TAPLIN HOUSE AND CUTLER HALL
POLICIES AND PROCEDURES
2010-11
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ALCOHOL POLICY: The serving or possession of alcoholic beverages is limited to persons who are 21 years of age or older, following the provisions of the State of Ohio Liquor Control Law. Any CIA student or resident under 21 years of age found in the possession of open or unopened containers of alcoholic beverages will be subject to disciplinary action. Disciplinary action will also apply to any CIA student or resident who publicly displays signs of intoxication while in or around the residence hall. In addition:

a. Any CIA student or resident under 21 years of age found in the same room with open or unopened containers of alcoholic beverages will be subject to disciplinary action. Similarly, displays or possession of empty alcohol containers, cases, or packaging are prohibited in rooms of students who are under the age of 21.

b. Any CIA student or resident 21 years of age or older in possession of open or unopened containers of alcoholic beverages in the same room with CIA students or residents under the age of 21 will be subject to disciplinary action.

c. Any CIA student or resident 21 years of age or older in possession of open or unopened containers of alcoholic beverages in community areas will be subject to disciplinary action. If alcohol is consumed by resident over 21 years of age in their room, the door must be closed. All beverages should be enclosed in a bag when transporting into the hall.

BALCONIES: The floor balconies are open year round as long as these guidelines are followed: Nothing is thrown off the balconies; no one climbs up, down, or around on the balconies, the balcony furniture remains on the balcony and lounge furniture remains inside, and no art projects (including spray painting, sawing etc.) are done on balconies or the back porch. Students are not permitted on the roofs of any residence hall.

BICYCLE STORAGE: The residence hall is equipped with a bike room located in the back hallway, and there is another rack located outside the main entrance. All bikes must be locked to the racks or stored in student’s room. Bikes left unattended in the hall will be impounded. There is no summer storage of bikes. Bikes left in the hall during the summer, or improperly stored during the school year, will be impounded and returned to owner upon payment of a $ 50.00 fine. Bikes are not to be locked to the stairwell or pipes in the stairway; it is a fire hazard. If a bike is locked to either, security may be called and the lock cut.

CHECK-IN/CHECK-OUT: Each student is responsible for the condition of the room and its furnishings during the period of occupancy. Residents must fill out an inventory form upon check-in. This form is the basis for assessment of damage or loss attributed to the resident at the termination of the occupancy period. Failure to complete and return this form will result in the student assuming responsibility for all damages in the room. For your protection against unwarranted damage charges, complete the form carefully. The inventory form is essential in processing the refund of the $150.00 damage deposit at the end of the resident’s stay in the hall.

Upon final checkout the resident must remove all refuse and discarded material and leave the room as clean as at time of check-in. Charges for additional cleaning, removal of personal property, or for any loss or damage caused by the resident will be deducted from the damage deposit. If costs exceed the amount of the damage deposit, the additional amount will be billed to the student. If keys are not returned at checkout, the lock will be changed automatically, and a $80 charge will be assessed. Residents will be billed $50.00 if checkout procedures are not followed.
CLEANING EQUIPMENT: Residents may borrow mops, brooms, vacuum cleaners and other cleaning supplies from the RA on Duty between 9pm - 11pm.

COOKING: Cooking is limited to the first floor kitchen. Cooking appliances and microwave ovens are not permitted in student rooms.

DISCIPLINARY PROCEDURES: Disciplinary sanctions which result from violations of residence hall policy may include, but are not limited to, written warnings, probation, fines, community service, restitution, suspension and/or expulsion from the residence hall or the institute. Any student placed on probation will not be permitted to stay in the residence hall during Thanksgiving Break. Parent(s) of a student may be contacted if the judicial situation warrants.

The typical manner in which the Institute administers judicial action in Taplin is as follows:
1. Verbal warning from an RA or the RD.
2. Written incident report from an RA or the RD, which will result in either
   a) a meeting with the RD.
   b) a meeting with the Director of Student Life.
   c) or a combination of the above.

