

## Mills College Residential Policies

### STUDENT CONDUCT PROCEDURES

Every member of the residential community, staff as well as residents, has responsibilities for maintaining a living/learning environment that is safe and enhances the Mills academic experience. These responsibilities consist primarily of balancing individual needs and rights with those of other members of the community. Staff members work especially hard to address policy violations from an educational rather than punitive point of view, but certain actions will not be tolerated. All community members must be sensitive, ethical, and respectful of each other in order for our small community to thrive.

We encourage students to act independently and maturely while in residence. Living in a group environment is not always easy, as students come from different backgrounds and have varied expectations for living in the residential community. Policies and procedures are established to outline standards by which all members of the community can live together. Residential Life has designed a conduct process which addresses inappropriate behavior contrary to Mills' policies with the goal of changing future behavior.

Student residents who violate policies should be aware that judicial proceedings may be undertaken. Please refer to the Mills College Student Handbook for further judicial information. The judicial process is under review as of Spring 2008, and updates may be provided; more information is available from the Division of Student Life.

### MILLS COLLEGE PARENTAL NOTIFICATION POLICY

Under federal law—the 1974 Family Educational Rights and Privacy Act (FERPA)—Mills College is subject to a general rule prohibiting disclosure of educational records without a student's permission. This general rule has a number of exemptions responsive to practical, business and legal considerations. One of the exemptions allows but does not require Mills to notify parents/guardians when certain health or safety concerns are implicated. Many colleges and universities now rely on the exemption to engage in candid communications with parents/guardians about student problems that are endangering the health of a student or others, exposing a student to disciplinary sanctions or legal liability, or interfering with a student's ability to pursue an education. In acknowledgment of current practices favoring notice to parent/guardians over privacy rights when there are clear signs of a student in trouble, Mills will exercise professional discretion to disclose all information necessary to promote parents'/guardians' efforts to help their student.

#### 1.0 MILLS COLLEGE RESIDENTIAL POLICIES

##### 1.1 Alcohol

Alcohol consumption is allowed in the privacy of individual student rooms by residents aged 21 or older. A student resident who is at least 21 years of age and elects to consume alcohol in her/his room must do so without anyone under 21 years of age in the room, including her/his roommate.

Drinking is not allowed in common/public areas (e.g. hallways, living rooms, recreation rooms, etc.). Common/public areas are defined as all facility areas that are not part of the private confines of the room assignment. If a door to a student room is open, the room is considered to be a common area.

Any student resident drinking alcohol is expected to drink responsibly and will be held accountable for her/his actions. Any student resident exhibiting problems with alcohol consumption will be referred for

counseling and/or judicial action. Kegs or other “common source” containers, such as beverage coolers used as mixing units, are not permitted at private parties or in student rooms.

Mills allows student residents to host private parties in the residential community under the following conditions:

The host must be at least 21 if alcohol is to be served, and:

1. The party must be confined to one student room or apartment.
2. The number of guests must be limited to reasonable room capacity.
3. Guest must be personally invited by the host; no advertising is permitted.
4. The host(s) must meet with a professional RL staff member for approval at least five days in advance of the event.

The following points must be discussed and agreed upon in advance of the party with an RL professional staff member:

- The maximum number of guests is based on room size
- Parties cannot be held in wing living rooms, libraries, hallways or other unauthorized common spaces
- Host is responsible for serving alcohol only to 21-and-over guests and must stop serving any guest who has had too much to drink
- Host is responsible for guests' behavior and any damage or disturbance
- Host should prevent intoxicated guests from driving
- Host must be able to think clearly and act responsibly throughout the duration of the party
- Host should know whom and how to call for any assistance needed in unexpected situations
- Host must outline her/his escort plan for the coming and going of guests
- As a courtesy to others, the host should inform her/his neighbors of the date and time of the party
- Party times must adhere to campus and/or hall quiet and courtesy hours
- Host is expected to be familiar with and adhere to the Honor Code, College Alcohol Policy, California state laws, and all Residential policies
- Kegs or “common source” containers of any type are not permitted at private parties or in student rooms

## 1.2 Drugs

Any use, possession or distribution of illicit drugs is a violation of the Residence Agreement and of Mills policy. Mills reserves the right to enter and search a student resident's room, apartment, or house without notice on reasonable suspicion of a student resident's involvement in unlawful activities.

## 1.3 Smoking

Smoking is NOT allowed in any student residence, any campus building, or within 30 feet of building entrances, doors or windows.

