repairs/replacement and may face disciplinary action. If the dishwasher is not performing as expected or the resident has a concern, the resident agrees to report it to an appropriate CGS or Pierce College staff member.
	* Kitchen Safety Inspections:CGS may perform regular kitchen safety inspections. Residents will be notified at least 24 hours in advance. Any items that are expired or pose a risk to health and safety will be disposed of and the responsible resident may face disciplinary action.
	* Kitchen Appliances:All kitchen appliances are to be cleaned immediately after use. This includes but is not limited to rice cookers, air fryers, and blenders. When the resident is done using the appliance all food residue must be removed and the appliance must be cleaned, dried, and put away properly. Failure to do so may result in the responsible resident being charged to replace the appliance and may face disciplinary action. Microwaves and Keurigs are available for resident use. The resident agrees to only use microwave safe dishes in the microwave, only use Keurig cups in the Keurig, and agrees to clean up any mess or spills they make while using the microwave or Keurig. CGS reserves the right to remove appliances that are consistently being misused and pose a threat to the health and safety of the kitchen environment.
2. **Dining Room:** The dining room can be used as a space to gather for meals, play games, work on homework, etc. Residents are expected to abide by the noise policy while in the dining room. Residents are expected to clean up after themselves and are prohibited from leaving personal belongings in the dining room.
3. **Community Bathrooms**
	* Residents will not leave hair in the showers and will clean the drain after each use.
	* Residents will not flush anything other than human waste and CGS purchased toilet paper and toilet seat covers down the toilet.
	* Residents will dispose of feminine hygiene products in the appropriate bins in the bathroom stalls.
	* Residents will not leave personal items in the bathroom or on the bathroom counters.
	* Residents will not use hair dye in the bathrooms, sinks, or showers.
	* Residents will not engage in intimate activity in the bathrooms.
4. **Laundry Room:** Laundry facilities are available in CGS only to those residing in the residence hall. Any problems with the machines should be reported to a CGS or Pierce College staff member.
	* Residents are expected to-
		+ Provide their own laundry detergent and supplies.
		+ Empty the lint trap of the dryer after each use to prevent the risk of a fire.
		+ Move clothes from the washer to the dryer immediately upon completion of the cycle and remove clothes from the dryer immediately upon completion of the cycle.
		+ Be courteous of other’s items.
		+ Clean up any spills or messes they are responsible for.
	* Students found jamming, forcing, overloading or otherwise vandalizing machines may face disciplinary action and/or be responsible to pay for repair or replacement.
	* CGS and Pierce College are not responsible for damage, loss, or theft of clothing left in the machines or in the laundry room. Clothing left in the laundry room may be removed by a CGS or Pierce College staff member to help maintain a clean and sanitary environment. Clothing removed will be bagged and stored. Residents should contact a Resident Advisor to discuss retrieving items. Any unclaimed items will be donated at the end of each quarter.
5. **TV Room:** Residents are able to log in to their preferred streaming service to enjoy watching shows and movies but must log out after they are finished. Residents are able to connect gaming devices to the TV but must disconnect and put away their devices when they are done using them. Residents are able to work out in the TV room and utilize the provided equipment. Residents will be held accountable to the cost of fixing or replacing any damaged equipment or furnishings that they have caused. CGS and Pierce College are not responsible for monitoring residents while they use the work out equipment and are not responsible for any injuries the resident sustains from using the work out equipment. Residents are prohibited from moving the couches in the TV room without approval from the Director of Housing and Residential Life. Residents are prohibited from sleeping in the TV room. Residents are prohibited from leaving personal belongings in the TV room. CGS reserves the right to remove any items left in the TV room. Residents should contact a Resident Advisor to discuss retrieving items. Any unclaimed items will be donated at the end of each quarter.
6. **Quiet Room:** Residents are prohibited from sleeping in the Quiet Room. Residents are prohibited from leaving personal belongings in the Quiet Room. CGS reserves the right to remove any items left in the Quiet Room. Residents should contact a Resident Advisor to discuss retrieving items. Any unclaimed items will be donated at the end of each quarter.
7. **Study Room:** When using Pierce College issued computers, residents will be responsible to uphold the policies and expectations found in the [Computer Information Systems Resources (CISR) Acceptable Use guide](https://pierce.ctc.edu/policy-acceptable-use-procedure).
8. **Pool Table and Ping Pong Table:** Residents are able to utilize both of these table top games while living at CGS. Pool and Ping Pong are prohibited from being played during quiet hours. Residents will be held responsible for any damages caused to either of these tables or their equipment. CGS reserves the right to remove access to equipment if needed.
9. **Courtyards and Outdoor Space:** CGS has several outdoor spaces available for use, as well as, sporting equipment available for checkout. Residents must be respectful of outdoor spaces and the items that reside outdoors. Residents are prohibited from accessing the equipment shed in the courtyard.

