

COLLEGE FOR CREATIVE STUDIES

# HOUSING HANDBOOK



# WELCOME TO HOUSING

Dear Students and Family,

Welcome to Student Housing! The policies that are outlined in this document are important for you to know as a resident because you will be required to uphold these standards. As a resident, you have agreed to follow all of these policies by signing up to live in student housing. If you have questions about a policy, please come see the Director of Residence Life or either Residence Life Coordinator for further explanation. If you've read this document and still have further questions, you can contact the housing office at 313.664.7879. You can also email [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu). We are happy to have you, and want to make your housing experience smooth and comfortable.

Director of  
Housing Ryan  
Harrison  
313.664.7678



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# MOVE IN INFORMATION

## WHEN DO I MOVE IN?

You must arrive on your scheduled move-in day and time

Please refer to the CCS on campus housing page for move-in dates and sign up forms

\*We will not accommodate early arrivals\*

### Check in:

All residents are required to check into their assigned building during their scheduled time. Students who arrive early or late to check in without prior written approval from the Director of Residence Life will be charged a penalty fee (Found on page #35) and are not guaranteed immediate move in.

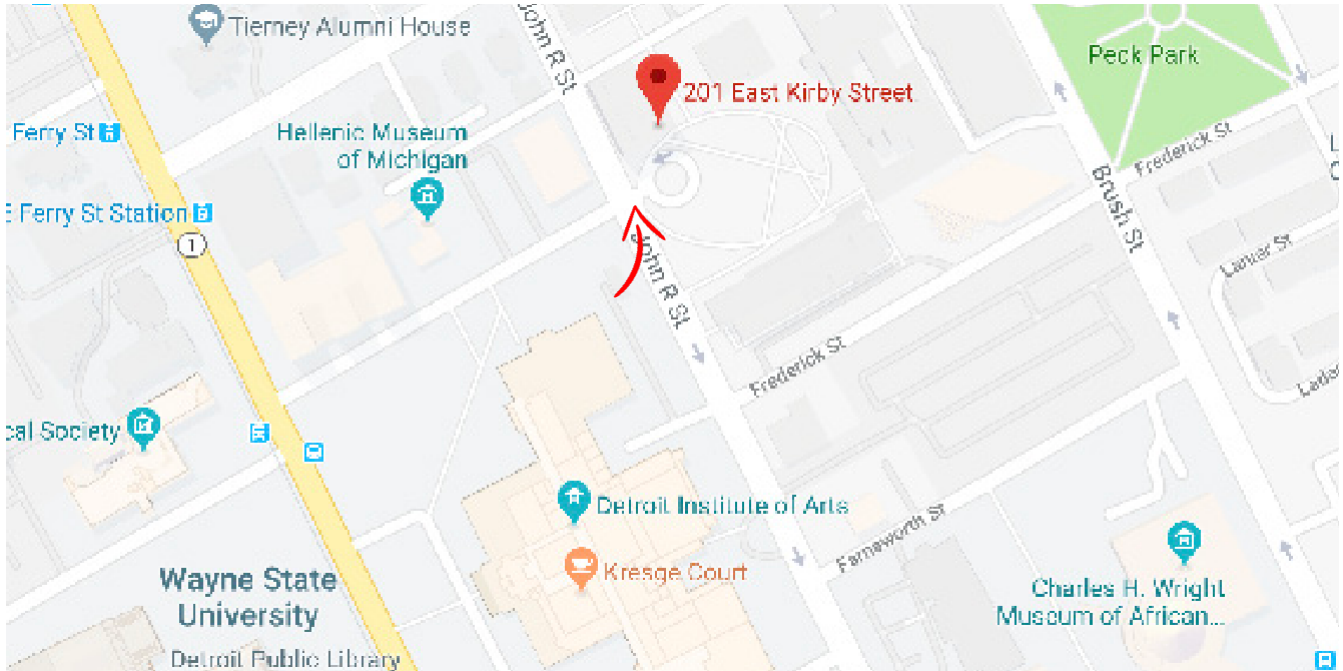
Residents who fail to check in within 48 hours of their scheduled times and dates will be declared “no- shows” and forfeit their requested spaces. You also may be subject to losing your first housing payment. We are unable to accommodate residents arriving outside of their designated time as the move-in process takes a considerable amount of coordination to properly process each student. Also, the move-in staff will be organizing other events during days and times not designated for move in, thus it is unlikely someone will be available during undesignated hours for move in.