## 2.0 NOISE/QUIET HOURS

### 2.1 Noise

Every student resident is entitled to reasonable study and considerate rest conditions in all campus housing. Any student resident may request that any other student resident or group of student residents cease any activity that is interfering with her/his ability to study, rest or quietly enjoy the community. When a reasonable request is made in one of these situations, a resident must comply or face possible judicial action.

### 2.2 Quiet Hours

Quiet hours are 11:00 pm to 8:00 am Sunday through Thursday, and 1:00 am on Friday and Saturday nights to 9:00 am on Saturday and Sunday mornings. Due to the presence of small children, Underwood Apartment quiet hours are 9:00 pm to 9:00 am Sunday through Thursday, and 10:00 pm to 9:00 am Friday and Saturday.

During these hours student residents are expected to refrain from excessive noise and other disruptive activities. Hall or apartment governments may set quiet hours that are more restrictive than the campus-wide quiet hours. Non-designated quiet times are to be considered "courtesy hours," during which student residents and guests must be respectful of a request for more quiet. During finals week, quiet hours may be extended. Student residents needing more quiet time may apply for the 12-Hour Quiet Wing.

### 2.3 Musical Instruments

The use of musical instruments in the residence community is a privilege. Musical instruments are to be played in consideration of other residents' right to sleep and to study in their rooms. Student residents must exercise this privilege within the guidelines of the noise policy; a student's inability to play within guidelines may result in the loss of playing privileges. Amplified sound is not allowed in any of the residential areas without permission from the Director of Residential Life.

## 3.0 HARASSMENT

### 3.1 Physical, Verbal, and Sexual Harassment

Conduct (words, gestures, images, physical material and bodily contact) that amounts to harassment based on race, religion, national or ethnic origin, color, alienage, culture, class, physical or mental ability, sexual orientation, gender, sex, appearance or age is a violation of the Campus Policy and Procedure on Discrimination and/or other protections against impermissible discrimination and/or harassment. Misconduct in violation of the Mills College Honor Code and/or discrimination policies can form the basis for disciplinary measures under the Student Conduct Procedure, including termination of the Residence Agreement.

## 4.0 COMMUNITY SECURITY

### 4.1 Building Access

Mills strives to provide a safe and secure atmosphere that is conducive to the academic success of each student. There are several ways in which student residents can further increase their level of security.

It is essential that all exterior residence hall doors be kept locked at all times—crime does happen, even on an idyllic campus such as Mills. The same unlocked door that lets in invited guests can provide an opportunity for thieves or worse. Residents are asked to please remember that one student resident's poor judgment can compromise the security of the entire building.

The odds of a theft or other crime occurring decrease dramatically when doors are kept closed and locked, and when 510.430.5555 (or 5555 from a campus phone) is called any time suspicious people are seen around the residence or elsewhere on campus. The following tips will also help increase the safety of each individual as well as of the community:

Do ensure that doors latch and lock when entering or leaving a building.

Do carry residence hall keys and/or keycard at all times.

Do NOT prop open any exterior door. It is prohibited and dangerous.

Do NOT allow unfamiliar people to enter the building.

Do NOT lend keys or keycards to anybody.

NOTE: If a student's account is not cleared, access to housing at the beginning of each semester will be denied. Keycards will not work, and keys will not be issued, until the account is cleared with the M Center.

#### 4.2 Escort Policy

Only student residents of a Mills residence hall, co-op, apartment, or house may enter their building and move about unescorted. All guests are required to be escorted by a student resident at all times.

#### 4.3 Keys and Keycards

Keys and keycards to a Mills residence are issued only to the assigned student resident(s).

Keys and keycards issued to a student resident are her/his responsibility and must not be loaned or copied. Losing, loaning, or copying keys jeopardizes the security of the student resident's room and others in the hall, house, or apartment. Duplicating or loaning keys will result in a lock change at the student resident's expense, and may result in judicial action. All lost or stolen keys and keycards must be reported immediately to the Housing Management and Dining Services staff and the Department of Public Safety for appropriate security action. Student residents who lose or fail to return their keys during the check-out process will be charged the cost to replace them and/or change the lock(s).

#### 4.4 Privacy; Right of Entry and Search

Mills respects the privacy of all student residents, but also reserves the right to enter and take possession of rooms, apartments, or house space upon breach of this Residence Agreement. Authorized Mills personnel may enter a student resident's room, apartment, or house with 24 hours' notice (where practicable) during reasonable hours when necessary to provide service, repairs, improvements or maintenance. Authorized Mills personnel may enter without notice in emergencies when deemed necessary to protect the safety of the student resident or other occupants, to provide emergency service or conduct safety inspections, or whenever there is reason to believe that the terms and conditions of this Agreement are being violated or laws are being broken.

