

**The *Guide to Living at Berlin Village* highlights
policies and expectations that differ from the traditional residence hall.
All policies found in the *Handbook for Students* apply to Berlin Village residents.**

Roommate Expectations

Berlin Village is considered transitional housing, specifically for upper-class students, which provides more independence while still enjoying the convenience of living on campus. Roommates are expected to communicate effectively and respectfully with each other if there is a concern. Historically, when issues have arisen they have centered on cleaning schedules, visitation/guest privileges, noise, and alcohol concerns. Berlin Village does not have RAs or RDs to help address these concerns and therefore it is vital for residents to meet and discuss these issues proactively. As such, we highly recommend that each unit develop a living agreement. The last page of this document is a sample agreement to use as a guide.

Policy Violations

Any resident found responsible for violating policies found in the *Handbook for Students* could result in removal from Berlin Village. Violations resulting in a sanction of probation or greater will lead to immediate removal.

Noise

Residents of Berlin Village have the right to uninterrupted sleep and study in their townhouses. Berlin Village is considered transitional housing therefore, there is no Residence Life staff residing at Berlin Village monitoring noise concerns.

If there is a noise concern, we expect the concerned resident(s) to communicate this concern in a respectful and timely manner with those residents creating noise. A student's polite request for the cessation of noise should be heeded. If the request goes unheeded, residents may contact the Apartment Manager, but please give the A.M. efficient time to respond. If the A. M. is unresponsive within a reasonable amount of time, residents can contact Public Safety (724.946.7777) who will work to resolve the issue. Public Safety may choose to involve the New Wilmington Police Department.

Courtesy hours are in effect 24 hours a day, 7 days a week. Quiet hours are as follow:

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|--------------------------------|------------------|
| Sunday through Thursday nights | 9 p.m. – 9 a.m. |
| Friday and Saturday nights | 1 a.m. – 10 a.m. |

Further information regarding quiet hours can be found in the *Handbook for Students*.

Visitation

Residents of Berlin Village are expected to adhere to the Visitation policy outlined in the *Handbook for Students*. If there is a concern regarding visitation among the housemates, we expect that this concern be brought up to the residents in a respectful and timely manner. Residents should be willing to work with each other and hopefully come to a mutually agreeable compromise. If the situation does not reach a consensus, concerned residents are encouraged to contact the Student Affairs Office for assistance.

As per the Berlin Village Housing Lease Agreement and the *Handbook for Students*, residents are responsible for the conduct of their guests. As such, residents are permitted to have visitors but are limited to four (4) guests per resident. No more than 20 people (including residents) are allowed at any one time per unit.

Alcohol

Alcohol and illicit drugs are prohibited on the grounds of Westminster College. Students and visitors are not permitted to possess or use any of these substances while on College property.

Because they are under the age of 21, Pennsylvania Law prohibits most Westminster students from drinking alcoholic beverages. For the sake of reasonable administration, and in order to create the best possible living and educational atmosphere, there shall be no use, possession, sale, or serving of alcoholic beverages by any student while on or in College property. In fairness to our students, the same policy applies to guests and visitors to our campus.

Students found to be in possession of alcohol or illicit drugs on campus will face disciplinary action through the *College Code of Conduct* and could face criminal prosecution as well. Sanctions fall anywhere between a warning and expulsion, depending on the nature of the violation.

Berlin Village Management

Residence Life manages the day-to-day function at Berlin Village. For work orders, appliance repair calls, check-in and check-out, and other administrative needs you should contact the Apartment Manager. For assistance if unresponsive, please call 724.946.7110 or email Residence Life at residencelife@westminster.edu.

Fire Alarm System

As submitted by Public Safety, any smoke detector, pull station or sprinkler activation will send a radio message alert to Public Safety announcing the fire alarm activation. If it is a false alarm i.e. smoke from cooking (no fire) contact Public Safety Dispatch at 724.946.7777 and let the dispatcher know the details of the alarm activation. The alarm activation radio annunciation will continue until Public Safety checks the activated smoke detector and resets the alarm panel. If for some reason Public Safety does not respond within 10 minutes, please call dispatch (724.946.7777) as there may be an issue with the officer's radio notification.