Your suite will be clean and in working order when you arrive. If there is something wrong when you move in, report it to the move-in staff. It will then be reported to facilities who will take care of it either on the spot or during the following work week. The suite may need a basic wipe down due to the fact that it has been sitting empty for the summer so make sure your cleaning supplies are packed on top!

\*There will be a mandatory meeting for new residents only on the sunday of new student move-in at 7pm. The location of the meeting will be advertised on the residential floors.\*

# ART CENTRE BUILDING

Address: 201 E. Kirby St. Detroit, MI, 48202



Google maps brings you to Brush st. Bring your car to John R. instead.

1. On John R. street, pass the circle parking space and you will find a student employee directing you onto our campus for parking.
2. Once you've been directed where to park, begin unloading your belongings to the grass near your car.
3. Once your car is unloaded, please drive your car to the parking structure located on Brush St. There are many people checking in at once and everyone's cooperation in moving cars away from the building as quickly as possible is appreciated.
4. Once your car is parked in the structure, head to the ACB to get your student ID card, sign for your room keys.
5. If possible, bring a cart to haul your belongings. Carts help make the move in process go quicker. We have a few to loan families, but not enough for everyone.

# TAUBMAN CENTER

Address: 460 W. Baltimore St. Detroit, MI, 48202



Google maps brings you to the Milwaukee side of the building. Bring your car to Baltimore instead.

1. On Baltimore St. you will be directed by a move-in staff member where to unload. This may be in the circle, or it could be on Baltimore street.
2. There is a very limited number of carts so please bring your own if you have one to help the unloading process go smoother.
3. Go to the check in table on the main floor where you will pick up your Student ID (Also the key to your room).
4. Once you have everything unloaded you must move your car into the parking structure across the street to make room for the next car to unload.

# FURNITURE

## ART CENTER BUILDING (ACB):

1 **standard**, loftable twin bed (per student)

1 customizable couch

3 bar stools

1 coffee table

Hanging space and 4 drawers (per student)

1 stove & 1 refrigerator

A/C and Heat

Internet (wifi and wall plug).

1 shower curtain & rings per shower

\*Single and double rooms do not have a couch, coffee table or bar stools\*



## TAUBMAN CENTER (TC):

1 **standard** twin bed (per student)

1 couch

1 coffee table

Hanging space and 4 drawers (per student)

A/C and Heat

1 shower curtain & rings per shower

Internet (wifi and wall plug).





# NECESSITIES

## What should I bring?

Linens: **standard** size twin sheets, blankets, pillow, comforter, mattress pad, towels, bathmat.

Electronics: TV, computer, power strips, surge protectors

Cleaning supplies: Mop, broom, sponges, bucket, cleaning solutions, vacuum, plunger, toilet brush and laundry supplies. You will need these things for room checks!

Other needs: Storage containers, trunk with a lock, fan, first aid kit, laundry basket, lamps, desk, easel/ drafting table, working chair, shower organizer, shower curtain (We provide a plain white liner and rings), toiletries, toilet paper, hangers, etc.

\*Each student can't fit all of these, so communicate with your suitemates before move-in!

## Kitchen:

ACB: Coordinate with your roommates: pots & pans, 2 forks, 2 spoons, 2 knives, 2 bowls, and 2 plates, 2 glasses, storage containers, cutting board, towels, microwave, hot pads, toaster and food.

TC: One mini fridge (No taller than 33 inches) and one microwave is allowed per suite. You may also want to bring 2 forks, 2 spoons, 2 knives, 2 bowls, and 2 plates. Consider bringing a crock pot, air fryer or rice cooker.

\*Please be sure to review page #30 for things to leave at home.\*

## Insurance:

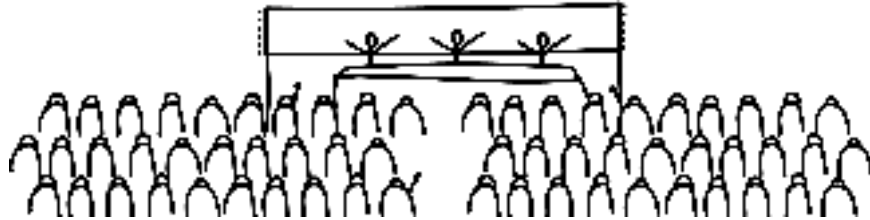
CCS takes no responsibility for student's personal property. Check with your parent/guardian homeowners insurance policy to see if you can add renters insurance for your room. If this is not an option, CCS highly recommends obtaining a renters insurance policy.