Any use, possession or distribution of illicit drugs is a violation of this Agreement. Mills reserves the right to enter and search a student resident's room, apartment, or house space without notice on reasonable suspicion of a resident's involvement in unlawful activities.

Any search without notice of a student resident's room, apartment, or house (as distinguished from an emergency service or safety inspection) will be carried out only with adequate cause, and with the explicit authorization of the Dean of Students or other College Officer. For such a search, every effort will be made

to have the student resident present at the time of the search. If this is not possible, the student resident will be notified as soon as possible after the search.

#### 4.5 Solicitation

Commercial solicitation, door-to-door selling, or the running of any business enterprise is not permitted in any Mills residence.

#### 4.6 Unauthorized Occupancy

If a student resident occupies a Mills residence without authorization before her/his official move-in date, after her/his official termination of occupancy date, after the official closure of residences for Winter or Summer breaks, or at any time outside the occupancy periods of her/his Agreement, a charge including \$50 per day plus the current daily rate for room and board will be assessed until the space is completely vacated. Mills also reserves the right to assess this daily charge if a student resident continues to occupy a Mills residence after her/his eligibility for residency has ceased. Occupancy of a Mills residence without authorization is cause for terminating prospective Agreements for residence, and for refusing to grant future residence privileges.

#### 4.7 Unauthorized Presence

Student residents are not permitted in areas and rooms that are locked and for which they have not been assigned access (e.g., empty rooms, food services areas, storage, mechanical rooms, etc.).

### 5.0 COMMUNITY SAFETY

#### 5.1 Appliances

To promote safety and prevent the overloading of electrical circuits, all student residents must limit electrical equipment in rooms to study lamps, clocks, small refrigerators, fans, stereos, coffee makers, and other small appliances. Microwaves, hot plates, heating coils, and air conditioners are prohibited in residence halls. The use of surge protectors is recommended with computers, stereos, and other approved electrical equipment. Halogen lamps are NOT permitted. Cooking appliances in all residences must be used in kitchens, not in bedrooms or common area spaces. See Suggested Items for Living on Campus for further details.

#### 5.2 Combustible Material Storage

The storage of combustible materials (gasoline, paint thinner, etc.) within any residential facility, including in student resident rooms, is not permitted.

#### 5.3 Dangerous Items

Fireworks, firearms, live ammunition, explosives, toxic substances, highly flammable substances, any knife having a blade longer than 2 ½ inches and other weapons are prohibited from use or storage in the residence halls. Possession of illegal items may result in termination of the Residence Agreement.

#### 5.4 Emergency Preparedness

Student residents are responsible for familiarizing themselves with the location of fire alarms, fire fighting equipment, and emergency procedures for their residence. Earthquake emergency procedures are detailed in the Mills College Emergency Preparedness Handbook located on the Mills College Public Safety website. Each student resident is responsible for maintaining her/his own personal safety supplies, such as water, flashlight, and batteries. The emergency phone number for summoning fire, police, and ambulance services from an on-campus phone is 911; emergency calls from cell phones should be directed to the

Oakland Police Department's emergency number for cell phone use: 510.777.3211. The emergency number for the Department of Public Safety is 510.430.5555. Public Safety should be contacted after any calls to other emergency personnel are placed, so they can appropriately direct emergency personnel.

#### 5.5 Fire Alarm/Drill

All student residents and guests must evacuate a residential facility immediately when the fire alarm sounds or when instructed to evacuate by Residential Life/College staff. Those who do not evacuate are in violation of Mills College policy and California state fire codes.

#### 5.6 Fire Safety Equipment

It is a criminal offense to tamper with fire alarms and safety equipment, including smoke detectors within student rooms and apartments.

#### 5.7 Open Flame

Open flames are not permitted in any Mills College residential facility. This includes, but is not limited to, candles, incense, smoking, and the burning of any materials or other flame-emitting articles.

#### 5.8 Motor Vehicles

Motor vehicles must be operated and parked on the Mills campus in accordance with the Parking and Transportation rules and regulations of Mills College, issued by the Department of Public Safety when parking permits are received. Motorcycles and other gasoline-powered vehicles may not be parked or stored inside or within 100 feet of any Mills residence. If these vehicles are found in unauthorized areas they will be towed at the owner's expense. A resident may not park or store vehicles on campus during the summer or the winter breaks if not living on campus at the time, unless express written permission is obtained from the Director of Public Safety. Vehicles should be kept locked at all times. Vehicle self-maintenance is limited to very minor repairs: examples are flat tires, battery exchange, etc. Other repair work will require the removal of the disabled vehicle from campus for repair. All vehicles parked on campus must be operational at all times.