After the judicial meeting, a student will be found responsible or non-responsible. If a student is found responsible a disciplinary sanction will be administered.

DRUG POLICY: Ohio law, and thus the Institute, forbids the use or possession of drugs or narcotics not prescribed by a physician. Any student involved in the sale, use or possession of drugs will be subject to disciplinary action and civil prosecution. Violations of the CIA drug policy should be reported, in confidence, to the Director of Student Life. Medical and psychological assistance and referral for students with drug abuse (including alcohol) problems are available through CWRU's Health Services (368-5872).

ELECTRICAL APPLIANCES: Air conditioners, electrical heaters, halogen lamps, hot plates, and other such appliances which pose a hazard to the safety of residents or which place an extraordinary load on the electrical systems are prohibited. Residents may have small refrigerators (that do not exceed 4.3 cubic feet) in their rooms. They must be emptied, cleaned out and unplugged during semester breaks.

ELEVATOR: Residents are expected to refrain from tampering with the elevator in any way. Clean up of any graffiti on the elevator walls is the responsibility of all residents. If the elevator is broken, residents should inform an RA or the RD or call Security at ext. 3333.

EMERGENCIES: In emergency situations residents should immediately contact their floor RA, the RA on duty, or the RD. If they cannot locate any of these people, they should call CWRU Security (368-3333) which will provide or arrange for the necessary assistance. Please be sure the RD is aware of all emergencies.

FIRE ALARM: The Institute will conduct two fire drills during the academic year. The sounding of a fire alarm is considered an Institute order to vacate the building. Residents should familiarize themselves with exits and evacuation procedures and follow directions of staff and fire safety officers. Failure to do so will result in judicial action.

FIRE EQUIPMENT: Do not tamper with fire alarms, fire detectors, fire extinguishers, fire hoses, or sprinkler systems. Such action, which will result in a response from the local fire department, is in violation of state and local ordinances. Residents who tamper with fire equipment are subject to disciplinary action and possible prosecution. There will be random checks during the year to ensure no room fire alarms are compromised in any way.
FIRE SAFETY: The possession or storage of explosive, flammable, or dangerous substances in the residence hall is prohibited, including torches. (SEE: Unauthorized Materials) These substances include flammable art supplies that should be stored in a locker at CIA's Gund Building. The possession or burning of incense or candles is prohibited in the residence hall. The doors to the stairwells on each floor are fire doors and are designed to stop the spread of fire and smoke. Residents should not block or wedge the doors open or tamper with the self-closing mechanisms.

GUESTS: Residents are not to admit anyone into the residence hall that is not their guest. Residents should meet their guests at the front door of the residence hall and escort them to the door when they leave. Guests may contact residents by using the outside telephone, dialing 7 plus the last four digits of the resident's telephone number. Guests are expected to observe all Institute and hall rules and regulations. If a resident is removed from Taplin, he/she is not permitted in the hall for at least one year after his/her removal, not even as a guest of one of the current residents. Residents will be held responsible for the conduct of their guests including any damage done by those guests. Overnight guests may be accommodated in the residence hall for no more than three consecutive nights, on the understanding that the presence of the guest does not constitute an inconvenience for roommates or otherwise interfere with residence hall life. An excessive number of repeat visits may cause aggravation to roommates and is not permitted. It is requested that all overnight guests be registered with the RD so they can be located in case of emergency.

HALLWAYS: For safety reasons all hallways must remain clear of clutter and personal belongings. Any belongings left in the hall are subject to removal by an RA or the RD. An RA or the RD are not responsible for removed items. Left in the hall, such items are considered a fire hazard. No "hall sports" (skateboarding, rollerblading, frisbee tossing, ball bouncing, water guns and balloons, etc.) are allowed in the building. Damage to the residence hall caused by such activities may result in community damage assessments for all residents of that floor.

