

Housing and Occupancy



Policy Number: 04.027	Responsible Office: Residence Life	Governing Body: College Council	Last Review Date: August 2021
Scope: This policy applies to residents of Antioch College			

1.0 Room Assignment Procedure

Room assignments are made using the information provided on the Housing Preference Form. This form is distributed to new students before their arrival on campus for new student orientation, and to returning-to-campus students at least three weeks before the end of each co-op. Hall designations may change from term to term, depending on the needs of the current student body.

Antioch College offers both all-gender and gender-specific housing and restrooms. All-gender halls have restrooms that are shared by all residents regardless of sex or gender identity. Students who choose to live in gender-specific housing must request to do so on their Housing Preference Form. Students may request to room with any other student regardless of gender identity, but will be placed with another student who shares their legal recorded gender if there is no other information to inform a housing placement.

Restroom preference, identified roommates, medical accommodations, and the availability of accommodations are taken into account at the time of assignment. No preferences are guaranteed, but Residence Life is committed to providing for students' desired restroom preferences. Students who are co-oping on campus or locally and request to live on campus must submit the signed on-Campus Co-op Housing Request form before housing assignments are made.

Residence Life may identify other room assignment procedures for specific living experiences that may utilize a different process such as for Case Commons or Affinity Housing. If a different process for room assignments is utilized, Residence Life will communicate this process to all students. Additionally, regardless of how housing assignments are determined, students assigned to housing are required to follow all Residence Life policies.

2.0 Vacant Spaces

At any given time, it is likely that there will be a number of rooms on campus that are completely vacant. While these may seem like prime options for students looking to change rooms, there are a variety of reasons as to why Residence Life would not assign students to these spaces. Negotiating living within a community of peers is an essential skill and valuable aspect of the

residential college experience. In no other community do students have the opportunity to participate so wholly in a social environment as diverse and intentional as a residence hall. The interactions that students have in their residence hall will enhance their personal, social, and academic outcomes as students begin to navigate the sometimes challenging and always engaging relationships that form in the halls. In addition, Antioch College places sustainability as a core tenant of our mission. The increased use of electricity, heat, and other utilities negatively impacts our efforts of working towards sustainability. While there may be a given number of vacancies, due to the way coop interacts with the academic calendar, Residence Life may be reserving those spaces for an anticipated number of students returning to campus. This is especially important as to manage long term occupancy in a responsible way with classes of varying size, need for medical accommodations, and reserving spaces for emergency needs.

Vacant spaces in a double room may be assigned to a student at any time during the term. Notification will be provided as quickly as possible if a vacancy is filled in a room to the student who is already in the room, however, room changes can at times happen very quickly. Students are encouraged if they have a vacancy in their room to identify someone who could potentially move in with them, but there is no requirement to do so. Students in a double room where there is a vacancy will not be billed a different rate for any period of time that a vacancy is present unless they opt to “buy-out” the space.

Vacant spaces may be filled at any time by the assignment or reassignment of current, new, or transferring students. Residents must ensure that the unassigned space is available and clean at all times for occupancy. Failure to make a room available for immediate occupancy may result in moving and cleaning fees.

3.0 Check-In

During the required check-in process with the Residence Life Coordinator and/or Resident Assistants, each resident must sign the Housing Occupancy Contract, receive their room key, and complete a Room Condition Form (RCF). The Room Condition Form (RCF) is required each

time a resident checks in to a new room and at the start and end of each term. This form provides residents the opportunity to record the condition of the room at the time of check-in. It is the resident’s responsibility to survey the room, record its state of upkeep on the RCF, and return the form to Residence Life staff. All residents are required to complete a Housing Occupancy Contract and a Room Condition Form (RCF) within 24 hours, or their spaces may be reassigned. If arriving outside of the officially-stated check-in hours, it is the student’s responsibility to contact the Resident Life staff ahead of time to receive

further instruction on check-in protocol. When residents check in they will receive a key, a

Housing Occupancy Contract, and RCF, and other pertinent information from the Office of Residence Life. Residents who fail to check in properly with Residence Life staff may be assessed a minimum charge of \$50 for improper check-in.

4.0 Check-Out

Residents must check-out of their rooms within the time period stated on the Academic Calendar. Residence Halls normally close at noon two days after the end of classes. The Residence Occupancy Contract ends the day the residence halls close. Failure to comply with this check-out process may result in charges and additional daily fees. Residents who take a leave of absence or withdraw from the College must check-out within 24 hours of withdrawal from the College. Failure to do so may result in charges and additional daily fees.