The smoke detectors inside each apartment work independently. When a detector is activated the detector's alarm will sound (the detector is loud enough for the entire apartment to be alerted). A detector activation will not cause activation in any other apartment unless smoke is detected in those apartments. When smoke is cleared the detector will silence on its own. A strobe light near the living room entrance door will also flash on the outside of the building that has the activation. This strobe and the Public Safety radio alarm broadcast will continue until the alarm panel is reset.

If a pull station is pulled the entire building's (all apartments) alarms will activate and sound until the pull station is reset with a key. If there is a fire in the building pulling the pull station is a quick way to evacuate the entire building.

Each fire suppression sprinkler head works independently, if one sprinkler head is activated another sprinkler head will not be activated until heat/fire activates each sprinkler head. Activation of a sprinkler head will be announced to Public Safety via radio. An activated sprinkler head will continue to disperse water until the main water valve is turned off.

Resident response to an activated fire alarm is same as in the residence hall – students are expected to evacuate the apartment or building until it is checked and cleared by Public Safety.

Cleaning

Residents are responsible for cleaning their entire townhouse. There are no custodial services provided. It is recommended that kitchens, bathrooms and floors are cleaned weekly with disinfecting cleaners (Clorox wipes, Lysol, etc.). Drains in the sinks and showers should be cleaned weekly as well to prevent hair/soap buildup which can lead to plugged drains.

We recommend you bring rubber gloves, rags, sponges, and cleaners for your shower, sink, counters, glass and toilet. Do not use abrasive green pads for scrubbing since these will cause damage to most surfaces.

Westminster College will provide a broom and dust pan, bucket, mop, plungers, toilet brush and snow shovel. Most of these items should be kept in the closet off the kitchen and should be left in the townhouse upon check-out. Missing items will be billed to residents.

Painting

Painting is not permitted in Berlin Village.

Decorative Hangings

Nails may not be used for decorative hanging. Residents will be charged for any damages caused by using nails. There are other options for hanging items, including 3M adhesive hooks and mounting putty.

Please read the labels of all products to ensure that they are removable and safe to use on painted surfaces. In addition, these products must also be removed with great care in order for them to work properly.

Garbage/Recycling

Residents are responsible for their own garbage/recycling removal. Residents must provide their own garbage bags.

Dumpsters for garbage and recycling are located in the Berlin Village Parking lot (near Eichenauer). There are two dumpsters; one for recycling and one for garbage. Please be sure you are disposing of these items properly.

Residents of Berlin Village are highly encouraged to recycle. Guidelines for recycling are as follows:

The following materials can be mixed in the same garbage bag and should be placed in the dumpster which is labeled for recyclables.

| Material | Recyclable | Preparation | Not Recyclable |
|--|---|--|--|
| Glass | Clear, brown, amber or green glass from food jars and beverage bottles. | Rinse bottles and jars. <u>Do not break glass.</u> | Broken glass, window glass, light bulbs, drinking glasses, ceramics, mirrors, tempered glass, Pyrex type ovenware. |
| Aluminum, Steel and Bi-Metal Cans | Aluminum, steel and/or bi-metal food cans, empty aerosol cans, soft drink and beer cans, clean foil containers. | Rinse cans (crush if space is needed). | Aluminum siding, toys, lawn furniture, clothes hangers, paint cans, cans with food inside, greasy foil, scrap metals, screws, nuts, bolts etc. |
| Plastics (PETE, HDPE, V, LDPE, PP and PS) #1 through #7 stamped on bottom | Clear plastic milk, soda and water bottles, butter and cottage cheese containers, baby wipe containers, detergent, bleach and softener bottles/jugs, shampoo bottles. | Rinse, remove and discard lids in garbage (crush bottles if space is needed). If container is greasy, wipe out with soapy water and rinse. | Styrofoam. |

Porches

Porches may be decorated in a manner that is tasteful, uncluttered and does not block the exit/entrance of the townhouse. Outdoor furniture is permitted on the porches (e.g., chairs, small table, etc.).

