

Guide to Residential Living

The Residence Life team at Gannon University enhances co-curricular learning through the creation of a welcoming and inclusive atmosphere. We empower students to sustain and strengthen their communities by embracing diversity, promoting social responsibility, and advocating for human dignity. We support students' holistic development through personal relationships that encourage leadership, service, wellness, and globalization. In collaboration with campus partners, we provide a well-maintained and secure living-learning environment.



OFFICE OF RESIDENCE LIFE, BEYER 305 – CONTACT INFORMATION

Main Office - P: 814-871-7564 E: reslife@gannon.edu

Gannon Police & Safety: 814-871-7777 (Emergency) | Gannon Switchboard: 814-871-7000 (Questions/Transfers)

OFFICE OF RESIDENCE LIFE – STAFF

The Office of Residence Life (ORL) consists of undergraduate students, graduate students, & full-time professionals. ORL is responsible for residence hall matters including: room assignments, facilities management, requesting/scheduling building maintenance, policy enforcement, in-hall programming, staffing, hall association advising, & student well-being.

Main Office Staff

Director

The Director of Residence Life is a full-time professional who oversees all Office of Residence Life functions. The Director has a specialized degree and substantial experience in university housing in order to develop an extraordinary on-campus living experience. The director is responsible for developing and executing a comprehensive housing plan, managing facility operations, budgeting, & staffing.

Associate Director

An associate director is a full-time professional who supports the Director in development and direction of the Office of Residence Life. The Associate Director has responsibilities in staff development or business operations. This professional has a specialized degree and significant experience working with college students and assists with developing policies and procedures, while advocating for residents' success.

Business Operations

An assistant director for business operations is the full-time professional who specializes in assisting students with questions or concerns within the Office of Residence Life. A Business Operations have many areas of responsibilities including: fielding questions/concerns, assignments, billing, breaks, supply orders, and the student housing application/reapplication processes.

In-Hall Staff

Resident Directors or Area Coordinators

Resident Directors (RDs) and Area Coordinators (ACs) are professional staff who live in ORL's residential communities & are responsible for the educational & operational functions of their assigned living area. They have specialized degrees & valuable experience working with college students which allows them to support student growth & development. Much of their time is spent serving as an active resource for students who live in their area, supervising their RA staff, managing their building(s), & serving on various department and university committees. Resident Directors are in first-year halls (Finegan and North Halls), and Area Coordinators are in upper-level living complexes.

Custodial and Maintenance

The cleaning staff is responsible for normal cleaning duties in public areas & community-based facilities during normal business hours. Residents are responsible for cleaning their individual rooms & apartments. Full-time maintenance staff is responsible for making repairs in the residence halls & apartments.

Student Staff

Resident Assistants

Resident Assistants (RAs) are student staff members who live in ORL's residence halls & most apartments. RAs are responsible for providing leadership, developing a sense of community among the approximate 30-50 residents in their communities & developing an environment that is conducive for living & learning through building relationships and educational programming. In this people-oriented position, RAs serve as an educator, mentor, and positive role model. RAs are expected to embrace the mission of the university, and support the philosophies, policies, & procedures of ORL.

Community Desk Attendants

Community Desk Attendants (CDAs) maintain desk hours in Finegan and North Halls. Their responsibilities are providing a point of contact to supplement those of the Resident Director & the Resident Assistants. Visitation & guest registration are facilitated by the CDA. In some cases, lobby equipment may need to be signed out through the CDAs.

OFFICE OF RESIDENCE LIFE – AVAILABILITY & ASSISTANCE

There is always someone available to assist a resident 24/7, 365 days of the year through our on-call system. RDs serve on an on-call rotation throughout the year and Gannon Police & Safety are available 24/7. If you need to set up an appointment with our Director, Associate Director, or other Main Office Staff, please call our main office 814-871-7564.

For non-emergency situations, such as lockouts, roommate issues, or questions, please contact your RA for assistance. There is always at least one RA on-call for our residence halls and apartments during the evening and weekends. RAs serve as ORL's first line of assistance. While on-call, RAs will either be at their building's front desk or in their room. If you are unable to get ahold of an RA or RD/AC, please call our main office 814-871-7564 during normal business hours (8:00am-4:30pm) or Gannon Police & Safety 814-871-7690 for 24-hour assistance.

An RD/AC is available during business hours or by appointment. Oftentimes RDs/ACs have responsibilities requiring them to step away from their office, so if you are unable to catch them during office hours, please reach out via email or phone. In non-emergency & crisis situations, RDs/ACs are the next line of assistance for situations above RAs. An RD/AC is always available through contact with the RA or Gannon Police & Safety.

In the event of an emergency, please call Gannon Police & Safety 814-871-7777.

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OUTREACH & COMMUNICATION

Email & Flyers

Email will be the primary form of communication from departments, faculty, and staff. ORL encourages residents to check their email regularly to stay up to date with important deadlines, meetings, and events. If a matter requires a resident's immediate attention, residents should expect a call or printed letter delivered to their current housing assignment. Flyers are also distributed throughout residence halls & apartments to advertise for events, meetings, and important announcements. We ask that residents be aware of flyers and respond accordingly.

Floor Meetings

At the beginning of the semester, residents are required to attend their first floor meeting lead by their RA and/or RD/AC. During the first floor meeting, RAs/RDs/ACs will cover a range of topics to introduce residents to important topics from the Guide to Residential Living. Residents will be expected to understand & refer to the Guide for housing matters. Floor meetings also serve as an opportunity for residents to familiarize themselves with their facilities, staff members, fellow residents, and services/resources available to them.

myHousing

Within the Gannon Portal (my.gannon.edu) is the link to myHousing – the myHousing portal is home to all necessary applications throughout the year, including: housing applications, break housing applications, and summer housing applications. Room and roommate assignments are reflected on the myHousing portal.

GETTING INVOLVED

Resident Engagement Model

The primary role of the Office of Residence Life is to be community builders by developing relationships with residents and helping residents connect to each other, Gannon staff, the University, and the Erie community. ORL staff knows their residents, helps them get to know each other, supports them, teaches them, learns with and from them, and ultimately grows with them. To help nurture student success and satisfaction, ORL facilitates discussion, as well as programs, activities, and events, promoting academic progress and achievement in addition to supporting student needs and assisting residents with critical thinking and problem-solving skills. Our goal is to make living on campus the best experience possible. The key to enhancing students' college experiences is to intentionally interact with residents and discover trends within the community. Based on what is learned about the members of our community, we direct residents to events occurring on campus or develop activities around those trends to have relationally engaging and educationally purposeful opportunities connecting residents to Gannon outside the classroom. These events are often an opportunity to socialize, learn, and grow. If residents have program ideas and/or would like to help plan a program, they are welcome to contact their RA.

Residence Hall Association (RHA) & Hall Council

Gannon University's Residence Hall Association (RHA) is a student governing and programming body to provide student representation in the decisions that affect the students living on campus (residents) and foster a sense of community among them. All residents living on campus are unified through inter-hall events and service opportunities. RHA also recognizes and honors the quality work within Residence Life. More student leadership and involvement opportunities are created by RHA through promoting the development of Hall Councils across campus. Each Hall Council is composed of all the official residents in the respective hall or apartment building. With these initiatives, the RHA & Hall Councils strive to instill pride in the Gannon community and elevate the quality of living on campus.