HEALTH SERVICES: The University Health Service Center is located on Adelbert Road which maintains an on call 24-hour medical service (216-844-8892). Students may call Health Services directly (216-368-5872) to schedule appointments. If the health need seems critical, notify an RA or the RD.

Illegal Down Loads: See CIA Network Acceptable Use Policy.

KEYS: If a resident is locked out or a room key is lost, the resident must go to Wade Commons during the hours of 8am - 9pm. After hours contact the RA on duty. Resident Assistants are not permitted to open a room for anyone other than its occupants under any circumstances. Residents will be able to sign-out a duplicate key to their room at Wade Commons upon presentation of photo identification. If the original keys are not found within three days, the student will be charged an additional $85, and a new lock will be installed. If your student ID card is lost, a $25.00 fee will be charged. You must see the CIA Registrar to obtain paperwork for a replacement ID. Any unauthorized duplication of keys or unauthorized changes in door lock cylinders is prohibited.

KITCHEN AREAS: There are limited kitchen facilities on each floor. The kitchen on the first floor is only available for minimal cooking purposes and for planned activities that have been cleared through the RD. Health codes require that kitchens can only be used for occasional cooking. All dishes and utensils left in the kitchen areas will be discarded if left out for more than three hours. Cleaning of all kitchen facilities is expected of its users immediately following its use.

LAMPS: Halogen lamps are not permitted in the residence hall.
**LAUNDRY MACHINES:** Taplin is equipped with coin-operated washers and dryers in the first floor laundry room. Any broken machine should be reported to an RA or the RD. It is recommended that clothes be removed promptly from the laundry area after drying to avoid possible theft or damage to clothing. If clothes are left unattended in a washer or dryer, they may be removed for the next resident to use the machine. Please keep the laundry room door closed. Change machines are provided at CIA and Wade Commons. For a refund due to machine malfunction go to the Wade Area Office.

**LOFT BEDS:** Loft beds are permitted in Taplin using the following guidelines:

1. Must be free standing.
2. Must have 36 inches of space from mattress to ceiling (floor to ceiling is 8 ft).
3. Resident is responsible for stored bed parts in room.
4. Resident must complete a Room Modification Form, which will be kept on file in the office.
5. Pass staff inspection.

**LOUNGE AREAS:** The residence hall lounges are provided for the use of residents and their guests. Occasional meetings may be held in the lounge if proper arrangements are made with the RD. Students are responsible for cleaning up after themselves in the lounge. **Students who remove lounge furnishings will be held financially responsible and will be subject to judicial action.** No personal property should be left in these areas. No artwork, except simple sketches w/pencil, are to be done in these areas. An RA or the RD will remove any artwork left in the lounge areas.

**MAIL:** CIA correspondence is placed in mailboxes in the Student Lounge, Gund Building. All federal mail is delivered to resident mailboxes in Taplin no later than 8:55 PM, Monday - Saturday. Packages may be claimed at Wade Commons upon presentation of student ID and package slip. **Your address is to be written as follows:**

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Full Name  
Taplin House Room #  
11331 Juniper Rd.  
Cleveland, Ohio 44106
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**MAINTENANCE PROBLEMS:** Residents should report maintenance problems to the hall office during office hours. The staff is responsible for contacting campus maintenance personnel. **Emergency problems** should be reported to:

- Wade Area Office, 368-1010 from 8:00 AM - 9:00 PM
- Security, ext. 3333 from 9:00 PM - 8:00 AM.

**MEAL PLAN:** All residents are required to purchase a CWRU meal plan. Exceptions will be made for medical reasons only, after receipt of medical documentation and after all other alternatives have been explored. Those exempt from the meal plan cannot expect to cook full meals in the residence hall.

**PARKING:** First year students are not permitted to have cars on campus. Storage of any motorized vehicle in the residence hall or on the walkway is prohibited.

