



Residence Hall Policies

1. OCCUPANTS:

Only you can live in the residence hall room and only so long as you are an enrolled, fulltime student at McMurry University. Rooms are to be used only as a private residence and for no other purpose. The leasing of your room to other parties/entities is prohibited.

We reserve the right to fill unoccupied bed space as needed. Those refusing roommates will be charged a single room rate or may be subject to lease termination. Please note, it is our policy that first-year students not be allowed single rooms unless otherwise granted by special accommodation.

2. SECURITY DEPOSIT:

You will be charged a security deposit (\$100) through the Business Office once charges are applied in September.

3. LEASE TERM AND MOVE-IN:

This lease is valid for the upcoming academic year. You will be given information on when you may move-in via your mcm email address and other mailed correspondence. Move-in dates will vary depending on class designation and campus involvement. This lease remains valid regardless of assigned bed space. Failure to vacate the Residence Hall past the end date of your lease or the date on which you are notified to leave the residence hall, you are subject to fine. We reserve the right, in rare cases, to ask you to relocate in order to conduct maintenance, cleaning, and/or repairs on the residence halls.

4. Unit Condition Form:

A Unit Condition Form will be provided the time of move-in. Within forty-eight (48) hours of receiving this form, please return it, completed. This form is intended to allow for you to detail out, in writing, any defects or damages in your room that were present at the time of your arrival. Without this form, the room will be considered to be in a clean and in good working condition. Any damage that is not noted on the Unit Condition Form or that was incurred after move-in is the responsibility of the lessee and damage fines will be added to their accounts. Except for what you tell us in writing on the Unit Condition Form, you accept the room in "as-is" condition with all faults and imperfections. We make no express, and disclaim any and all implied, warranties with regard to the condition of the room.

5. MOVE-OUT/CHECK-OUT:

a. It is required that all residents vacate the residence hall by noon of the day following their last final examination. Information will be provided regarding the move-out/check-out process and what is required of each resident during that process. At the time of Move-out/check-out, rooms will be inspected before a clearance is issued for the resident to leave the residence hall for the given term. Fines will be assessed for all damages to buildings and furnishings, and any and all damages done to the assigned room. Failure to check-out properly will result in a fine charged to your account.

b. Withdrawal from the university prior to the end of a semester allows for a period of 24 hours before the student is required to vacate the residence hall. Residents choosing to vacate the residence hall prior to the lease end date will forfeit their deposit. Exceptions will be made for those graduating in December, called for military service, or granted an exception by the Director of Residence Life and Housing.

c. Security Deposits will be returned by The Business Office when; resident is permanently moving out of on-campus housing, all check-out procedures have been properly executed, and there is a zero balance on the student account. Verbal notice of intent to move-out is not sufficient. Please inform Residence Life staff of intent to move-out per instructions that will be provided at the time of check-out/move-out.

d. All personal property is the responsibility of the resident. Any personal property left after move-out or end of lease date will be subject to disposal. Fines will be assessed to those whose personal property has had to be moved, consolidated, or disposed of.

6. RESIDENCE LIFE POLICIES:

It is the expectation of the University that all students actively participate in the on-campus community culture that is part of what it is to be a McMurry student. Being a member of the McMurry community means, in part, being familiar with and abiding by the policies and regulations set in the Student Handbook. The Student handbook is made available to all students, at all times, on the McMurry University website. Within the Handbook a section with policies that relate specifically to Residence Life are outlined. While the handbook outlines policy that may have judicial repercussion, violation of the following policies will also result in lease violation or in the immediate assessment of fines.

Please be advised of the following important policies:

- a. No furniture may be removed from the room.
- b. Candles with wicks are not allowed in the rooms.
- c. Pets (excluding small fish and aquariums and approved ESAs) are not allowed in the Residence Halls at any time, even for short visits.
- d. McMurry is a dry campus. Alcoholic containers of any kind are prohibited anywhere on campus.
- e. Guest visitation is from noon until midnight each day. Guests must sign in at the front desk and be escorted by a resident at all times. Lobbies are open until 2am for visitation. If a guest is of the opposite-gender or is romantic in nature, the door must remain completely open during the visit.
- f. While same-gender/non-romantic overnight visitors are permitted, no one visitor may stay more than seventy-two (72) hours in any two (2) week period. Overnight guests must be signed in each day that they intend to stay in the Hall.
- g. All personal trash must be taken to the dumpsters. Personal trash found in the building's common-space trash cans, hallways, or simply set outside, will be subject to individual or hall-wide fines.
- h. The Office of Residence Life will be conducting random health and safety checks of the residence halls to ensure the safety of or students and the on-going compliance with these policies.
- i. **LOCK OUT SERVICE** - From time to time residents may be locked out of their room. We understand this, and our lock-out procedure is clearly posted throughout each Residence Hall. To encourage residents to remember to carry their keys and access cards at all times and avoid being locked out, the following charge schedule will be applied:
 - a. The first and second lock-outs performed will be free.
 - b. All subsequent lock-outs will result in a \$15 lock-out fine.
 - c. 5 or more lock-outs will result in a referral to the Director of Residence Life and Housing and/or the Dean of students for further judicial action.

Lock-outs are logged on a spread-sheet kept by Residence Life staff. This sheet is maintained for one full academic year and renews at the start of the next year.

7. ROOM ENTRY/INSPECTIONS:

McMurry University reserves the right to have designated staff enter Residence Hall rooms without express permission and/or consent of the resident(s) for the purpose of inspection, maintenance, and search. If a search of a room becomes imminent, a reasonable attempt to inform the resident(s) of the search will be made. In all case, entrance into an occupied room is only ever executed for the purpose of enforcing reasonable rules and regulations and/or for insuring the safety, welfare, and comfort of all students and McMurry University.

8. PERSONAL PROPERTY AND RENTER'S INSURANCE:

Each resident is responsible for acquiring and maintaining insurance on any and all personal property kept by the resident in or about the room, premises, or property. McMurry University and The Office of Residence Life is not liable to any resident or any of their respective guests for damage, injury, or loss to person or property. Renters insurance is available through most insurance companies and some students may find it helpful to check with their parent's homeowner's insurance policy.

9. ENROLLMENT AND HOUSING ELIGIBILITY:

All students wishing to live on-campus must maintain full-time (enrolled in 12 or more credit hours) student status at McMurry University.

Please note the following with regard to student status:

- Students living in Residence Halls must maintain full-time student status throughout the semester or leases will be cancelled.
- Students returning to live on campus after term breaks must be registered for that term by the Monday of Finals Week of the previous term or their housing for the may be canceled.
- Students in their graduating semester need only to be enrolled students to maintain eligibility for on-campus housing.