**Damages and Alterations**

1. Residents and their guests may not alter or damage, intentionally or unintentionally, any property provided by CGS or Pierce College, including all facilities, appliances, fixtures, and furniture. Damages or alterations made to any CGS or Pierce College property will result in a fine placed on the student’s account to cover the cost of clean-up, repairs, or replacement of the item, and could result in disciplinary action.
2. CGS and Pierce College shall have no responsibility for the loss or damage to property belonging to or in the custody of the student, or for any property brought into CGS or outside/around CGS by any person. CGS provides no insurance for personal possessions. Students may elect to have their own property insurance or be included under their family’s policy.

**Doors**

1. CGS exterior doors are secured 24/7. Residents are provided keycard access upon move in. If a resident is hosting a guest(s), the resident and their guest(s) must enter through the main lobby entrance and check-in at the front desk.
2. Residents are prohibited from assisting others with entry into CGS who would otherwise not have access. Residents are prohibited from propping any exterior door or obstructing any exterior door. Propped doors put every resident’s safety, privacy and property at risk. A door is considered propped when any student provides entry without a key or proper access or uses an object to prevent the closing of the door. Security is a serious matter and residents who fail to follow these policies may face disciplinary action.
3. Without specific authorization from the Director of Housing and Residential Life, or designee, students are prohibited from accessing CGS prior to the official published date and time for their assigned Move In, after the date and time for Move Out, or during break periods (Fall, Winter, Spring and Summer) without an approved application for the break period.

**Drugs and Drug Paraphernalia**

1. In compliance with federal law, the use, possession, delivery, sale, or being observably under the influence of illegal drugs, regardless of form, or the possession of paraphernalia for use of consumption or processing of illegal drugs on CGS property or at CGS sponsored events is prohibited.
2. Prescription or legend drugs should only be used by the resident as prescribed by a licensed practitioner. Residents should not share their prescription medications with anyone else.
3. Marijuana: While state law permits the recreational use of marijuana for individuals over the age of 21, federal law prohibits such use or possession on college premises or in connection with college activities. The use, possession, growing, delivery, sale, or being observably under the influence of marijuana or possession of marijuana paraphernalia is not permitted at or on CGS property, including the parking lots, or at or during CGS sponsored events.
4. The odor of marijuana is disruptive to the community and is cause enough for disciplinary action.

