WESTMINSTER COLLEGE
RESIDENCE LIFE

Guide to Living at Berlin Village

This document highlights policies and expectations that differ from traditional residence halls. All policies found in the *Student Handbook* apply to Berlin Village residents.

Alcohol & Illicit Drugs

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.

Pennsylvania and Federal law prohibits students under the age of 21 from consuming alcohol. With most Westminster students under the age of 21, the College has adopted a dry campus 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 *Student Handbook* and could face criminal prosecution as well. Sanctions can result in your reassignment from Berlin Village to another residence hall and range between a warning up to expulsion, depending on the nature of the violation.

Appliances & Amenities

Most major appliances are provided at Berlin Village and include a front-load washer (high efficiency detergent only), dryer, stove, dishwasher, and refrigerator. Residents may choose to bring other small appliances, such as microwaves (maximum 1100 watts), toasters and toaster ovens. Townhouses are limited to one of each appliance for items considered kitchen appliances. Additional refrigerators, including personal refrigerators are not permitted in Berlin Village.

Townhouses are climate controlled through a thermostat in the living room. The townhouses are air-conditioned. Each townhouse is equipped with wireless internet access. Dedicated parking is provided in the area, but not guaranteed.

Cleaning

Residents are responsible for cleaning their entire townhouse. Cleaning services are not provided within units. It is recommended all common areas, such as living rooms, kitchens and bathrooms are minimally cleaned on a weekly basis and daily as needed. Ensure cleaning products are safe to use on surfaces prior to use and avoid damaging College property. Drains in sinks and showers should be cleaned weekly to prevent hair/soap buildup and clogged 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.

Berlin Village residents are provided a shovel and responsible for snow removal for both their front and back porches up to the adjoining sidewalks. Physical Plant will salt areas shoveled by Berlin Village residents.

Decorative Hangings

You may use adhesive hooks, such as 3M removeable strips, to hang items. Nails, screws and similar items are prohibited. You may not attach any item permanently to the wall or floors at any time. If you utilize 3M strips, we ask that you leave them on the wall when you checkout. Physical Plant will remove them at no cost. Should you choose to remove them and damage the wall or cause other damages, you will be billed. You are limited to 15 3M strips per resident.

Fire Alarm System

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 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 re-sets the alarm panel. You should receive a response within 10 minutes, based on any current incidents for which they are already responding.

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 activated the entire building's (all townhouses) alarms will activate and sound until the pull station is reset with a key. In the event of a fire, activate the pull station to alert the entire building to begin the evacuation process.

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 the same as in the residence hall – students are expected to evacuate the apartment or building immediately and remain a safe distance away until it is checked and cleared by Public Safety.

Grills

No personal grills are permitted at Berlin Village, including all charcoal and propane grills. Grills found on porches will be confiscated immediately and residents of the townhouse will be referred to Student Conduct.

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Furniture

Each bedroom in Berlin Village includes a XL-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 and may not be used/stored outside.

Garbage/Recycling

Residents are responsible for their own garbage/recycling removal. Residents must provide their own garbage bags. Residents must dispose of all trash in the dumpsters and avoid placing garbage on their porches, as it may cause pest concerns.

Dumpsters for garbage and recycling are in the Berlin Village Parking lot near Eichenauer Hall (one for recycling and one for garbage). Please dispose of your items in the appropriate dumpster and avoid leaving anything outside the dumpster.

The following materials can be mixed in a single garbage bag for recycling.

Material	Recyclable (Examples)	Preparation	Not Recyclable
Glass	Clear, brown, amber or green glass from food jars and beverage bottles.	Rinse bottles and jars. Do not break glass.	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, beverage cans and 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 and shampoo bottles.	Rinse, remove and discard lids in garbage (crush plastic bottles if space is needed). If container is greasy, wipe out with soapy water and rinse.	Styrofoam.