# FAMILIES

## Welcome new CCS Families!

We would like to invite you to attend our Family Orientation Session on zoom:

WHERE: The zoom link will be sent to families closer to the date.



\*Students don't have to attend, as this information will be repeated for them at orientation.\*

This session is designed to provide a general overview of what a new student can expect while enrolled at CCS. We will cover student support services, the first year, and answer questions for family members. This session is open to the families of new and transfer students.

If you are interested in further information you will be receiving an invitation to attend this event. You will also learn about signing up for the campus email during this event.

What if I have more questions?

Contact the housing office at 313.664.7879

or email [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu)

# DAY ONE

Okay! So you are all moved in, your loved ones are gone and it's time to be a college student! So where do you start? Here is the information we think you'll need to know quickly to start getting comfortable on campus and in the city. Let's start with some tips regarding shopping for groceries/apartment needs:

## Shipt:

CCS has partnered with shipt.com. Students are able to register for roughly \$100 a year. This allows students to fill in an online form for Meijer on 8 mile. They are then able to schedule a delivery right to the front door of their building. This service is primarily for groceries.

## Zip Cars:

CCS has zip cars on campus that students can rent by the hour. ([www.zipcar.com/backtoschool](http://www.zipcar.com/backtoschool))

## The Q-Line:

The Q line runs on Woodward Ave. This is a free service.

## Sending/Receiving Mail:

There is a mailroom located on the ground floor of the ACB that can assist students with most mailing needs including USPS Priority and Express mail, FedEx and UPS. Stamps can be purchased at the Business Office in the Yamasaki. Both campus mailrooms alert students via email that they have items to be picked up Monday-Friday 9am-4pm

ACB resident's mail should be addressed:

Name

201 E. Kirby St.

ACB [Room #]

Detroit MI 48202

TC resident's mail should be addressed:

Name

201 E. Kirby St.

TC [Room #]

Detroit MI 48202

## Allen Park Shopping Center:

CCS runs a shuttle service to a large shopping center once a week that a student can sign up for free. This runs on Sundays - watch out for the sign-up email in your CCS inbox.

## Laundry:

Washers and dryers are located on each floor of the TC and the even floors of the ACB. There is no cost for these machines.

## ATM:

An ATM is located on the ground floor of the Kresge Ford building near the Campus Safety Office on the Ford campus and the ground floor of the Taubman Center near the bookstore.

## Dining:

The cafeteria in the Taubman Center is located on the second floor and can be reached by the academic elevators only. The Ford Campus cafeteria is in the Kresge Ford Building across from the Campus Safety Office. The hours for each facility can be found here:

<https://campus.collegeforcreativestudies.edu/campus-dining/> - Your meal plan also works at the 24 hr. markets (2nd floor TC & 2nd floor Kresge Building / Ford Campus). Don't forget to check out information on the dining app! This is a great way to order food ahead of time and see dining information at your fingertips.

## Maintenance:

Residents experiencing problems with the physical operation or condition of a suite should report the maintenance needs to our online reporting system immediately. Maintenance requests can be filed by sending a detailed description of the facilities issue to the link [<https://campus.collegeforcreativestudies.edu/facilities/>]. If it is a maintenance emergency that occurs after office hours, please contact campus safety or an ACB or TC Resident Assistant. There is also a QR code attached to the back of your suite door.

## Temperature

Heat and air conditioning is regulated through the facilities department. If you feel that the temperature in the room is not to your liking, be sure to file a maintenance request (directions above) and it will be remotely adjusted.

## Suite Condition Reports:

During the first full week of classes, resident assistants will be coming to each room to have all residents sign a condition report. These reports are designed to document any existing damage when a resident moves into a suite. This will mitigate responsibility for the damage when assessing room conditions at the end of the year. It is in the resident's best interest to be detailed when filling out the forms.

# WIFI

## What do I need to know about bringing a computer or internet capable device?

WIFI is provided across both CCS campuses along with the Taubman and ACB buildings. To connect to the CCS wireless...

1. Connect your device to "CCS-Wireless 5.0"
2. The password is watsonpeakcock2018

For more detailed information on how to access the college Wi-Fi with gaming consoles or other internet capable devices please visit: [campus.collegeforcreativestudies.edu/its/](https://campus.collegeforcreativestudies.edu/its/)

## Questions or Problems?

If you are having trouble connecting to either the WIFI network or Wired network, there are a few options available.