**Fire Safety**

1. Fire Alarm/Evacuation: In the event of an emergency or anytime the fire alarm goes off in CGS, residents are required to evacuate using their nearest exit. Evacuation routes are posted on the back of each room door. Residents must evacuate and meet in the parking lot behind the commercial building off of Terrace Road Southwest and 84th Street Southwest and await further instruction from CGS staff, Pierce College staff, or emergency personal. Residents are prohibited from reentering the building until they are given permission from CGS staff, Pierce College staff, or emergency personnel.
2. Failure to Evacuate: Failure to evacuate CGS in the case of a fire alarm or other mandated evacuation, such as a fire drill, in a prompt and orderly manner is strictly prohibited and could result in disciplinary action. Residents and guests may not block or barricade any route of evacuation, including doors and windows.
3. Items Blocking Hallways, or Egress: No personal items are to be stored outside of the resident’s room. In the event of an emergency, or just everyday transit, residents need to be able to move freely through hallways and entrances/exits. Additionally, these spaces must remain available for frequent cleaning and disinfection. This includes the hallways, bathrooms, lounges, laundry facilities, and any other space shared with other residents. Doormats in hallways are prohibited. Residents may keep their kitchen appliances stored in the community kitchen as long as the appliances are properly cleaned and neatly put away.
4. In accordance with CGS Policy, there is no smoking or vaping allowed at CGS, including student rooms, common spaces, or outdoor spaces, except in the designated smoking area. For resident’s safety and protection, if there is the odor or appearance of smoke coming from any location in or around CGS, including residential rooms, staff will enter those rooms to ensure that there is no danger of fire.
	* The odor of tobacco is disruptive to the community and is cause enough for disciplinary action.
5. Prohibited Items: Residents and their guests may not possess any of the following items in CGS:
	* Air Conditioners
	* Space heaters
* Immersion coils for cups and mugs
* Dishwashers (except those installed by CGS)
* Indoor/outdoor grills of any kind including electric, gas, or coal
* Microwaves that exceed 900 watts
* Large refrigerators (capacity greater than 4.5 cubic feet)
* Lava lamps
* Halogen lamps
* Neon lights
* Candles
* Incense
* Extension cords without internal circuit breaker
* Portable or free-standing air conditioning or dehumidifier units
* 3D Printers (3D printers may only be used in academic spaces)
* Hot Tubs
* Pools
* Fire Pits
* Motorized vehicles
* Camera monitoring devices (Arlo, Ring, etc)
1. Permitted Items in the CGS Kitchen ONLY:
	* Appliances containing exposed heating elements
	* Air Fryers
* Crock Pot/Instant Pot
* Hot plates
* Electric frying pans
* Toaster Ovens
* Toasters
* Griddles
1. Residents may request religious/faith-based accommodations for prohibited items by contacting the Director of Housing and Residential Life. Approvals will be made on a case-by-case basis with consideration for community safety.

**Guests**

1. Residents may have guests from 10:00 am until 10:00 pm every day.
2. Guests must be checked in immediately upon entry into CGS by a Resident Advisor.
3. Guests must provide their first and last name, as well as, a valid form of identification, such as a license, school ID, or passport.
4. Guests must be 18 years of age or older unless otherwise approved by the Director of Housing and Residential Life or designee in advance.
5. A resident can have up to two guests at one time unless otherwise approved by the Director of Housing and Residential Life or designee in advance.
6. Guests must abide by all CGS rules, college policies, and local, state, and federal laws. Residents are responsible for and must escort their guests throughout CGS at all times. Residents whose guests fail to abide by these rules and regulations and/or residents who do not follow these guest policies may face disciplinary action. CGS and Pierce College staff reserve the right to require any guest to leave CGS property at any time for any reason.

**Health and Safety Inspections**

1. CGS and/or Pierce College staff may perform health and safety inspections throughout the quarter to ensure all policies and procedures are being met and that there is no presence of a health and/or safety threat or violation.
2. Residents will be given at least 24 hours notice prior to CGS and/or Pierce College staff members entering their room to perform a health and safety inspection.
3. Any violations discovered will result in an incident report and may result in disciplinary action. Residents will be given clear instructions and a time frame to resolve any health or safety violations before CGS and/or Pierce College staff recheck their room.

**Housing Selection:** It is the responsibility of returning students to go through the process of submitting a renewal application for summer quarter and/or the following academic year. Returning students can request to switch rooms by emailing the Director of Housing and Residential Life. If the requested room is not available, residents may be added to a waitlist. CGS and Pierce College reserve the right to make room assignments, and, at its sole discretion, to make reassignments of CGS rooms for the benefit of the individual or College. All CGS housing is single sex by room and gender neutral options may be available. Contact the Director of Housing & Residential Life for more information.

**Keys:** Upon move in residents will be checked out a key card that provides access to their room, as well as, all exterior CGS doors and a key to their assigned mailbox. Residents are responsible for these two keys and must inform a CGS or Pierce College staff member **immediately** if either key is lost. Residents may incur a charge for any lost or damaged keys. Residents must return both keys during their checkout. Residents are prohibited from allowing anyone else to use their assigned keys and may face disciplinary action if they are found allowing other residents, guests, or nonresidents access to their keys. Excessive lockouts and lost keys may result in disciplinary action.