#### 5.9 Parking Policies and Traffic Violations

##### a. Parking

All motor vehicles must be registered with the Department of Public Safety each academic year and every vehicle parked on campus must display a current parking permit. Residential students are only allowed one vehicle at a time on campus. Commuting students with more than one vehicle must register their additional vehicles with Public Safety. Extended or overnight parking permits are available for guests from Public Safety and are issued on a limited basis for special circumstances.

Vehicles parked in violation of the parking policies will be issued citations. If an individual receives three or more citations and does not pay or appeal them, her/his vehicle will be towed at her/his expense. Citations must be paid or appealed within 14 days or they become delinquent. Citations that are delinquent automatically incur double the original fee.

##### b. Moving Violations

Moving violations are described as any violation that involves a moving vehicle (such as speeding, not coming to a complete stop at a stop sign, not yielding to a pedestrian in a crosswalk, etc.). Individuals may receive a citation in the mail, or the citation may be placed on the windshield of the offending vehicle. All policies related to parking citations also apply to moving violations.

### c. Appeal Process

All citations can be appealed; appeals are heard by the Citation Appeal Committee. If an individual who has received a citation wishes to appeal it, s/he should fill out an appeal form (which can be picked up at the Public Safety Office). Appeals must be submitted within 14 days of the citation's issuance to avoid doubling of the fine. Students should be sure to fill out the form with as much information as possible. After the committee hears the appeal they will make a decision on the citation. A letter from the committee will then be sent. If the individual is found guilty of the infraction, s/he may pay the amount of the fine or may apply for Campus Community Service work. For each hour worked, the individual will receive \$10.00 credit against the fine. CCS work is defined as campus clean-up, student escort/Seminary Gate duties, or office work within HMDS, Public Safety or other designated departments. The Assistant Director of Public Safety will determine the job site.

### 5.10 Public Health and Communicable Diseases

Student residents and Underwood family occupants should have up-to-date immunizations before arriving on campus. Routine immunizations include tetanus-diphtheria, measles, mumps, rubella, polio, hepatitis B, and chicken pox. Influenza and meningococcal immunizations are also recommended.

In the event of an outbreak of a communicable disease, the infected student resident will be asked to secure housing off-campus until medical clearance is received. If off-campus options are not available, Mills will work with County Public Health guidelines, and may need to relocate the infected resident to a quarantine area on campus.

### 5.11 Sports in the Hallway

Sports are not permitted within the residence halls. For everyone's safety, skate equipment (skateboards, inline skates, roller skates, etc.) may not be used in hallways, walkways, stairwells, or other public spaces.

## 6.0 PERSONAL/COMMUNITY RESPONSIBILITY

### 6.1 Compliance with Staff

Mills staff members (RAs, DSL Professional Staff, and Public Safety) are trained to respond to emergency situations and policy violations to maintain a safe and comfortable living environment for everyone. Student residents are expected to respond to all reasonable directives from staff members and are not to interfere with the performance of any staff member's duties. Any verbal abuse, harassment, or intimidation toward, or failure to cooperate with, staff members will be considered an infringement, and will be referred for judicial action.

### 6.2 Disorderly Conduct

Any conduct that disrupts the normal order of the community is considered disorderly, is prohibited, and could result in the termination of the Residence Agreement. Refer to the Mills College Honor Code.

### 6.3 Family Member Occupants (Underwood Only)

Underwood Apartment student residents may share their apartment space with family member occupants (their spouse/partner and/or their dependent children). Underwood student residents are responsible for the behavior of family members on campus, and their compliance with all laws and Mills College policies, rules, and regulations.

#### 6.4 Guests

Guests from other halls, apartments, and off-campus are welcome to visit; however, they must be escorted by a student resident at all times. Unescorted guests are not permitted. Guests are the responsibility of their hosts, and must abide by all rules and regulations of Mills College. Mills reserves the right to deny guest privileges to any student resident who abuses this policy. Overnight guests are permitted to stay in a student room, apartment, or house only with the permission of all occupants. Guests are not permitted to stay overnight in common areas of the residence halls.

Each guest must limit her/his stay to no more than four consecutive days, and in no case may a guest stay longer than a total of ten days each month. Exceptions to these limits require the prior permission of a RL professional staff member. Guests are prohibited from using any Mills College residence as a primary residence.

#### 6.5 Health and Safety

Behavior that endangers the health and/or safety of student residents or others may result in judicial action, including, but not limited to, a behavior contract, referrals to appropriate resources, reassignment, and/or termination of Residence Agreement.