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Health & Safety Checks

Each semester, Health & Safety inspections are performed in Berlin Village by Residence Life staff. Residents will be given advanced notice of these inspections. Health & Safety inspections are conducted to ensure spaces are free of damages, to submit unreported work orders, ensure cleanliness and confirm no housing violations are present. This is congruent with the *Student Handbook* practice in the residence halls.

Management

Residence Life manages the day-to-day operations at Berlin Village. For administrative needs you should contact Residence Life at 724-946-7110 or by email at residencelife@westminster.edu.

Noise

Residents of Berlin Village have the right to uninterrupted sleep and the ability to study in their townhouses. In addition, Berlin Village is located in close proximity to a residential area. Berlin Village is considered transitional housing, therefore, residents are responsible for monitoring their noise levels and engaging in conversations with their neighbors when noise levels are inappropriate.

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 observed. If the noise concern continues, residents may contact Residence Life during normal business hours and Public Safety after 5 p.m. and on weekends at 724-946-7777.

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

- Sunday through Thursday 9 p.m. to 9 a.m.
- Friday and Saturday 1-10 a.m.

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

Painting

Painting any portion of your townhouse inside or out is prohibited in Berlin Village.

Policy Violations

Any resident found responsible for violating policies found in the *Student Handbook* may be reassigned to other campus housing as part of their sanctions. Violations resulting in a sanction of probation or greater will lead to immediate reassignment. Please familiarize yourself with all policies, including prohibited items and window displays, to avoid concerns.

Porches

Porches may be decorated in an appropriate manner and with items that support Westminster's inclusive community and values. You are prohibited from installing any items onto College property or that will cause damage upon removal. Decorations may not block the exit/entrance of the townhouse and should avoid creating a cluttered appearance.

Outdoor furniture is permitted on the porches (e.g., chairs and small table). Storage of items (e.g., bikes and garbage) is prohibited on the porches. Items may not be hung from porch ceilings (e.g., hammocks and chairs). Lights on display may not remain on 24/7.

Residence Hall Breaks

Berlin Village residents have access to their townhouse for all academic breaks, with the exception of the period during Winter Break when the college is closed between Christmas Eve and New Year's day. Specific dates and times of closing will be communicated with current residents closer to the break period.

Roommate Expectations

Berlin Village is considered transitional housing, specifically for upper-class students and provides more independence for residents while still enjoying the convenience of living on campus. Roommates are expected to communicate effectively and respectfully with each other when concerns arise. Berlin Village does not have Resident Assistants to help address these concerns; therefore, it is vital for residents to meet and discuss these issues proactively. We highly recommend each unit develops a living agreement that outlines guest expectations, sleep considerations, cleaning responsibilities and sharing of items/costs.

Smoking

Smoking is not permitted inside the townhouses. Per College policy, please refrain from smoking with 20 feet from the entrance of the townhouses. Be courteous of your neighbors and dispose of cigarette butts in a container.

Visitation

Residents of Berlin Village are expected to adhere to the Visitation policy outlined in the *Student Handbook*. If there is a concern regarding visitation among roommates, we expect this to be addressed in a respectful and timely manner. Residents must be willing to work with each other and agree to a mutual decision/compromise. If resolution is not possible, concerned residents are encouraged to contact Residence Life for assistance.

As per the Berlin Village Housing Lease Agreement and the *Student Handbook*, residents are responsible for the conduct of their guests. As such, residents are permitted to have visitors but are limited to three (3) guests per resident. No more than 16 people (including residents) are allowed at any one time per unit.

Visitation hours are as follows:

- Sunday-Thursday: begins each day at 11 a.m. and ends at 11:59 p.m. on that day.
- Friday-Saturday: begins at 11 a.m. on Friday and ends at 11:59 p.m. on Sunday

Work Orders

Work orders can be placed online (https://support.westminster.edu/userui/) directly by residents. Refer to How to Submit a Work Order for directions. For on-going or unresolved issues, contact Residence Life at 724-946-7110 or at residencelife@westminster.edu. Please remember that Berlin Village is considered transitional housing. As such, routine cleaning is your responsibility.