Engage U

Engage U (engageu.gannon.edu) is an online platform that is home to a current list of student organizations, scheduled events, and department led student groups. The platform provides the tools for managing student organizations which encourages growth and development as students engage in co-curricular activities. Students are able to find opportunities for involvement or activities based on their personal interests. Organization profiles let students browse, search and sort through all the organizations and activities offered on campus. Engage U also allows students to document their participation and learning. ORL encourages residents to get engaged with campus activities and events through active involvement with student organizations and department led groups. Scholarships and selective opportunities offered by student organizations often have application processes that are hosted on Engage U. You can sign into Engage U with your network ID & password – for a user guide, please reach out to the Office of Leadership Development and Campus Engagement.

SERVICES – OFFICE OF RESIDENCE LIFE

Building Maintenance & Repairs

Residents are expected to report all maintenance requests to their RA (or other contact provided). A work order will then be submitted and maintenance staff will complete work orders based on priority. Emergency maintenance requests should be called in to their RD/AC or ORL immediately. Residents should call Campus Police & Safety at 814-871-7690 if they are not able to reach their RD/AC or ORL. Emergencies consist of fire; flood; leaks; electrical issues; plumbing problems resulting in no access to sink or toilet; and other issues resulting in property loss or personal danger.

Room Condition Forms

Room Condition Forms are distributed as residents check-in/move-in to their housing assignment. Each room is inspected prior to residents moving in. A Room Condition Form is completed by an ORL staff member and is reflective of the current condition of each room. If residents notice a discrepancy, they must record the discrepancy on their copy of the Room Condition Form and return it to the RD within 24 hours of checking in. Residents are financially responsible for all damages that occur in their room during their stay. Damages that are caused by the resident or the resident's guest(s) will be billed to the resident's account.

Meal Plan

ORL requires all new, incoming first year students to have a meal plan for their entire first year. To purchase or make adjustments to meal plans, residents are encouraged to email or visit ORL. Changes in the meal plan can be made until the first week of the semester. No changes will be permitted after that time. Unused meal swipes do not carry over to the following semester or year. All meal swipes are nontransferable.

Pest Control

To prevent unwanted pests, residents are expected to keep their rooms clean by taking out trash, not leaving food or open food containers around their spaces, etc. If pests are found, please contact your RD/AC. When you reach out to the RD/AC, please be as specific as possible about the type of pest (describe it) and location. ORL provides pest control services through Erie Pest Control with a weekly, standing appointment on Fridays. Pest control requests must be turned in no later than 4:00 p.m. on Thursdays to ensure inspection/treatment on Friday. Any request received after 4:00 p.m. Thursday will be treated on Friday of the following week.

Bed Bugs

In recent years, the pest control issue of bed bugs has made resurgence. Given the life and movement patterns of a bed bug, residence halls are susceptible to the pest. Our Maintenance, ORL and Pest Control team uses chemical treatment and heating equipment to treat the space once a case of bed bugs has been confirmed through Student Health Services located in the lower level of Harborview House. ORL will guide affected residents through the treatment process & residents will receive a packet of information/instructions to ensure appropriate extermination of the pests. Varying from the instructions in this packet can lead to bed bugs surviving the treatment process and continuing irritation in the affected room space. The moment a resident suspects their room may have bed bugs; they should quickly reach out to their RA or RD/AC for assistance. If a student experiences suspicious bites or bumps, contact Student Health Services. They can help confirm if these were caused by bed bugs.

For safety reasons residents are not permitted to attempt any chemical treatment on their own; this could cause damage to the fire alarm system and will be considered tampering. All cases of tampering with the system will be documented and handled through the conduct system, which could result in a disciplinary sanction.

Renter's Insurance

Gannon University does not carry insurance covering the loss and damage (due to water leak, fire, etc.) to residents' personal items. Residents desiring insurance protection must make their own arrangements for the necessary coverage. ORL recommends residents obtain their own renters' insurance (or add their on-campus living unit to a preexisting policy such as a legal guardians' home insurance) in case of unforeseen events that cause damage to personal property while living on campus.

Student Accessibility & Disabilities

Student Health Services, which serves students with accessibility needs, is located in the lower level of Harborview. ORL will accommodate residents with documented disabilities or accessibility needs. Please visit or call our office for assistance.

CAMPUS PARTNERS – SERVICES

GU Gold

The GU Gold card is your ID card and much more. It's a photo ID for Gannon events and services, but it also allows you to make purchases at various on and off campus locations. The debit card function is activated when you deposit money into your GU Gold account through the Cashier's Office or online through your my.gannon.edu portal. Just present your GU Gold card when you make a purchase and the amount of your purchase will be automatically deducted from your GU Gold account. For a current list of on and off-campus locations that accept GU Gold, please log on to your my.gannon.edu portal, University Resources tab > GU Gold.

Dining Services

Gannon University's dining is provided by Metz Culinary Management. If you have questions or concerns related to dietary restrictions, please call the Dining Management Team at 814-871-7677. There are several dining locations on campus that accept our meal plan swipe, meal swipe equivalency and GU Gold (as well as cash/debit). For hours, payment options per location, and daily menu items, please visit the my.gannon.edu portal > Dining Services. Dining locations serviced by Metz are:

Beyer Hall Cafeteria

Located in Beyer Hall, accessed through Waldron Campus Center – breakfast, lunch, and dinner options

Doc's Landing

Located in the Waldron Campus Center – to-go breakfast, lunch, and dinner options

Chick-fil-a

Located in the Waldron Campus Center – accessed through Waldron Campus Center or external entrance

Intermetzo Café

Located on the second floor of the AJ Palumbo building – grab-and-go breakfast and lunch options & coffee bar

Urban Brew

Located on the first floor of the Nash Library – grab-and-go breakfast and lunch options & Starbucks drinks

Additional dining options are available for students across campus for specialty foods. The following dining locations only accept GU Gold, cash, or debit/credit.

The Knight Club

Located on the corner of 4th Street and Sassafras Street – offers a variety of snack and pub food options.

Fresh Café

Located in the Recreation and Wellness Center – paninis, smoothies, and other healthy options.

Give a Crepe 2.0

Located on the ground floor of Morosky Academic Center – sweet and savory crepe options, hot and cold coffee and tea

Information Technology Services (Wireless Routers)

Information Technology Services (ITS) is responsible for the majority of technology based services for the University from SOPHOS, the internet, cable, and computer issues. ITS will be your primary contact for registering wireless devices such as gaming systems, laptops, and cell phones. They can be reached at 814-871-7501 or helpdesk@gannon.edu. To visit with service technicians, please visit their office is in Palumbo, Room 3000. ITS user guides are provided during check-in/move-in.

*The use of **personal wireless routers** is prohibited as they can interfere with the school wireless system. If a personal router is being used as a switch for multiple devices (computer, video game system, TV, etc.), the wireless component must be deactivated. Wireless printers are also not permitted in campus housing.*

Mail Services

Mail Services is managed by Distribution Services in the basement of the Palumbo Center, where students can pick up packages and mail items. Residential students are assigned a mailbox and mailbox keys – mailbox keys can be picked up in the mailroom during check-in/move-in. If a resident was not assigned a mailbox, please consult the mail room staff during normal business hours. As a residential student, their mailing address will be the following:

Student Name
824 Peach Street
Student's PMB #
Erie, PA 16541

Television Services

Basic cable is provided in all residence halls and apartments on campus. Residents are expected to provide their own coaxial cable and TV if they would like to access cable services.