**Medical Transport:** CGS staff, including Resident Advisors, are not allowed to transport residents in personal vehicles to medical facilities. If you believe that you or someone you know is experiencing a life-threatening medical emergency that requires transportation to a hospital, dial 911 immediately. For medical emergencies that are not life threatening, a CGS staff member can assist you with contacting a friend/family member or local transportation such as a taxi, Uber, or Lyft. Understand that if a resident is hesitant to call 911 but appears to be in need of immediate medical attention, a CGS or Pierce College staff member will likely opt to call 911 regardless to ensure the resident’s safety.

**Missing or Unreachable Residents:** At any time that CGS receives a report from a parent, friend, or other individual that a resident has been out of contact or unreachable by phone, email, etc., our staff will take steps to respond to the report that include attempting to contact the missing resident. If the resident is located, they will be encouraged to contact the parent, friend, or other individual trying to reach them. Due to federal privacy laws, we will not be able to confirm with parents, friends, or other individuals that the resident has been located. If it has been determined that a resident has been missing for 24 hours, local police will be contacted and the resident’s designated Missing Person Notification Contact will be notified.

**Occupying an Open Space**: Residents are assigned a portion of double and triple occupancy rooms. Residents are prohibited from occupying the open space or side of their room that is not assigned to them. If a resident is found occupying an open space or the side of their room not assigned to them, they may be held responsible through disciplinary action.

**Noise**

1. Quiet Hours: Quiet hours are 10:00 P.M. to 10:00 A.M. Sunday through Thursday and 11:00 P.M. to 10:00 A.M. Friday and Saturday in all of CGS. Quiet hours will be extended prior to and during final exam days. Dates and times will be posted throughout CGS.
2. Courtesy Hours: Courtesy hours are always in effect meaning residents should not make excessive noise that disrupts the community outside the time frame of quiet hours as well.
3. Students who are disturbed by unreasonable noise outside of quiet hours should politely speak to the resident causing the noise and ask for the noise level to be lowered. If the resident does not respond to your request for reduction of noise, please contact CGS and/or Pierce College staff.
4. Residents who are confronted for courtesy hour or quiet hour violations by a peer are expected to be courteous and lower the noise level upon request.
5. Residents who are confronted for courtesy hour or quiet hour violations by a Resident Advisor, CGS or Pierce College staff member can expect the violation to be documented via an incident report, which may result in disciplinary action.

**Room Changes**: All room changes must be officially approved by the Director of Housing and Residential Life. A resident may submit a room change request by emailing the Director of Housing and Residential Life. Any student moving to another room and/or checking out of a room must follow the check in/check out process outlined in this handbook. If a resident does not follow the check in/check out process and/or moves rooms without approval from the Director of Housing and Residential Life, they may be required to return to their originally assigned room, and an improper check out charge will be added to the responsible resident’s account and may result in disciplinary action.

**Room Furnishings, Decorations, and Displays**

1. Furnishings Provided:Each resident is provided with a twin XL bedframe, twin XL mattress, desk, chair, wardrobe, two drawer storage organizer, and micro fridge.
2. Movement of CGS Furniture:Residents may not move furniture from the public areas or common areas to their room or remove furniture from their room. Residents may bring personal items and furnishings to place in their rooms; however, all CGS issued furniture must remain intact and in the room it was assigned.
3. Room Alterations:Room alterations including but not limited to painting and wallpapering are not permitted. Resident room furnishings including room doors and windows may not be removed or altered. Beds can be lofted with assistance from a CGS or Pierce College staff member. Wall hangings may not be hung using nails, screws, foam tape, or double-sided hanging strips that can damage drywall and paint, etc. Housing requests sparse use of thumb tacks, painter’s tape, and command strips to hang lightweight wall décor.
4. Decorations and Displays:Residents are encouraged to use personal items to decorate their room and make it feel comfortable. Decorations cannot be hung from the ceilings and cannot obstruct or be hung on smoke detectors or sprinklers. Decorations cannot obstruct windows or doors as this impedes egress in the event of a fire or other emergency. Decorations and displays may not include logos, images, or messages that fail to align with [Pierce College’s Discrimination and Harassment Policy](https://www.pierce.ctc.edu/policy-discrimination-and-harassment). Additionally, logos, images, containers, and paraphernalia of alcohol or drugs is prohibited.