**PERSONAL PROPERTY:** The Institute is not liable for loss or damage to personal property due to insufficient heat, fire, water, steam, or the elements or actions of third persons. Personal property of residents is not covered by CIA insurance. Residents should carry their own insurance against loss or damage of their personal property. Check with your parent/guardian’s insurance policy about coverage.
PETS: Small fish are the only pets that are allowed in the residence hall.

QUIET HOURS: Established quiet hours are 11:00pm - 10am, Sunday through Thursday, and midnight - 10am, Friday and Saturday. Quiet hours are strictly enforced. During academic finals week, 24-hour quiet hours are enforced. Taplin House also enforces 24-hour courtesy hours at all times. If noise from your room can be heard more than 2 doors down from yours, you are too loud and will be asked to close your door, turn off your music, etc.

RA ON DUTY: One RA is assigned to be available to residents every night from 9pm to 8am. The “RA on Duty” is posted on the doors of all staff members. Any problems or emergencies arising during that time are to be taken to the RA on duty. Problems arising during other times should be addressed to any hall staff member, the RD or to the Director of Student Life.

RESIDENCE HALL DAMAGES: Residents will be assessed for all damages to their assigned rooms. Any damage to public areas of the building (including paint on the walls, floors, carpets, in the sink, or stolen furnishings) that is unaccounted for will be the financial responsibility of all residents of a specific floor or of the entire building, if necessary.

RESIDENCE REQUIREMENTS: All unmarried, first time college students, who are not living with their parents or guardians and who are under 21 years of age are required to live in the residence hall for their first full academic year.

Students living with their parents or guardians within Cuyahoga County are considered to be within commutable distance to the college. Students new to the Institute and who are 21 years of age or older are not given first priority to on-campus housing. If students in either of these categories desire to live on campus, they will be put on a waiting list according to the date of their housing deposit. After mid-July those on the waiting list will begin to be housed according to space availability.

ROOM CHANGES: No room changes will be allowed during the first two weeks of the semester. After that time, all room changes must be cleared through the Director of Student Life. In order for this to occur residents requesting a room change must work with their RA and the RD to find a resolution to the problems. If a resolution can not be agreed upon and the Director does not see a solution to the problems then a room change may occur.

ROOM INSPECTION: The Institute reserves the right to inspect rooms in order to ensure proper maintenance for sanitation and life safety standards, to take inventory, and to plan for and make necessary repairs to rooms and furnishings. Periodic inspections are made during winter break.

ROOM MODIFICATIONS: No modifications of a permanent nature are allowed. Only ticktack or blue painters tape should be used to hang items on the walls. All rooms must be restored to their original condition at the end of each student’s residency and each student is financially responsible for any damages that occur as the result of modifications. If hanging items on outside of door, residents may only post appropriate material for a diverse and respectful community. An RA or the RD may remove any inappropriate material when applicable. No items may be hung on the ceiling or doorframe of a resident’s door.

ROOM SEARCH: Resident assistants are not authorized to search student rooms. RAs may only enter rooms as necessary and observe what is in plain view. Only the Assistant Director of Student Life or designee can conduct searches of drawers, closets and other areas. When a search is made, the occupants will be made aware the reason for the search, but not necessarily before the search is made.
ROOM SELECTION: Room selection for the following school year will be held prior to the end of spring semester. Upperclass students who have applied and been accepted back for the following year will be allowed to participate in the room selection. Please note that upperclass students are not guaranteed a room in the residence hall for the following year. Seniority in class has priority in the room selection process. Single room selection will also take into account years of residence in the residence hall.

ROOM VACANCIES: When a vacancy occurs in a student room, the continuing resident(s) has the option to 1) remain in the room and select a new roommate who does not currently have a roommate, 2) move to another vacancy with a new roommate or 3) purchase the room, when space permits, as a single room. The Director of Student Life reserves the right to assign a student to any available space. Any room that has a vacancy at the end of fall semester must be returned to its original condition prior to the departure for winter break.