Parking

First year residential students will not be permitted to receive a parking permit to park on campus unless there is an extraordinary circumstance. Gannon provides upperclassmen parking spaces on a "Preferred Parking system" managed through Gannon Police & Safety. There is a cost associated with on-campus parking. Students will choose parking locations in rotation based upon the number of credit hours a student has earned prior to the beginning of the fall semester. Seniors will begin the process and have two designated days to choose a lot they prefer followed by Juniors and Sophomores. During the process, when the number of spaces in a lot is exhausted, students will be able to choose open spaces in another lot. Students are not given a specific parking space. All applications for these spaces are completed on the students designated day and parking stickers are issued by the Office of Police and Safety. Please see Gannon Police & Safety's website for more details.

BUILDING AMENITIES

Indoor & Outdoor Common Areas

The majority of the residence halls and apartments have lobbies, study lounges and social lounges for students' convenience. Common areas are supplied with a variety of amenities. Lounges may be categorized as social and study lounges in different buildings/floors with amenities suiting their purpose. Finegan, Harborview, North, South, Wehrle, and West Halls have community kitchens accessible to current residents of their respective buildings. There are various outdoor common areas surrounding residence halls and apartments that feature benches, picnic tables and, occasionally, outdoor games. Residents and residents' guest(s) are expected to clean up after themselves and keep common/shared spaces tidy.

Registered student organizations may request permission to use common areas. If a person or organization wants to reserve a common area, they must reach out to the RD/AC of that building at least 48 hours before the requested reservation time. Large group gatherings are not permitted after 10:00pm due to quiet hours.

Laundry

All residence halls and apartments are equipped with both washers and dryers, for resident use only. Current residents' ID card will grant 24/7 access to the laundry rooms where they reside. Any maintenance issues with the washers and/or dryers should be reported to the RD/AC. Residents are not permitted to allow guests to use the laundry facilities. Any misuse of the laundry facilities will be documented and handled through Student Accountability processes.

Printing

Limited printing services are available in Finegan, North, and Wehrle Halls. If a resident is having difficulty connecting to the printer, please reach out to ITS at 814-871-7501 or helpdesk@gannon.edu. If the printer is out of order, ink, toner, or paper, please reach out to the RD/AC so they can order supplies and/or submit a work request. There are various locations students can print on-campus including, the Waldron Campus Center Power Room, Palumbo, and most academic buildings.

Vending Machines

Gannon University has a contract with the Pepsi Company to supply vending machines on campus. Vending machines are located throughout the residence hall areas. Most vending machines accept GU Gold and cash. For vending refunds or to report a problem, please see instructions on the front of the machine or reach out to the RD/AC of the building.

SAFETY & SECURITY

Campus Emergency Notification

ORL encourages residents to sign up for Emergency Notifications – Emergency Notifications alert residents via email and cell phone for all campus emergencies. Students can register their cell phones by visiting the my.gannon.edu portal.

Building Access

Residence Halls and apartments are locked at all times. Buildings are accessible by a designated key or Gannon ID. Residents are expected to keep external doors closed and locked. Please keep your room/apartment locked at all times. Gannon University does not assume responsibility for lost or stolen property. If you lose your keys, please inform the RD/AC or member of ORL.

Fire Alarm System

Each building is equipped with a fire alarm system. Throughout the year, fire drills are conducted to familiarize residents with the sound of the fire alarm, emergency exits, and the procedure for evacuating the building. Evacuation route procedures are located on the back of room or apartment doors. Residents are required exit the building when the fire alarm sounds, failure to exit the building will be documented and sent to the Student Accountability office. In addition, all tampering or falsely activating an alarm will be handled through Student Accountability. If a fire alarm sounds, residents should:

1. Close their windows.
2. Check their door or doorknob. If it is hot, do not open, call 911. If it is cool, exit cautiously and close your door.
3. Walk quickly, but in an orderly manner, through the exit to the hall's assigned location – be sure to keep driveways and paths to the building clear for emergency vehicles and personnel.
4. Do not re-enter the building until told to do so by an ORL staff member or Gannon Police & Safety.

If smoke/fire is detected, and time is available, residents could:

1. Quickly put on a coat and hard soled shoes.
2. Take a wet towel to put over the face to prevent smoke inhalation.
3. Take keys and University ID card.

Gannon Police & Safety

Gannon Police & Safety is committed to the safety & security of students and Gannon community. Gannon Police & Safety is located in the west side of the lower level of the Harborview House. The Gannon Police & Safety office employs eleven full-time police officers and two part-time officers. All police officers are armed and have full arrest powers on campus and within their jurisdiction off campus. Gannon Police & Safety also employs two full time Security Officers on patrol and one part-time security officer assigned late night hours in the computer lab. There are six Switchboard operators who also serve as the police dispatchers. Police and Safety operates 24/7, 365 days a year. There are two additional staff members who oversee campus parking. To report any lost/stolen items or non-emergency issues please call 814-871-7690. In the event of an emergency, please contact Gannon Police & Safety at 814-871-7777.

Knight Watch

The Knight Watch team is a security escort service designed to enhance students' safety and peace of mind while navigating campus after dark. The Knight Watch van is a decade Ford Transit van, and Knight Watch members are identified by their ID badge and vest. The hours of the Knight Watch are as follows:

Sun.-Thurs.: 5:00PM-1:00AM

Fri. & Sat.: 5:00PM-3:00AM

The primary goal of Knight Watch is to enable students to travel from one location to another with a greater sense of security and to avoid sexual harassment, verbal abuse, and assault. To request an escort call 814-871-7260 or text 814-722-8232. The Knight Watch van can also be requested through the LiveSafe App on a mobile device.

LiveSave App

Gannon University has partnered with the LiveSafe App in order to increase student safety on and around campus. By downloading this app, you will be able to utilize the app to virtually watch friends return home through GPS sharing, report suspicious behaviors or people, request the Knight Watch Express service, along with other services. You can download this app via the app store on your mobile device.

Protecting Yourself & Your Property

With the amount of people living on campus, Gannon Police & Safety believe that security is everyone's business and they depend on residents' assistance in protecting their own property. Gannon cannot assume responsibility for accidents, lost, stolen, or damaged personal property. The following tips, if properly and consistently employed, will help prevent the most common losses sustained by residents:

1. Keep rooms locked at all times. Residents should not loan their keys to anyone. Promptly report the loss of a room key to an ORL staff member.
2. To lessen personal losses, carry renter's insurance on valuable items and keep a record of the serial numbers on property.
3. Keep cars/motorcycles locked. Store valuables out of sight.
4. Keep bicycles locked at all times when they are not in use. Bicycle racks are provided in all residential areas.
5. Be aware of surroundings. Promptly report suspicious persons or activities to Campus Police & Safety at (814) 871-7690.
6. Residents are encouraged to program the Campus Police & Safety phone number into their phones. The non-emergency phone number for Gannon Police & Safety is (814) 871-7690.

Security Cameras

All residence halls, apartments, common walkways and most academic buildings are equipped with security cameras in common areas, entrances, and building perimeters. Security cameras are used to enhance the safety and security of students and their property. Gannon Police & Safety personnel and specific University staff members are trained to use the cameras for the prevention of crime.