1. You can place a helpdesk ticket anytime by going to:

<https://helpdesk.collegeforcreativestudies.edu>

Log in using your student ID and fill out the helpdesk ticket. Tickets will be updated during helpdesk hours

2. You may call the helpdesk at 313-664-7818 between the hours of 8:30 am- 4:30 pm
3. You can visit the ITS Helpdesk office located at the Ford Campus in the lower level of the Yamasaki building in room A-001. 8:30am to 4:30 pm.
4. Taubman residents can visit the satellite IT office located in room 615 across from the Taubman housing office. Times may vary based on personnel availability.

# SECURITY

## SECURITY

Student safety is one of our most important concerns in student housing. Below, please find our policies aimed at keeping students safe on campus.

## IDENTIFICATION

Residents are required to carry their CCS ID badge at all times while in student housing. Upon request by a Housing Staff member or Campus safety personnel, residents must produce their ID. Residents are not to allow anyone else to use their ID card to gain access into or throughout the building. If you lose your ID, it needs to be reported immediately to turn it off so that no one else gets access to your meals/ money/room/building access etc.

## LOST ID CARD

If you lose your ID, it is imperative to report it immediately to campus safety. If you find an ID, you must turn it in to campus safety immediately. If you use the ID, it will be considered theft and you will face appropriate sanctions.

## RIGHT OF ENTRY

CCS housing and maintenance staff shall reserve the right to enter the premises occupied by a resident for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, monthly room inspections or for any other lawful purpose. CCS shall exercise these rights reasonably and with respect for resident's right to be free from unreasonable searches and intrusions into study or privacy.

## BAG AND PACKAGE INSPECTIONS

Any bags/packages/items that are deemed suspicious will be searched by a CCS Housing Staff member or Campus Safety personnel. This policy will help prevent items/substances that are in violation of the student code of conduct from being brought into student housing.

## DOOR PROPPING

Residents who willfully prop open any door which has been designated as a "fire door" or a "security door" will be in violation of the Code of Student Conduct.

# GUESTS

The guest policy is one of courtesy. If a resident violates the courtesy of their suitemates by having guests too frequently, that resident may lose the privilege of having guests in student housing.

Student Housing residents may have overnight guests so long as the suitemates agree that the guest may remain overnight. Any guest(s) staying for longer than three (3) nights must have the permission of the suite mate(s) and the Residence Life Coordinator and be registered at the front desk. The same guest cannot stay in student housing more than 3 consecutive nights in a 7 day period regardless of who their host is, ie. no bouncing of rooms.

Student Housing residents are responsible for their guests at all times. If a guest arrives and is not accompanied by a resident, the guest must wait at the front desk for their host to come downstairs and sign them in. If the host does not have a phone or does not answer the phone, the guest will not be permitted into student housing until they are checked in by the host resident.

To sign in a guest, the guest must have a government issued ID, or Student ID with their photo and birth date on it. No other forms of identification will be acceptable. Guests must be 18 years of age. Hosts must be with their guests at all times. When a guest is leaving, the host must accompany the guest to the front desk and sign them out. If a guest violates a policy of CCS, the situation will be dealt with as though the resident violated the policy unless the guest is a student at CCS. (Both will be responsible)

Guests under 18 years of age are not permitted unless they are a sibling of the resident. The parent or guardian of the sibling must sign a permission slip with the Office of Student Affairs, prior to the arrival of the guest, to obtain permission for the visit. Parents should email or call housing to arrange this during CCS business hours at least 24 hours in advance.

# MISSING STUDENT POLICY

The College for Creative Studies (CCS) takes student safety seriously and has established the following policy if a currently enrolled student is reported missing. This plan is a good faith effort to comply with the August 14, 2009 Higher Education Opportunity Act, Section 485 (j).

A student will be deemed missing when it has been established that they have been absent from the College and have been reported by an individual to be missing for a period of 24 hours or more.

Reports of students missing should be directed to the Office of Student Affairs or Campus Safety. After a missing student report has been made, the College will attempt to locate the student. If the student cannot be located, the emergency contact person will be notified. In the case of residential students, this emergency contact person is the person listed on the housing application. For all other students, the emergency contact person, if provided, is listed in the College's database system. If the student is under the age of 18 and not emancipated or they have failed to provide specific emergency/missing student emergency contact information, their parent or guardian will be notified. In addition, local law enforcement will be notified that the student is missing within 24 hours of the initial report. Students also have the option to declare a separate emergency contact person to be used if they are reported missing, and can do so through the Office of Academic Registration.