**Safety Equipment**

1. Security cameras have been placed throughout CGS, as well as, on the exterior of CGS to assist in policy enforcement, promote safety and security, and to monitor the living environment. Violations recorded on the cameras may be shared with Pierce College staff and/or Lakewood Police department for review and appropriate action.
2. Tampering with CGS safety equipment, such as security cameras and room locks is prohibited and may result in disciplinary action, criminal action, and/or paying for the cost of replacement and/or repair.
3. If a resident wishes to request security camera footage, they must follow [Pierce College’s Access to College Security Video and Images policy](https://www.pierce.ctc.edu/policy-access-security-video-images).

**Solicitation and Recruitment:** Residents, guests, and non-Pierce College affiliated individuals or groups may not utilize CGS to solicit or recruit other residents or guests. Exceptions include CGS and Pierce College staff program promotions, surveys, questionnaires, safety and security needs, and other activities as approved by CGS and Pierce College staff.

**Sports and Roughhousing:** Sports and roughhousing are not permitted in CGS to ensure the safety of others, to decrease unnecessary building damages, and to enhance a cooperative community environment, unless otherwise approved by the Director of Housing and Residential Life. CGS has outdoor spaces that allow for various activities and sports to take place. CGS is also located near a park with plenty of green space for these activities to take place as well. Residents found roughhousing or playing sports in the hall including, but not limited to throwing balls, wrestling, pushing one another, riding items such as scooters, skateboards, bikes or roller skates are prohibited and may result in disciplinary action.

**Theft:** CGS and Pierce College do not provide theft insurance coverage. It is the resident’s decision and responsibility to secure theft insurance coverage.

1. If a theft occurs, residents must notify a CGS or Pierce College staff member. It is the resident’s decision to contact the Lakewood Police Department and fill out a police report. CGS and/or Pierce College staff will contact Campus Safety as appropriate.
2. CGS and Pierce College staff ask that all residents are diligent in locking their room doors consistently and not leaving any personal belongings out. If you have a vehicle you are parking at CGS, remember not to leave anything out on your seats, dashboard, etc. Make sure all items are put away and that your vehicle is locked to help limit theft and break ins.

**Tobacco and Vape:** Smoking, vaping, use of tobacco, electronic cigarettes, and related products is prohibited in and around CGS, except in the designated smoking area by the front entrance of the building.

**Weapons:** Possessing, holding, transporting, displaying, storing, or discharging firearms, decorative and/or combat weaponry, swords, or knives made for functions other than cooking and food preparation are strictly prohibited. Possession and use of toy guns, including pellet and BB guns, are prohibited. Possession of ammunition is prohibited.

**Windows:** Entry or exit through windows is considered unauthorized entry and is prohibited unless during an emergency situation. Residents are prohibited to remove or damage window screens. Removal of the window screen is a safety violation, and a charge will be assessed for its replacement/maintenance. Disciplinary action may be taken. Report any lost, damaged, or stolen screens immediately to the Director of Housing and Residential Life. Students are prohibited from throwing any object out of room windows, or the window of any public area or common space in CGS.

#

# **Disciplinary Actions and Consequences as a Result of Violations**

In addition to all sanctions described in the Student Conduct Code, the following consequences may be imposed by the Director of Housing & Residential Life or designee on residents found to have violated the CGS Housing Handbook and Community Standards, and/or the CGS Housing Agreement:

1. Housing Warning: A written notice that one or more policies have been violated and that future violations may result in more severe disciplinary action.
2. Housing Probation: A written notice that one or more policies have been violated and that future violations may result in termination of the resident’s Housing agreement.
3. Housing Non-Renewal: A temporary or long-term restriction of the resident’s ability to continue to live at CGS.
4. Housing Termination: A formal eviction from CGS.

In addition to the above consequences, the following conditions may be imposed, which require action on the part of the responsible student.

1. Housing Restriction: A temporary or long-term limitation of access to certain areas, services, and/or community spaces within CGS.
2. Community Service/Project: An assigned number of hours or a project the responsible student must complete as a way to give back to the community they have damaged or negatively impacted.
3. Educational Assignment: An assignment assigned to the responsible student meant to promote educational growth and reflection.
4. Restitution: Required payment due from the responsible student to replace, restore, or repair CGS property.