Severe Weather

Emergency Notifications will alert students in the case of severe weather. In the event of severe weather, all relevant information will be relayed to residents through ORL or Gannon Police & Safety. If students need to evacuate or need to shelter in-place, specific directions will be given at the time of the event.

Sexual Assault

Gannon University is committed to providing an educational atmosphere in which students can achieve their goals and maximize their potential. When students experience sexual violence (such as rape or dating violence), their sense of safety and trust is violated, which can seriously interfere with their lives and educational goals. Sexual assault is a serious, violent crime and is a flagrant violation of the University's standards of conduct. Students who are sexually assaulted or who are in violent relationships have a number of resources and courses of action available to them. If harassed or sexually assaulted, please do the following:

1. Report the incident to Campus Police & Safety, located in Harborview or call (814) 871-7000.
2. Seek medical assistance by contacting the Gannon Student Health Services at (814) 871-7622, UPMC Hamot Hospital (814) 877-6000 located at 201 State Street, or St. Vincent's Health Center at (814) 452-5000 located at 232 West 25th Street
3. Seek emotional support through the University Counseling Center, located in the Student Services Building at 814-871-5145 or with Campus Ministry.
4. ORL staff members are also available to help. There is always a Resident Director On Call who can be reached through an RA or by asking Police & Safety for the RD On Call.
5. Crime Victims (814) 455-9414 or (800) 352-7273 located at 125 West 18th Street, Erie, PA 16501
6. Safe Net (814) 454-8161 located at 1702 French St, Erie, PA 16501

Sprinklers

Sprinklers are installed in buildings to fight fires and protect the facilities. According to current fire code standards, nothing can be stacked, stored or constructed within 18 inches of a sprinkler head. Hanging objects from sprinkler heads is strictly prohibited – such actions constitute tampering. Tampering with the sprinkler head may cause the sprinkler to activate, thereby dumping gallons of water into resident's room/apartment in a short amount of time. All cases of tampering with the sprinkler system will be documented and handled through the conduct system and damage charges will be billed accordingly.

HOUSING ASSIGNMENTS & TRANSITIONS

Application Process

Students will apply to live in campus housing through the myHousing portal hosted on my.gannon.edu. Students will use their network ID and password to login to the myHousing portal. Incomplete applications are not accounted for in the room/roommate assignment process. ORL encourages students to confirm their application is complete by carefully reviewing each section and clicking "submit" at the final step of their application. For questions, access to a myHousing user guide, or general assistance please call ORL main office (814) 871-7564 or email at reslife@gannon.edu. Students need to apply for campus housing each year, regardless if they have previously lived on campus.

Check-in/Move-in

As residents move-in and check-in to their housing assignments, they receive their keys and a Room Condition Form. During fall move-in, incoming students receive assistance carrying heavy items from our volunteer “move-in crew”. Each room is inspected prior to residents moving in. A Room Condition Form is completed by an ORL staff member and is reflective of the current condition of each room. If residents notice a discrepancy, they must record the discrepancy on their copy of the Room Condition Form and return it to the respective professional staff member within 24 hours of checking in. Residents are financially responsible for all damages occurring in their room during their stay. Specific instructions regarding move-in are provided via email on behalf of ORL.

Room Changes & Hall Changes

ORL will have designated times to facilitate the majority of room & hall change requests. During the first weeks after of a semester, room changes are prohibited except for individual cases as ORL verifies the occupancy of its residence halls. Residents should check their Gannon datebook for the specific dates for our designated room change periods. Room changes are facilitated in early September & late November – requests to change rooms or halls are reviewed on a case by-case basis and granted per room availability. Residents should reach out to their Resident Assistant or Resident Director if a room change is desired.

Reassignments & Consolidation

A room assignment guarantees a bed space, not a specific apartment/room within the residence hall. ORL reserves the right to reassign students to other apartments, rooms, and halls when a reassignment is in the best interest of an individual or group; when a student has not moved-in/ resided in their assigned space; or in response to policy violations.

After the first weeks of the semester, ORL facilitates a consolidation process meant to pair residents without roommates. ORL reserves the right to consolidate residents residing in double occupancy rooms without an assigned roommate. Residents who fail to follow directions concerning consolidation are subject to additional room charges and disciplinary action.

Hours Requirement

Students must be enrolled as a full-time student at Gannon University in order to be eligible to live in campus housing. To meet this requirement, undergraduate students must be registered for a minimum of 12 semester credit hours in fall and spring semesters. Graduate students must be registered for a minimum of 9 semester credit hours in fall and spring semesters. Any exceptions to this requirement must be approved by the Office of Residence Life.

Contract Release Request

The housing contract is binding for the academic year (August-May). If residents wish to break their housing contract, they must submit a request with ORL. Residents are subject to a \$500.00 termination fee to be released from their contract. ORL encourages residents to refrain from making other housing arrangements until it is verified their contract release request is approved. Most requests are not granted due to Gannon’s two year campus residency requirement. For more specific details, contact the Office of Residence Life.

Break Housing

Throughout the academic year, there are designated university closings for Fall Break, Thanksgiving Break, Winter Break, Spring Break, and Easter Break. Please refer to the academic calendar for specific dates related to closing and plan travel arrangements accordingly. Break housing is available for students who have a reasonable request to stay during designated university closings. All Residents, regardless of class designation, are required to apply for break housing through the myHousing portal, and should check their email for break housing application instructions and deadlines. Students who fail to complete break housing applications prior to the deadline may be subjected to a \$45.00 Late Application fee. Gannon is not responsible for the loss or damage to personal property left in rooms during breaks or holidays. Students are not permitted to have guests or visitors during breaks or holidays.

Reapplication Process

The reapplication process affords residents the opportunity to re-apply for a residence hall or apartment assignment for the following academic year. Re-application information is available early spring semester. Current first-year students in campus housing must attend a mandatory meeting facilitated by ORL staff members. Residents are expected to check their Gannon email and attend the designated meeting. All housing applications are hosted on the myHousing portal.

Summer Session Housing

Summer session housing is available. Students who wish to reside in campus housing over the summer must be enrolled in a summer course or be employed by Gannon or the Erie community. Student Athletes participating in voluntary summer workouts are also permitted to stay. Students are expected to check their Gannon email for more information.

Room Charges

Any room charges will be reflected on students' account, viewable online through GUXpress. Charges are payable to Gannon University according to the published deadlines. Failure to settle a balance may result in being removed from campus housing, holds on class registration; and the placement of holds on academic transcripts. Questions regarding payments to student accounts can be directed to the Cashier's Office in the Graduate Admissions building, 150 West 6th Street.

Withdrawal

Students who plan on withdrawing from Gannon must first go to the Student Success Center to gather the appropriate paperwork and initiate the formal withdrawal process. A resident going through the withdrawal process must also visit ORL to formally document their plan to move-out. Students will have 48 hours to move-out from the time of withdrawal and will check-out with their RD/AC, returning keys and all necessary check-out paperwork. Failure to follow these steps may result in additional charges.

Check-Out/Move-Out

At the end of the academic year, students are required to vacate their housing assignment 24 hours after their last final examination. ORL facilitates two options for check out, Express Check-out and Standard Check-out. Community spaces will be assessed for damages and residents may be billed. A resident who does not return between semesters, or improperly checks out may be charged \$45.00 a day until the resident returns and properly checks out.