#### 6.6 Liability for Loss

Mills College assumes no responsibility, and does not provide insurance or any other financial protection, for student residents, family member occupants, their guests, or their respective property. Student residents are advised to obtain their own insurance protection against loss, theft, or damage of personal property (such as computers, stereos, cell phones, jewelry, cameras, etc.).

#### 6.7 Lock-Outs

Student residents may request Public Safety assistance for a lock-out. They will be required to show a valid Mills ID. The first three lock-outs are a courtesy for student residents. The fourth and subsequent lock-outs may each carry a \$15.00 service fee. This fine will be placed on the student's account.

#### 6.8 Posting/Offensive Materials

Any materials posted in common/public areas, including the outsides of room/apartment doors and windows, are subject to approval by Residential Life staff. The outsides of student resident doors are considered common/public space. Student residents who are offended by materials posted in common areas are to consult with a Residential Life staff member immediately. Residential Life staff will conduct meetings to address the situation and request the removal of materials that create a hostile environment.

#### 6.9 Identification

Student residents must carry their Mills identification cards at all times. Upon request by a Mills College staff member, residents must produce a Mills ID. Their guests must on request produce a Mills ID or, if they are not Mills students, other photo identification.

#### 6.10 Community Living

Any student resident who demonstrates an inability to live in a group setting will be asked to commit to a behavior contract prescribed by Residential Life professional staff, or will have her/his Residence Agreement terminated. When a conflict arises between community members, student residents may be required to attend a mediation session facilitated by a staff member. Mills College reserves the right to

remove from housing and/or terminate the Residence Agreement of any individual exhibiting behavior deemed by Mills College staff a threat to her/himself or to the community.

#### 6.11 Trash

Student residents and their guests must use the proper facilities for trash and/or recycling. If student residents fail to remove items outside of their residence they will be considered trash and will be removed by Housing Management staff. Student residents of that space will be charged a removal fee for these items. Student residents may not place their own trash or recycling containers in public space. Items placed in indoor recycling containers must be properly washed and separated. The following electronic items can be brought to Lucie Stern 21 during regular business hours (Monday through Friday from 9:00 am to 4:00 pm) for recycling:

Computer monitors	MP3, DVD, and CD players
TVs	VCRs
CPUs	Stereo Equipment
Fax machines	Power supplies
Printers	Power strips
Copiers	Toner/laser jet cartridges
Phones (cell phones)	CDs
Computer parts	CD jewel cases
Servers	Floppy disks

The following items are hazardous waste and may NOT be disposed of, or left for donation pick-ups, anywhere on campus:

Blenders	Refrigerators
Coffee Makers	Batteries
Microwaves	

### 7.0 COLLEGE/PERSONAL PROPERTY

#### 7.1 Common Areas

Many of the furnishings at Mills were given to the College by alumnae and friends of Mills. These furnishings have priceless historical value and cannot be replaced. Students should be considerate of current and future Mills students by taking care of these unique treasures.

Damage to common areas of the residence hall during occupancy periods, other than damage caused by natural forces, may be the joint financial responsibility of all occupants of a residence hall or floor.

Student residents are required to keep common areas—including hallways, walkways, stairways, libraries, studies, bathrooms, and living rooms—clear of personal property including, but not limited to, boxes, bicycles, mattresses, bed frames, and personal trash.

Bulletin boards and the outsides of student residents' doors are considered common space. Doormats are not allowed, as they may be a tripping hazard during an emergency evacuation. If Mills staff members are required to remove items left in common areas, residents will be charged for the removal. Repeated violations will result in escalating charges and judicial action.

## 7.2 Decoration

Student residents may decorate their rooms with the following conditions:

- No wall-hangings or fabric are permitted on the ceiling or over plugs, lights, doorways, or heaters, for safety reasons.
- Multiple outlet power strips equipped with an internal circuit breaker should be used for computer and valuable electronic equipment. Extension cords should be avoided for other uses and should never be “daisy chained” together.
- Products that leave adhesive damage or stains on paint, ceilings, walls, floors, doors, windows, or Mills College furniture—such as glow in the dark stars and colored adhesive putty—may not be used. Excessive use of pins is forbidden, as is use of screws and large nails. Student residents will be charged for excessive damage done to walls, floors, doors, windows, or Mills College furniture (see section 7.5).
- Only drafting or painter’s tape, removable mounting strips, push pins, or small picture hangers may be used to hang pictures, posters or other items. Bulletin boards should be hung to display small or multiple items.
- Painting of residence space is not permitted.
- Decorations deemed by Mills to be unsafe or damaging to Mills College property will not be permitted. Excessive paper and/or combustible decorations are not allowed in common area spaces.
- Lights must bear the Underwriters Laboratory (UL) seal of approval.
- All Holiday decorations must be removed prior to Winter Break.
- Christmas trees must have a tag showing that they have been treated with flame retardant.