The following procedures are to be followed for checking out of the residence areas:

- Pack, clean your room, and move out.
- Each resident who checks out is responsible for the cleanliness of the room.
- All trash and personal items must be removed prior to check-out. The room must be in clean condition with all the required furniture. Failure to clean incurs a minimum charge of \$20 per each hour that the cleaning crew is there (with 1 hour minimum). Other charges may apply.
- Make an appointment with the Residence Life staff to reserve a check out time or make arrangements with the Residence Life Coordinator for an express checkout.
- Residence Life staff will inspect the room and furnishings for cleanliness and damage.
- Students will return their key.
- Residents will be charged for any remaining items that need removal or replacing, and for any damage to the room or its contents. The room must be in clean condition without damage and with all its required furniture.
- Close windows and turn heat/AC off.
- Keep your key card/student ID: you will need it upon returning to campus.

Failure to return room keys at time of check-out will result in a charge to replace the lock.

Failure to follow the established check-out procedure will result in a charge for improper check-out. Additional fees will be charged where applicable.

5.0 Late Check-out

On rare occasions, residents may receive approval to delay check-out beyond the published date. Residents who receive written approval to check out late will be assessed an additional fee based on the assigned location. Residents who fail to check out on the established check-out day and are not approved for late check-out (by Resident Life Coordinator, Dean of Students, or the

designee of the Provost) will be assessed a daily additional fee, plus the \$50 improper check-out fee and any other fees applicable to the situation.

6.0 Storage

Storage space is for students who are currently registered and/or who are leaving campus to co-op or study abroad. Trunk room storage is not available for students who live off-campus or who are on leave. Students who live on-campus can request storage space if available and approved by the Residence Life professional staff. Storage is limited to three trunks per student. No furniture is allowed in the storage space. Contact Residence Life professional staff for Storage registration guidelines.

7.0 Consolidation

During the term, certain rooms may have vacant spaces. Residence Life reserves the right to consolidate rooms by requiring residents without roommates to move into other rooms with vacancies. All empty spaces must be available for immediate occupancy by new, returning and/or transferring residents at all times. Residence Life will determine who needs to move. Failure to cooperate may result in a minimum improper check-out fee of \$50, and/or disciplinary action.

8.0 Room Change Requests

There are many reasons why a student may wish to change room assignments. To start the room change process, a student should meet with Residence Life staff to discuss the reason why they want to change rooms, complete a room change form, talk through the process, and to identify what spaces are available. Once a room is identified, the student will need to check-in to the new space with a staff member, complete a Room Condition Form for their new assignment and collect their new key. Once the student has completed the check-in for their new assignment, they will have 72 hours to check-out of their old assignment with a staff member, returning the Room Condition Form and key for their old room.

9.0 Cohabitation

Cohabitation is strictly prohibited. For the purpose of on-campus housing, cohabitation is defined as: the housing of unauthorized individuals in the student's room for more than four consecutive days. Refer to the Visitor Policy for more information.

10.0 Single Rooms

In general, students will not be assigned to single rooms unless medical accommodations are needed. However, if space allows, students may be given the option to "buy-out" a vacant

space in a double room. The charge for opting to “buy-out” a space is double the standard room rate. Doing so will ensure that another student will not be placed with them in the room. Students with medical accommodations will not be asked to “buy-out” their spaces, but will be assigned to smaller student rooms. Smaller student rooms may also be assigned at the discretion of Residence Life.

11.0 Closing a Facility

If it becomes necessary to close a room, hall, floor, or to completely vacate a building, the Office of Student Life will determine the appropriate steps that are necessary. If such action is warranted, the affected residents will be notified and given special priority for alternative housing accommodations.

12.0 Unauthorized Occupancy and Subleasing

Any unauthorized occupancy which violates the Residence Occupancy Contract is strictly prohibited. This restriction includes any alterations to housing assignments without the consent of the Resident Coordinator. Sub-leasing in any form (including unauthorized room changes) is strictly prohibited. Storing personal property for others is also not permitted. Violations to this policy may result in contract termination and/or disciplinary action.

The Office of Student Affairs maintains full control of occupancy within residential facilities.