- **Express Check-Out:** Residents leave their space at will. Residents do NOT have to be present for their room walkthrough. Residents will receive an Express Check-Out guide requiring their signature acknowledging they have read and accept the outlined conditions. Residents will then return the signed form and keys to the Office of Residence Life in Beyer Hall 306 or place them in a designated key box. Students who use the Express Check-Out process waive their right to appeal damage charges.
- **Standard Check-Out:** An ORL staff member will conduct a walkthrough of the room alongside the residents to assess damages. Residents sign up for a time with their RD/AC or RA to conduct a standard walk-through. Residents MUST be present at their assigned time - otherwise residents will be deferred to the Express Check-Out process. All personal items MUST be removed from room at the time of the walkthrough. Students who use the Standard Check-Out process retain their right to appeal damage charges.

RESIDENCE HALL & APARTMENT POLICIES & PROCEDURES

In a community living situation, it is necessary to impose certain standards for conduct and behavior to ensure that residents feel like they are in a safe and inclusive community. Each resident living in the residence hall has certain rights they are entitled to. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guest(s). Procedures in all residence halls and apartments will be consistently addressed by University officials at all times. Violations of any of the following procedures will be documented and handled through the Student Accountability office. These rights are:

1. The right to sleep
2. The right to one's personal belongings
3. The right to free access to one's room/suite facilities/apartment
4. The right to a clean environment in which to live
5. The right to read and study free from undue interference in one's room
6. The right to express concerns and be heard
7. The right to personal privacy
8. The right to be free from verbal or written abuse, threats, intimidation, or violence

Residents are expected to respond appropriately to the reasonable requests of other residents and of all ORL staff including University maintenance workers and our custodial service.

Abandoned Property

If a resident leaves personal items in their rooms after the resident has checked out or is no longer enrolled in classes, ORL will declare the items as abandoned property. Abandoned property will be donated or discarded.

Alcohol

Each student is responsible for conducting themselves in ways consistent with federal, state, and local laws, for following University policies and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct.

Students over the age of 21 who choose to consume alcoholic beverages are expected to do so in moderation and with responsible decision making. Negative actions including loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of individuals will not be tolerated. Providing alcohol to underage roommates or guests is prohibited and will result in referral to Student Accountability.

For further guidelines see the [Student Code of Conduct](#).

Appliances

Residence halls and apartments have limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard. Small microwave ovens are provided in traditional and suite-style units and are permitted in apartment-style properties. Only UL approved, sealed unit coffee makers and air popcorn poppers are allowed but are not to be used for other cooking purposes. Use of other appliances such as radios, TVs, stereos, and desk lamps with non-halogen bulbs and plastic shades are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. No outside antennae of any type are permitted. Unauthorized appliances will be confiscated and stored until the student checks out. The student will be charged \$25.00 for each appliance confiscated.

Microwave mini refrigerators are provided in Finegan, Wehrle, and West halls; full-sized refrigerators are provided in Freeman, Harborview, Kenilworth, Lubiak, Walker, Wickford, and any additional small property homes owned by the University. South Hall has approved hookup locations in the suite's main living space for students to bring their own minifridge or micro fridge unit. Students in South Hall can email reslife@gannon.edu if they are interested in renting a micro-refrigerator, while supplies last.

One (1) additional mini refrigerator is allowed per resident and may not be operated in a closet or enclosed area. All refrigerators must be less than six (6) cubic feet, be U.L. Approved, and be in good working condition. Refrigerators must be emptied and unplugged during the winter breaks. Refrigerators are the sole responsibility of the resident. Before additional microfridges are brought to campus, the outlet planned for the microfridge must be assessed by Physical Plant and approved. Please email Residence Life resife@gannon.edu for approval to bring microfridge.

The following appliances are NOT permitted: (other appliances not listed must be approved by ORL in advance of being in the room):

Halogen lamps or light bulbs	Space heaters	Toaster Ovens
Hot plates	Potpourri pots	Refrigerators/ Mini-fridges
Deep fryers	Sun lamps and tanning beds	Air conditioners
Broilers	Any open-faced or heating appliance	Heated Blankets
Freezers	Personal BBQ grills	

Panini-presses or similar countertop grills (such as George Foreman® grills), toasters, and toaster ovens are permitted in suites or apartments with a university-designated kitchen or kitchenette counter space.

University-Owned Appliances

Residents are required to keep university-owned appliances in clean and working condition. Residents who fail to return an appliance in clean, working condition may be subject to a fine to replace, repair, or clean the appliance. In the event an appliance breaks during use, please contact your RA or RD to place a work order.

In apartments equipped with dishwashers, please use the correct cleaning products. Do not use liquid dish soap in place of detergent made for dishwashers. In apartments equipped with garbage disposals, please take care to keep them in proper working order. Run water in the disposal side of the sink as you are using the disposal. Do not put things such as lettuce, rice and grease in the disposal. Large amounts of food should be put properly disposed of via the trash. Run ice through the disposal about every two months to sharpen the blades.

Balconies & Maintenance

Harborview residents have a balcony attached to their living room and possibly their bedroom. Items on balconies must be wholly contained within the balcony (including decorative lights, holiday decorations, etc.). University furniture is not permitted to be moved onto the balcony at any time. Students who share responsibility for a balcony are encouraged to communicate with one another regarding items placed on the balcony.

Throwing any item from a window or balcony is prohibited and is subject to a fine and referral to Student Accountability. This includes trying to throw an item or object from outside the building up into a window or balcony. Obstructing the view of the balcony from the outside by hanging items (flags, towels, tapestries, etc.) is strictly prohibited. The use or storage of barbecue grills on balconies is prohibited. As a safety precaution, no more than five (5) people are permitted on a balcony at any time.

Balconies can sometimes provide space for unwanted birds, which may lead to bird droppings or nesting. The Residence Life team cleans each balcony in the summer, but residents are responsible for the continued maintenance of their balcony space across the duration of their housing contract.

Bicycles/Motorcycles

Cyclists are to abide by all traffic regulations. Bicycle racks are placed in convenient locations throughout the campus and in the residence halls. Bicycles should be secured with a lock and chain, so it is recommended students purchase lock and chains before arriving to campus with their bike. Bicycles can be stored in residence hall rooms with the consent of the roommate. However, if a bicycle is stored in a room, it must not block the door or be ridden in the hall. ORL will enforce bicycle procedures in accordance with the Campus Police & Safety's Traffic Rules and Regulations.

Motorcycles must be registered with the Campus Police & Safety as if it were a four-wheeled vehicle. Motorcycles, mopeds, motor scooters, and other internal combustion engine vehicles should never be brought into the residence halls and apartments. Gasoline cans are not permitted in residence halls and apartments.

Bomb Threats

If you gain any information about a potential bomb threat, please notify Gannon University Police and Safety at their emergency line: 814-871-7777.

Candles/Open Flames

Candles, incense, fireworks (all types, including sparklers) are considered to be an open flame and, therefore, a fire hazard. These items are prohibited both inside and outside all residence halls and apartments, including parking lots. Possession of items violating this policy will result in immediate confiscation and will be handled through the Student Accountability office. If candles are needed for religious reasons, students can email Brent Heckman, Director of Campus Ministry, at heckman004@gannon.edu for approved spaces.