SAFETY PROCEDURES: Personal safety and security is the responsibility of the community and the individual. The residence hall is locked 24 hours a day to promote a safe and secure atmosphere. It is in the best interest of all residents to exercise caution and secure their valuables. Acts that endanger the safety or well being of individuals in the residence hall are prohibited. Damage and theft of property in the residence hall is prohibited. Adhering to the following suggestions will help ensure personal safety:

- lock your room whenever you leave, even for a few minutes.
- do not prop open outside doors.
- do not admit strangers or non-residents who are not your guests.
- report any unescorted non-residents to a RA or the RD.
- report suspicious behavior to an RA, the RD, or Security.

SMOKING: Smoking is prohibited in all areas of the building and within 50 ft. of all doors and windows. There is no smoking on balconies, if this policy is abused, balconies may be closed. Students must follow the Case Western Reserve smoking policy. Designated Smoking areas are plotted all over campus. A map with the locations is attached to this packet.

SOLICITATION: No solicitation of any type, by canvasser, salesperson, etc., may be conducted in or from any room. Solicitation should be reported to the RD.

STORAGE: No storage is available in Taplin House. All furniture in rooms at the beginning of the year is required to stay in the rooms. There is no space for storage of furniture.

TELEPHONE: Each room is equipped with a private phone jack. Room occupants must supply their own phone. All local service costs and voicemail are included in the room charge.

UNAUTHORIZED MATERIALS: The use of any materials that are flammable or require ventilation are strictly forbidden in any area of the residence hall (bondo, resin and fillers, torches, sprayers, kerosene, turpentine, paint thinner, solvents, spray paint, spray adhesives & fixatives, etc.). The residence hall is not equipped to properly dispose of the following materials: oil paints, ceramic clay, and plaster of paris. Torches are not permitted to be used in or around Taplin House as per local fire codes. If any unauthorized materials are found in use, they will be confiscated, and the resident will be subject to disciplinary action.

SPRAY PAINTING: Spray painting is prohibited in Taplin (including residents’ rooms, balconies and the first floor workroom) and around the building. Students are not permitted to keep spray paint in their rooms. All spray paint must be kept in a locker in the Gund Building. Residents will be fined $25/ can of spray paint that is found to be in their possession.

VACATION USAGE: The residence hall remains open during Thanksgiving. However, students planning to remain in the residence hall during this break must register their intent according to posted procedures. Students placed on disciplinary probation will not be allowed to stay in the hall during any break. The hall is closed during winter break. Before summer vacation all student-owned property must be removed from
the rooms and building. All students are required to vacate their rooms within 24 hours after their last final or by noon the day after the last day of classes (which ever comes first).

VANDALISM: Vandalism, i.e. the defacing or damaging of any part of the residence hall or its furnishings, is not tolerated. Because such vandalism is the financial responsibility of all residents, it is expected that residents will identify those who cause destruction.

VENDING & LAUNDRY MACHINES: Vending machines are provided to Taplin residents as a service. Any concerns about the vending machines should be reported to an RA or the RD. Any individual found responsible for tampering, stealing, vandalizing or hitting the vending or laundry machines will be fined $100.00 and subject to disciplinary action.

WEAPONS: The possession or use of rifles, shotguns, pistols or other firearms or of ammunition, gun powder, fireworks, air rifles, air pistols, large knives, or other dangerous instruments is prohibited.

WINDOWS: Screens should not be removed from the windows unless an emergency warrants their removal. No posters, flyers or miscellaneous articles may be displayed facing out of the window. Propelling objects or substances through or at the window or screen is prohibited.

WORKROOM: Worktables should be cleaned after use. All persons using the workroom on a given day are responsible for its condition. No materials or projects are to be left in this room. Those materials/projects left in the workroom will be removed (disposed of) by an RA or the RD. Residents must use headphones when listening to music in the workroom. Furniture should not be removed from or into the workroom. All projects are to be worked on in this room, NOT IN LOUNGES.

(Revised June 2010)