## 7.3 Laundry

Coin operated laundry facilities are located in each residence building. Intentional damage to any laundry machine is grounds for termination of Agreement.

## 7.4 Pets and other animals

Pets or other animals other than service animals are not permitted in or around the residence halls, Underwood Apartments, Prospect Hill Apartments, Courtyard Townhouses, Larsen House Co-op, or Ross House, with the exception of fish in a 10-gallon or smaller aquarium or fish bowl. Sanctions for violating this rule range from daily fines to losing residency privileges. Questions regarding service animals should be addressed to Services for Students with Disabilities at 510.430.2130.

## 7.5 Repairs, Maintenance and Alterations

All maintenance and repair must be performed under the direction of Mills College, through the Housing Management and Dining Services Office. Repairs should be requested by logging on to <http://intranet.mills.edu/workorders/main> and submitting a Work Order.

Submission of a Work Order grants permission to enter a student’s residence without notice (unless it is specified on the Work Order that the student would like to be present or to be contacted before entry). Authorized Mills personnel will enter a student resident’s room, apartment, or house with notice during reasonable hours when necessary to provide service, repairs, improvements, or maintenance.

Mills reserves the right to enter a room for emergency service and safety inspections. If repairs or maintenance are needed due to negligence or improper use by the student resident or by her/his guests, the student resident will be charged for any costs. Room damages will be applied to the resident's student account after a room check is completed by a staff member. Any questions regarding charges should be directed to Housing Management and Dining Services.

Student residents (and family member occupants in the case of Underwood Apartments) may not make alterations or undertake any redecorating of their residence without the prior written consent of Mills College. Student residents and family member occupants may not remove any Mills College property from their residences, or from Mills College grounds or buildings. In the event that a major repair to a room or apartment is necessary, Mills College reserves the right to relocate the resident(s) to an alternate space.

Should repairs be necessary over and above normal wear and tear, damage charges will be assessed to the student resident. See list of charges.

Damage charges for items not listed below will be assessed by HMDS.

Carpet repairs and replacement		\$100–\$500
Cleaning fee		\$35–\$100
Furniture repairs		\$25–\$300
Furniture replacement		TBD
Captain's bed		\$360
Computer desk		\$292
Bookcase		\$144
Three-drawer chest		\$213
Four-drawer chest		\$230
Desk chair		\$144
Twin mattress		\$125
Improper Check-In		\$50–\$100
Improper Check-Out		\$100–\$500
Light Fixtures	Ceiling	\$50
	Bookcase	\$25
	Desk light	\$25
Smoke detector		\$25–\$250
Trash cans		\$34
Walls	Paint per wall	\$100
	Repairs per wall	\$25–\$100
Window	Screen	\$50
	Roller shade	\$50
	Drapery	\$200
	Blinds	\$200
	Glass	\$50–\$100
Telephone		\$26

#### 7.6 Residence Condition and Furniture

Upon moving into a room or apartment, residents are issued an inventory form; this should be completed in detail and returned to a Residential Life staff member on the day of move-in. Accurate and complete information on this form will prevent residents from being charged for damage or loss of items that occurred prior to their occupancy.

The cost of any damaged or missing furniture that is not indicated on the inventory form will be assessed to the student resident. Student residents are responsible for any damage that occurs in their room or apartment. Mills furniture (including bed frames and beds) may not be removed from its assigned room. Exceptions may be made for mattresses only in case of medical need. (Mills mattresses are standard twin size, of the extra firm variety.) A letter from a doctor must be submitted to Services for Students with Disabilities, who will then authorize the mattress storage and contact HMDS for removal.

Student residents are expected to give reasonable care to their room and its furnishings, maintaining sanitary conditions acceptable to Mills College. It is the student resident's responsibility to keep her/his living space free from food and debris, which could attract rodents and other pests.

Underwood student residents may place a modest amount of furniture intended for outdoor use outside of their residences, at their own risk.

#### 7.7 Roofs

Student residents are not permitted on the roofs of any residential facility.

#### 7.8 Screens

Student residents who remove and/or tamper with room or common area screens are in violation of policy, and are responsible for damage/replacement charges.

#### 7.9 Storage

Storage is limited to the closets located in the resident's room/apartment. The storage of any materials (boxes, furniture, etc.) in common areas or unoccupied spaces of the residential facilities is not permitted. Bicycles must be stored in student rooms or designated bike rooms only.