Approved alternatives to candles are: flameless wax melters, and reed diffusers. Students are responsible for any damage these alternatives may cause, such as wax stains on surfaces.

Carpet

If residents' carpets become stained, they should contact their RD/AC immediately to confirm and facilitate the cleaning process. If the carpet is damaged above normal wear and tear, the resident will be charged. Continual mistreatment will result in disciplinary action.

Chalking

Chalking of sidewalks or brick must be approved by the RD/AC prior to chalking. The chalked area must be removed no later than 24 hours after the event. Staff reserves the right to remove any chalking that is inappropriate, offensive or not approved.

Christmas or Holiday Decorations

Due to the National Fire Protection Association codes and safety concerns within residence halls and apartments, cut/live trees are not permitted. Holiday string lights are allowed in select circumstances. Lights should not be strung together, resulting in long chains of multiple light strands (daisy-chained). Holiday lights should also be unplugged when students are not present in the room or apartment and should not be left on for periods of more than a few hours at a time. Students should work with their RD/AC to determine if their lights are appropriately utilized.

Cleanliness

Living areas must be kept clean at all times (dishes clean, food stored properly, etc.) A first offense will result in a warning and the expectation the area is cleaned to standard within 48 hours. Further offenses will result in disciplinary action which could lead to fines and/or reassignment.

ORL expects residents to take pride in their spaces. Students are expected to dust, mop, and clean to maintain a general level of cleanliness. While it is the expectation that residents provide their own cleaning supplies (multi-purpose cleaners, sponges, etc.) and equipment (vacuums, plungers, brooms, etc.).

To protect residents' health, bathrooms should be held to the highest standard of cleanliness. This includes using shower scrub products, disinfecting wipes and toilet brushes, which are on the students' responsibility to provide. The general disinfection of all surfaces is recommended on a regular basis. Residents must supply a shower curtain for the shower or bathtub. Failure to provide a shower curtain will result in a warning with the expectation the residents provide a shower curtain. Failure to obtain a shower curtain by the second check will result in disciplinary action.

Cohabitation

Cohabitation is not permitted in residence halls or apartments. Violation of this rule will be handled through the Student Conduct system. Cohabitation is defined as a person, who has not been assigned to a residence hall or apartment, using a residence hall or apartment as if they were a resident of the room. This includes, but is not limited to:

1. Being an overnight guest in the room for more than two nights in a ten-day period.
2. Using the resident's keys or ID cards to enter the residence hall or room.
3. Keeping clothing and other personal belongings in the room.
4. Using the bathroom, laundry, and shower facilities as if they lived in that residence hall or apartment.

Contact Paper / Peel & Stick Paper

Contact paper, and peel & stick paper is allowed in certain circumstances. If residents wish to line their shelves, then the use of a non-adhesive alternative is recommended, however students are liable for any damages caused by peel & stick contact paper in lining shelves. The use of contact paper is not permitted on surfaces tops (counter tops, dresser tops, desk tops, etc.)

Cooking

In accordance with the residence halls and apartments appliance procedures, cooking in the residence halls and apartments is allowed with approved cooking appliances only. Residents are responsible for ensuring proper sanitation, ventilation, and fire safety precautions are taken. For the list of approved cooking appliances, please see "Appliances." Cooking is allowed in hall kitchens. Microwaves are for cooking only. Do not put any type of metal in the microwaves. Also, do not try to dry any type of clothing product in the microwaves, as you may start a fire. Community kitchens must be kept clean at all times (dishes clean, food stored properly, etc.). Violation of community standards will be handled through the Student Accountability office, which could include a minimum fine of \$50.00 and disciplinary action.

Cooperation with University Officials

ORL staff members, including RAs and RDs/ACs are University Officials. Residents must immediately comply with directions from any University Official. Verbal and/or physical abuse directed towards a University staff member will not be tolerated, and failure to follow this policy will result in disciplinary action through the Student Accountability office.

Decorations

While we encourage residents to personalize their residential spaces to their liking, decorations are appropriate as long as they do not create health or fire hazards or damage the apartment/room. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire-related equipment. Do not attach anything to or tamper with light fixtures, smoke detectors, sprinkler heads or exit signs. Tension rods may be used to hang curtains. Thumb tacks and pushpins may be used for hanging purposes. Residents will assume responsibility for any damage beyond normal wear and tear at the end of their contract. Do not use double-sided tape on any surface as it will cause excessive damage. If a resident wishes to use an adhesive, 3M Command Adhesives are recommended as they have been found to be removed easily if instructions are followed properly. Contact ORL staff for further details about any possible damages to walls. To comply with Erie Fire Code regulations, only 20% of each side of room doors may be decorated.

Door Propping/Pulling

Propping or forceful pulling open of any external or floor-entry residence hall doors and/or tampering with locks is considered a serious security violation. Anyone caught propping, forcefully pulling, or tampering with any door may be subject to disciplinary action.

Drugs

The University prohibits the manufacturing, possessing, selling, transmitting, using or being in the presence of any illegal drug, controlled substance, abused prescription, or drug paraphernalia on University premises or at University sponsored activities. Referrals will be made to Campus Police & Safety for any violation of the above stated policy. Violations may result in arrest and/or suspension from the University.

Electrical Power Strips / Extension Cords

Do not overload electrical circuits. Electrical power strips used on ORL property must conform to the following requirements. The device must have a cord assembly, multiple grounded outlets, a 15-amp circuit breaker or fuse, housed together in a plastic case with a common plug, and be UL approved. Violation of this policy will result in disciplinary action and the item will be confiscated and stored until time of check-out. Residents may use one approved surge protector/power strip per 2 outlet source (wall plate). At no time should a surge protector/power strip be plugged into another surge protector/power strip (daisy-chaining).

Extension cords used on ORL property are now approved, but must abide by the following requirements. Extension cords are for temporary use only, typically for portable devices, or short-term, temporary events. Extension cords must be UL approved, minimum 16 gauge, double insulated, grounded, and no longer than needed. Extension cords are not approved for use in lieu of permanent wiring (longer than 90 days), and not in use with refrigerators, microwaves, or other high amperage appliances. At no time should an extension cord be plugged into another extension cord (daisy-chaining).

All other multiple plug adaptors, extension cords, and outlet extenders are strictly prohibited. It is the student's responsibility to check with the RD/AC to see if the device is acceptable prior to use.

Emergency Exits

Emergency exits are to be used for emergency evacuations. The deliberate misuse of emergency exits will be documented and handled through the conduct system, which could result in a fine and disciplinary action.

Emergency/Safety Equipment and Fire Alarm System

The paths to the exit door, windows, all safety appliances and vents should be kept clear at all times throughout the residence hall, apartment and individual rooms. Tampering, damaging, or inhibiting the use of emergency/safety equipment including propping open doors in any residence hall, is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes but is not limited to fire extinguishers, heat and smoke detectors, exit lights or panels, emergency exits, fire alarm pull stations or designated emergency doors. Tampering with emergency/safety equipment could endanger everyone. All cases of tampering with the equipment and security cameras will be documented and handled through the conduct system, which could result in a fine and disciplinary action.

Empty Room/Bed Spaces

If at any time a resident is living in a room, suite or apartment without a roommate/suitemate, they are responsible for keeping belongings out of the empty space and may not utilize the vacant space in any way. This policy exists because another student may be assigned or moved into an empty space at any time throughout the semester. Another student may move in without prior notice and therefore no belongings may be stored in or under additional furniture or closets and the bed may not be used for storage or for hosting guests.