Storage of items (e.g., bikes, garbage) is not permitted on the porches. Items should not be hung from porch ceilings (e.g., hammocks, chairs) as the porch structure cannot support this additional weight.

Appliances/Amenities

Most major appliances are provided at Berlin Village. Provided appliances include: front-load washer (high efficiency detergent only), dryer, stove, dishwasher and refrigerator. Residents may choose to bring other small appliances. Toasters and toaster ovens are permitted.

Townhouses are climate controlled through a thermostat in the living room. The townhouses are air-conditioned.

Each townhouse is equipped with wireless internet access. Cable hook-up is available in each bedroom and in the shared living space. Students should provide their own co-axial cables.

Dedicated parking is provided.

Grills

No personal grills are permitted at Berlin Village. This includes all charcoal and propane grills. Possessing grills is a danger to the residents and buildings in Berlin Village. Grills found on porches will be confiscated immediately.

Residence Life does have electric grills for Berlin Village resident's use, which may be reserved through the Student Affairs Office.

Furniture

Each bedroom in Berlin Village includes a twin bed (loft kits are **not** available), mattress, dresser, desk, desk chair and built-in closet. The living room includes a couch, lounge chair, coffee table and one end table. Two barstools are provided for the kitchen bar. All furniture provided must reside in the assigned townhouse for the entire year.

Smoking

Smoking is not permitted inside the townhouses. Per college policy, please refrain from smoking 20 feet from the entrance of the townhouses. Please be courteous of your neighbors and dispose of cigarette butts properly.

Breaks

Berlin Village residents will have access to stay in their townhouse for all academic breaks. The only exception to this is during Winter Break when the college is closed. Specific dates and times of closing will be communicated with current residents closer to the time of closing.

Work Orders

Work orders should be placed through the Apartment Manager. Please remember, Berlin Village is considered transitional housing. As such, routine maintenance is your responsibility. If you have questions about what categorizes as routine maintenance, please contact Residence Life at 724.946.7110 or by email at residencelife@westminster.edu.



Berlin Village Sample Housemate Agreement

Date: _____

Communication

| | |
|---|--|
| 1. How will we communicate when something is bothering one of us? | |
|---|--|

Guests/Visitors/Room Use

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|---|--|
| 1. What will we do if friends want to visit if one of us wants the townhouse to be quiet? | |
| 2. How will we manage the common space; particularly as it relates to the resident in bedroom A? | |
| 3. How will we handle visitors (same OR opposite gender) who want to spend the night in the townhouse? Is there a limit to how often they can stay? | |
| 4. How will we confront each other if one of us is violating a University policy or law in the room? (e.g. underage drinking, drug use) | |
| 5. If you are away for the weekend, may a guest use your bed? | |

Cleaning

| | |
|--|--|
| 1. How will we be sure the townhouse is cleaned? Will there be a rotating schedule? What if one person isn't cleaning, how will that be address? | |
| 2. Who will communicate work order requests? | |
| 3. How often will the trash be taken to the dumpsters? Who's responsibility is it to do that? | |
| 4. What temperature will we keep the townhouse? | |
| 5. Are there particular things that either of us are allergic to (i.e. dust, latex, etc.) | |

Use of Belongings

| | |
|---|--|
| 1. What belongings (e.g. food) are okay to share? What's not okay to borrow without asking? | |
| 2. What shared belongings do we have (e.g. refrigerator, window fan)? How will we share them? | |

Signed by all occupants of the townhouse:

Signature

Date

Signature

Date

Signature

Date

Signature

Date