#### 7.10 Vandalism

Vandalism of any kind to student residents' rooms or common areas is not permitted at any time. Vandalism includes, but is not limited to, the following: any damage to community property, defacing of any Mills College property, or defacing the property of any student or guest of the residential community. Violations of this policy are taken seriously; perpetrators will be held financially responsible for any damage and are subject to judicial action.

Damage to common areas, including damage or removal of Mills College furniture, may be considered the joint responsibility of all occupants. Fines for furniture replacement and room repairs will be charged to the responsible occupant, or divided among all occupants if the responsible party is not identified. Furniture in common areas may not be "borrowed" or removed to other locations. Apartment and house residents must complete inventory reports for common areas.

### 7.11 Windows/Building Ledges/Porches

Student residents are not allowed to sit on window, building, or porch ledges. Storage of any materials on window ledges/porches is not permitted. Student residents who permit any item to fall, drop or be thrown from any residence window or porch will be in violation of policy. Student residents are not allowed to exit or enter a room via a window or porch except in the event of a life safety emergency.

### 7.12 Bicycles

Bicycles must not be chained to the inside or outside of railings on access ramps to any campus building. Bicycle racks are provided for that purpose. See the Student Handbook for further information about bicycle use on the Mills College campus.

### 7.13 Housekeeping

Housekeeping services are provided in the restrooms and common areas of the Residence Halls (Warren Olney, Orchard Meadow, Hettie Belle Ege, Ethel Moore and Mary Morse Halls), as well as of Ross House and Larsen House. Students in Prospect Hill, the Courtyard Townhouses, and the Underwood Apartments are responsible for cleaning their own units.

Each student resident is responsible for maintaining a clean, orderly and hygienic environment. Kitchen and bathroom areas in independent living options should be cleaned on a regular basis, and carpets should be vacuumed as needed (vacuums can be checked out from the building's Resident Assistant or House Manager).

Failure to properly care for the units, and to leave them in good, clean condition upon termination of occupancy, will result in charges against a student's security deposit. Charges assessed for damage or cleaning costs in spaces not within the confines of individual student rooms will be divided among all occupants of the unit.

## 8.0 POLICIES AND LAWS

### 8.1 Laws

Student residents are required to abide by all Federal, State, County, and local laws and ordinances. Failure to do so may constitute grounds for discipline under the Student Conduct Procedures and/or termination of the Residence Agreement.

### 8.2 College Honor Code/Policies

It is the responsibility of every Mills student to have knowledge of and abide by the standards set forth in the Mills Honor Code. It is the obligation of each student to report any violation of the ASMC Honor Code (academic, social, or ethical) that she/he has committed or witnessed. Any such report should be made to a Judicial Board Representative or the ASMC Judicial Board Chair.

### 8.3 Residential Life Administrative Processes and Policies

#### a. Administrative Necessity

Mills College's obligation to provide room and board under this Agreement shall be suspended upon a reasonable determination of impossibility based on administrative necessity, provided, however, that the student resident shall be entitled to any applicable refunds.

Administrative necessity refers to conditions including, but not limited to, damage caused by floods, slides, fires, earthquakes or other natural disasters, vandalism, civil disorder, compliance with state or federal law, or interruption of basic services due to labor strike.

#### b. Assignments

Residence assignments are made either for the academic year or year-round. Students returning to the residence halls in the fall select their rooms at Room Draw the previous spring. Assignments are made for entering students during the summer. Continuing resumer students wishing to live in Ross House choose rooms at Room Draw.

Changes in residence assignments require the permission of the Housing Management and Dining Services Office. No changes in residence will occur before the third week of classes of any semester. Requests for room changes will only be granted the fourth and fifth weeks of classes of any semester. Before or after this two-week block of time, requests for room changes will ONLY be granted in the event of an emergency or medical need.

Mills College reserves the right to assign roommates to rooms or apartments. In some cases, residence hall students living in double rooms without a roommate may have the opportunity to temporarily convert their room to a "super single" room for an additional fee. Mills will notify student residents when this option is available.

Under certain circumstances, student residents may be assigned to a residence for a temporary period of time, to be determined by Mills. In such cases, residents must move to a permanent (annual) assignment at the request of Mills. Billing will reflect both temporary and permanent assignments.

#### c. Consolidation Rule

Mills College reserves the right to change the room assignment of any student to facilitate space consolidation. At the discretion of the College, students may be allowed to assist in selecting other students to fill the empty spaces in their units.

#### d. Eligibility for Campus Housing

If a student becomes ineligible for campus housing due to dropping below 2.0 enrolled credits she/he will be required to vacate her/his room, complete the official check-out process, and return her/his keys within five days of falling below the 2.0 credit minimum.