Escorting Guests and Visitors

Guests and visitors must be escorted by their host resident at all times. Please see "Guests and Visitation" for more information.

Fireworks, Explosives, and Hazardous Materials

Fireworks, smoke bombs, and explosives of any kind are not permitted in the residence halls, apartments, or on campus. Please see Gannon Police & Safety for more information. There are no exceptions to this policy. Possession of items violating this policy will result in immediate confiscation and will be handled through the conduct system, which could result in a minimum fine of \$50.00 and disciplinary action.

First Year Student Hours

First Year Student hours are held during the first four weeks of fall semester, Sunday through Thursday nights, in which all first-year students are required to be on their floor by 11:00pm. They are designed for students to properly adapt to the college lifestyle and begin their college career with time management and personal responsibility. The RA staff will verify students are in their rooms. Students who are not in their room at the designated time and are not checked in will be forwarded to Student Accountability.

Furniture

Each student room is supplied with ORL furniture. Residents may not move additional University items into their rooms from any other area of the hall, including lounge furniture. Moving bedroom furniture into another room must be approved by the RD/AC. Waterbeds are not permitted in the residence halls and apartments. Violations of this policy will be handled through the conduct system, which could result in a minimum fine of \$25.00 and disciplinary action through Student Accountability. Any outside furniture being brought into the residence hall or apartment must have an appropriate fire rating (California code) and must be new, in packaging, and approved by the RD/AC. Should there be any issues regarding pests, particularly bed bugs, in the room, suite, or apartment, the cost of extermination may be forwarded on to the owner of the outside furniture.

Gambling

Gambling for money or stakes representing money on Gannon University property is a violation of state law and is thereby prohibited.

Group Billings

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building, or area.

This means that if any damage occurs in such areas as the floor, hallway, or community bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in the building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed for their "share" of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized. Each resident's active involvement in reducing damages within their community is encouraged.

Guests/Visitation Policy

Residents are responsible for their actions and the actions of their guests. If guests violate the visitation policy, the resident may be subject to sanctions. At no time should the presence of visitors disrupt the floor and hall communities or supersede a roommate's right to privacy.

- **Visitation - Residence Halls/First year students:** Guests, including other Gannon students, are permitted in the halls from 10 A.M. – 12 A.M. (Sundays - Thursdays) and 10 A.M. to 2 A.M. (Fridays & Saturday.). All guests, including other students, must leave the hall no later than the designated time (12 A.M. or 2 A.M.). Guests must check-in at the front desk with a photo ID, and the resident must confirm their guest. Resident students assume all responsibility for the conduct of their guest(s) while on campus or at GU sponsored events.
 - All non-GU student guests to the halls must be registered and accompanied by a GU resident at all times.
 - Guests must stay in the room of a person of the same sex and can only visit for no more than two consecutive nights, with permission from the roommates.
 - All guests of the opposite sex must use the designated restroom in the lobby of the respective building.
- **Visitation - Apartments/Upper Classmen Student Suites:** Apartments, houses and suites without front desks shall be self-regulated and regulated by ACs and ORL staff.
 - Cohabitation is not permitted at any time.
 - At no time may a student take up residence in a room, house, or apartment, to which he or she is not assigned.
- **Overnight Visitation Policy**
 - In **traditional residence halls and suites**, residents may host a maximum of two guests past the visitation deadline, provided that they are of the same gender as the host, have the approval of their host's roommate(s) and the guests are pre-registered with the RD/AC by 5:00pm 48 hours prior to the visit. No one may be registered to stay beyond the visitation deadline for more than two consecutive nights in any one hall. There is no overnight visitation during official

break periods. The university reserves the right to suspend overnight visitation as a student privilege, or regarding a particular individual, at the determination of the RD/AC, ORL, or Student Accountability office.

- In **apartments and themed Houses** guests may not stay for more than two consecutive nights in a ten day period. A maximum of two overnight guests will be allowed in any one apartment at any one time. All roommates must give permission for an overnight guest to stay in the apartment/suite.
- **Occupancy Limitations:** The maximum occupancy is determined by the size of the unit. Total occupancy may never exceed twice the number of residents assigned to that space. For example, a four-person room or apartment may be occupied by a maximum of 8 persons total. Violations of occupancy limit will be subjected to Student Accountability processes.

Halogen Lamps

Due to fire safety codes, all types of lamps that contain halogen bulbs are not permitted in any residence hall rooms. Halogen light bulbs can reach temperatures over 1000° F. Violations of this policy will be handled through the conduct system, which could result in a minimum fine of \$50.00 and disciplinary action.

Harassment

All residents have the right to be free from all forms of harassment including verbal, written, and sexual. Threats, intimidation, and violence will not be tolerated. ORL will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for harassment.

Health and Safety Inspections (HSIs)

ORL conducts two Health and Safety Inspections/ semester at the beginning of scheduled breaks (Fall Break, Thanksgiving Break, Spring Break, and Easter Break). ORL staff reserves the right to conduct further announced Health and Safety Inspections during the school year to ensure a room does not become substandard to the following points:

1. University property is being used properly
2. Reasonable standards of room cleanliness, safety, and sanitation are being observed
3. Maintenance needs are reported
4. ORL procedures are being observed
5. All directives of the City Fire Inspector are being observed

Horseplay

Horseplay including wrestling, running in the halls, and pranks in the halls are prohibited. These actions can lead to injuries and/or damage to the halls.

Identification

Residents are required to have their University IDs in their possession at all times. Proof of identity may be requested of any person in the residence hall by a University official. Failure to identify oneself to a University staff member upon request is a violation of University regulations. Cooperation is required should such an occasion arise. Gannon issued IDs should be operated solely by the owner of the ID and not passed onto others.

Keys

Room keys are issued to each resident. Residents are responsible for possession of their keys at all times and may not lend keys to another person at any time. Residents are expected to report to their RD within 24 hours if they lose their keys. If a key is lost, a \$50.00 per lock charge will be billed to the resident's account in order to change each lock affected.

Latches/Door locks

No additional locks or latches may be installed anywhere in residents' rooms. Installation of additional locks or latches impedes entrance of staff and emergency personnel. Violations of this policy will be documented and handled through the conduct system, which will include the removal of the latch/door lock and the cost of repair.

Lockouts

If residents are locked out of their rooms, they are encouraged to contact a roommate to gain access to their room. If residents are unable to locate their roommate, they will need to contact their RA, RD or Gannon Police & Safety. Documentation will be recorded

each time a student is locked out. Residents are provided one free lockout, will be charged \$10 the second lockout, \$15 a third, and \$20 each time after. If lockouts become habitual, this will be documented and referred to the conduct system.

Neighbor Conflicts

If neighbors are having a conflict, first discuss the problem with each other. Do not use passive aggressive behavior in an attempt to resolve the conflict. Face-to-face, calm discussions are always the preferred route. If a resolution cannot be found for the problem, then residents are encouraged to see their RA to mediate the dispute. If the RA feels the problem is not being resolved, a referral will be made to the RD. If the problem cannot be resolved, ORL has the right to relocate one or both of the neighbors.

Noise

Quiet hours are in effect everyday 10:00 P.M.-8:00 A.M Sunday-Thursday, and 12:00 A.M.-8:00 A.M on Friday and Saturday. Residents and guests are expected to be considerate of roommates and neighbors 24 hours a day. This means any behavior disrupting others is unacceptable at any time. Noise should not be heard in surrounding apartments or rooms within ten feet of the front door. Quiet hours are expected to be observed in adjacent parking lots and the perimeter of the residential facilities. If noise can be heard within a ten-foot radius of a vehicle, the resident will be found in violation of the quiet hours policy. Twenty-four-hour quiet hours will be in effect for the last two weeks of each semester in recognition of academic course final exams. Violations of this policy will be documented and handled through the conduct system.

Pets

Fish are the only pets permitted for students in the residence halls and apartments. A resident wishing to keep fish may use one aquarium no larger than 10 gallons. Any pet or proof of pet found in a resident's room will result in a minimum fine of \$50.00 and the removal of the pet within 5 business days. After 5 business days, daily checks at a cost of \$10.00 per day will be charged until the pet and all pet items are removed. Additional cleaning and/or disinfecting and/or charges related to flea treatment or damages caused by the pet may also be charged to residents' account. Animals around the area will be considered strays and will be removed. If you feed or encourage, in any way, a stray animal to remain in the area you will also be subject to a fine of \$50.00. If you are aware of any stray animals in the area, please contact Gannon Police & Safety at (814) 871-7000 to request removal.

Some animals may be found in the halls having been approved by the Office of Residence Life in special circumstances. These include animals for full-time live-in professionals, as well as service animals and emotional support animals approved by the Office of Residence Life and the Office for Disability Services (ODS). For more details on service and emotional support animals, please contact ORL.

Posting

Posting of flyers, announcements, or any other printed or written material must be approved by ORL prior to posting in or around any area of the residence halls and apartments. ORL staff reserves the right to remove any posting that is inappropriate, offensive or not approved. Student Organizations, Faculty and Staff, or other community partners having approval from the Waldron Camps Center desk, or the Office of Leadership Development and Campus Engagement can drop off flyers to be distributed in the residence halls at the Office of Residence Life in Beyer 305.

Pranks

Pranks which result in disturbances or distress to other residents in the community, or cause damage to University or personal property, are prohibited.

Projectiles

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, nerf guns, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows. Violation of this policy will be documented through the student conduct system and possibly through Gannon Police & Safety. It is highly encouraged for residents to avoid this behavior as they may be held responsible for personal injury and/or property damage.

Quiet Hours/Courtesy Hours

Please see "Noise".

Restricted Areas

No student shall make unauthorized entry into any University building, office, attic, roof, or other restricted University facility.

Room Entry

Room entry by ORL Staff is occasionally necessary. Every effort will be made to give advance notice when a room entry is necessary; notice will be left when the maintenance department has responded to requests for repairs. While respecting residents' personal privacy at all times, the University reserves the right to authorize entry into their rooms at times when:

1. Their welfare or the welfare of their room is concerned
2. To ensure proper care, maintenance and safety of the facilities
3. To make necessary repairs
4. To complete a preliminary condition report for a room being vacated
5. To conduct maintenance and Health and Safety inspections
6. To investigate violations of University regulations, including violations of the law.
7. To assist the city and county of Erie with fire regulations and other inspections as required.

Room Modifications/Painting

Residents are expected to attempt to leave their room in the condition they found it. Modifying electrical, cable, internet or telephone wiring is prohibited. Installation of ceiling fans is prohibited. Carpet may not be taped/glued down. Painting is prohibited. Residents should avoid using nails or anchors. Residents who modify their space will be billed accordingly to return the room to its original condition.

Roommate Conflicts

Roommate conflicts are a natural part of living on campus. If roommates are having a conflict, first discuss the problem with each other with a face-to-face, calm discussion. Be realistic and compromise for solutions, allowing time for behaviors to be addressed and corrected. If a resolution cannot be found for the problem, then residents are encouraged to see their RA. If the RA feels the problem is not being resolved, a referral will be made to the RD. If the problem cannot be resolved, ORL has the right to relocate one or both of the roommates.

Smoking

Smoking of any substance is prohibited in all ORL facilities; this includes porches, balconies, stairwells, sidewalks, and enclosed inner courtyards. Smoking is permitted in the designated smoking areas 20 feet away from buildings. The smell of smoke and/or evidence of cigarette butts/ashes found in a resident's room will be considered a violation of this policy. Violations of the smoking policy will be documented and handled through the conduct system, which could result in a minimum fine of \$25.00 for the first offense. All subsequent violations will be handled through the conduct system and will include the cost of rehabilitating the room and could result in reassignment. See also **Tobacco**.

Solicitation

ORL does not allow solicitation by outside groups, student organizations, or companies in the residence halls and apartments without prior approval from the Director of the Office of Residence Life. If residents are approached by sales personnel in the hall, they are encouraged to contact their hall staff and Gannon University Police and Safety immediately. Research may be conducted in the residence halls and apartments with prior written approval from the Director of ORL.

Sports in the Hallways

Residents may not engage in any sports or "sport-related" activities within the residence hall rooms, lounges, hallways, or stairwells.

Syringe Disposal

Residents should not place exposed hypodermic needles directly in trash containers. Please dispose used needles in a puncture proof container. If no container is available, please take used needles to the Student Health Center.

Traffic Signs

Traffic signs, as well as state and city directional or informational signs, are not allowed in student rooms since possession of these items is illegal. These signs will be confiscated and turned over to Gannon Police & Safety.

Tobacco

The use of any tobacco or tobacco-related product—including chewing tobacco, cigarettes, hookahs, e-cigarettes, vaping pens, or other paraphernalia—is prohibited within the residence halls and apartments. The presence of spit containers, smoke/haze, or other indicators of use in of these products within the buildings will be considered a policy violation. Students are not permitted to have

possession of hookahs, regardless of proposed use. However, students may possess chewing tobacco, cigarettes, lighters, and vaping pens, provided they are not used within the building. Students found to be using tobacco-related products within the residence halls and apartments may have these items confiscated or destroyed. Violations of this policy will be documented and handled through the conduct system.

Trash

Residents are responsible for the disposal of any trash from their room or apartment. All trash must be placed in a trash bag and taken to either the dumpster adjacent to the building or placed in receptacles in designated trash rooms or placed down the appropriate garbage shoot. Personal garbage should not be placed in bathroom or laundry room receptacles. Violations of this policy will be documented and handled through the conduct system, which could include a \$25.00 charge per item or bag of trash. Prolonged or large amounts of improperly disposed trash could result in a community fine.

Weapons/Firearms

Weapons, firearms, paintball guns, or ammunition of any kind are not permitted in the residence halls and apartments. This includes, but is not limited to: pellet or BB guns, slingshots, arrows, axes, machetes, nunchucks, throwing stars or knives with a blade five and a half inches or longer. All items listed above may not be stored in vehicles which are parked on University property. There are no exceptions to this policy. Items will be confiscated and violations of this policy will be documented and handled through the conduct system. Please contact Gannon Police & Safety for more information.

Windows and Window Screens

Window screens may not be removed or altered in any way. No articles may be thrown or hung from windows. The threshold of all windows and balconies may not be crossed at any time for any reason. Students who place items in windows the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. It is highly encouraged residents follow these guidelines as they may be held responsible for personal injury and/or property damage.