If a student is disqualified by the Academic Standing Committee, and wishes to file an appeal, she/he must file an appeal no later than the deadline for the first Academic Standing Committee meeting of the semester. If her/his appeal is denied, the student must vacate her/his residence, complete the official check-out process, and return her/his keys within five days. If the student chooses not to file an appeal she/he must complete this process within five days of academic disqualification.

#### e. Catalog, Guides, and Handbooks

Student residents should become familiar with the current Mills Student Handbook, and with the Undergraduate or Graduate Catalog. By entering into a Residence Agreement, residents agree to abide by the rules and regulations set forth in Mills College publications. In the event of a conflict between the provisions of the Residence Application/Agreement and the Guide to Living on Campus and those contained in sections of the Handbook and Catalog that cover housing, this Agreement shall take

precedence. The student resident further agrees to abide by the rules and regulations established for the residential options and updated from time to time.

f. Move-In and Check-Out

Student residents must check in to their campus residence during designated move-in dates and times only, and must remove their possessions and check out by the date assigned by Mills College. Before checking out of their campus residence, student residents must make an appointment with a Residential Life staff member to review the condition of their space (or complete Express Check-Out when available). Student residents are considered to be checked out only after they have vacated their residence, held a check-out inspection with the appropriate Residential Life Staff member (or completed Express Check-Out), and returned all residence keys to HMDS. Fines will be imposed for failure to complete these procedures.

Items left in student housing after a student's official move-out date will be discarded, and disposal fines will be assessed.

g. Disclosure of Housing Information

Mills College considers residence assignments and room/apartment numbers to be College-level directory information, which means that Mills is free to disclose them to any Mills College official upon specific request. Student residents who do not want this information disclosed must notify the Division of Student Life in writing. Housing information will not be disclosed to parties who are not College officials.

h. Emergency Contact Information

Emergency information is required to be on file with the Division of Student Life by the end of the first week of occupancy. Failure to comply may result in fines and judicial action.

i. Mail

Each Mills student resident will be assigned a Post Office Box for the duration of her/his yearly Residence Agreement. Students must register for a PO Box, in person, at the HMDS Office, and must subsequently take the appropriate paperwork to the Post Office in order to activate the box assignment and receive their PO Box combinations. At the end of each year's residency at Mills College, mailboxes will be closed and will be reassigned unless otherwise arranged with the Post Office. New PO Boxes will be assigned at check-in in the fall. Students wishing to keep the same PO Box number from year to year should request the box by number at check-in. If it has not already been reassigned the student may have the same box. Student residents are responsible for filing a forwarding address with the campus Post Office. Mail will be forwarded only for the period of time set by the Post Office. Unclaimed mail will be returned to the sender.

j. Subletting

Subletting of Mills College housing or facilities is prohibited.

k. Telephones and Other Utilities

Residential telephone service is provided by Mills College. Mills provides one telephone in each room. This phone can be used for on-campus, local, toll-free, and 911 calls, as well as for checking voicemail. The student resident will be charged at check-out for loss of or damage to the phone.

Voicemail is considered an official form of Mills College communication, and every student living on campus is provided with a voicemail account. In shared rooms each student resident has a private mailbox. All residential students are required to set up their mailboxes.

Computing Services recommends that 2.4 GHz phones, personal wireless access points/bridges, and other 2.4 GHz devices should not be used on the Mills campus, as they conflict with our wireless network and will cause service interruptions for all users. For questions about electronic devices, contact Computing Services at 510.430.2005 or email [helpdesk@mills.edu](mailto:helpdesk@mills.edu).

Each residence hall has a courtesy telephone available for campus calls.

All utilities are included in housing charges. Electrical, gas, water, sewage, and garbage services are paid for by Mills College. If repairs are needed, Mills must be contacted and given the opportunity to make the needed repair. Mills is not liable for the failure of other parties to provide the above services when such failure is due to circumstances beyond Mills College's control.

#### 8.4 Fires and Camping

Permission must be obtained from the Dean of Students and the Director of Campus Facilities before a fire may be set on campus. Camping, sleeping outdoors or in vehicles, on the campus is prohibited.

#### 8.5 Eviction

The following is a partial list of violations for which exclusion or eviction from campus housing is likely to result. This list is not all-inclusive, but rather is intended to give some examples of serious violations:

- Physical abuse of others or self including assault, sexual assault, or suicide attempts.
- Threats of violence to others or self including physical threats, sexual harassment, or suicide threats.
- Possession or use of dangerous weapons/substances including guns, knives, explosives or flammable materials.
- Possession, use or sale of illegal drugs.
- Failure to maintain safe and sanitary conditions in living space.
- Repeated violation of policies or regulations.