## PROCEDURE

Anyone who suspects a student may be missing should notify Campus Safety or the Office of Student Affairs immediately. The following information will be collected:

1. Contact Information and relationship to the missing student
2. Name and vital information about the student reported to be out of contact.
3. The date, time, and location of the missing student was last seen.
4. The general routine or habits of the suspected missing student (e.g. – visiting friends who live off- campus, working in a job away from campus) including any recent changes in behavior or demeanor.
5. The missing student's cell phone number (if known).

Once a report has been made that a student is missing, Campus Safety and the Office of Student Affairs will work together to investigate the situation. When a student is reported missing the two offices shall initiate an investigation to determine the validity of the missing person report that may include:



1. Call the student's cell phone number
2. Go to the student's room
3. Talk to the student's Resident Assistant, roommate, and floor mates to see if anyone can confirm the student's whereabouts and/or confirm the date, time, and location the student was last seen.
4. Secure a picture of the student.
5. Call the student at any other numbers on record.
6. Send the student an email.
7. Check all possible locations mentioned by reporting parties including, but not limited to: library, residence hall, fitness center, studios, classrooms, and cafeteria.
8. Contact any other known friends to see if the student has made contact with them. This could also include social networking sites such as facebook, twitter, tiktok.
9. Contact instructors regarding recent class attendance/absences and any recent questionable behaviors.
10. Determine if the student has a car and if it is currently parked in the parking structure.
11. Have Campus Safety investigate if the ID has been used since the student was reported missing.
12. Contact student's emergency/missing student emergency contact to see if they have been in contact with the student
13. Notify the Vice President for Enrollment and Student Services, the Vice President for Business and Finance and the President.
14. The Vice President for Enrollment and Student Services may initiate additional action as deemed appropriate under the circumstances and in the best interest of the missing student.
15. Notify the emergency contact of the missing student within 24 hours of the initial report that the student is missing.
16. If the student is under the age of 18 and not emancipated or has failed to provide specific emergency/missing student emergency contact information, notify the student's guardian or parent as listed in the college's records within 24 hours of the determination that the student is missing.
17. Notify the Wayne State PD within 24 hours after determining that the student is missing.

# STUDENT CONTACT INFO

## Student contact information:

Residential students are asked to provide two emergency contact names each year as part of their housing application. This information is protected by FERPA and is accessible by The Office of Student Affairs and other appropriate officials in an emergency situation.

Students are given the opportunity to designate two emergency contacts and a missing person contact under Emergency Contact Info on WebAdvisor. This information is considered to be an element of the academic record, and is protected by FERPA.

Students may designate a specific person to notify in a missing person investigation, by visiting the Office of Academic Registration. This information would only be used if the student is deemed to be missing.

## Student notification of this policy:

The CCS Missing Student Policy will be:

- Posted on the College's website
- Posted on the College's intranet
- Discussed during new student orientation sessions
- Discussed during the mandatory housing meetings in the beginning of the semester.
- Included in the housing handbook.
- Included in the College's student handbook
- Sent to all students via CCS email.

# FIRE SAFETY

## Housing Facility Fire Systems

Both housing facility fire systems are housed in a central system monitored by the College for Creative Studies Campus Safety Office 24 hours a day, seven days a week.

### Art Centre Building (ACB)

The Art Centre Building's fire system includes gravity fed fire hoses, pull boxes, fire extinguisher, and strobe lights on each floor. The building fire alarm infrastructure also includes full fire suppression systems. There is also a fire extinguisher and smoke detector in each student suite. The fire alarm system which includes annunciators is inspected yearly by an outside company along with the smoke detectors and fire alarms.

### Taubman Center (TC)

The Taubman Center's fire system was installed in 2009 (and updated in 2015) and meets all Life Safety System, State, and City Codes required when installed. The fire system is fully suppressed and has a sprinkler system. This fire system also includes smoke detectors in each room, annunciators, and strobe lights. Each floor has fire extinguishers and pull boxes also found in the hallway.

## Fire Safety Education

Each year at move-in, residents attend a housing orientation in which students are instructed on the fire evacuation procedures. For the students who have kitchens, they are also told that they have fire extinguishers to use if needed. Those who do not have kitchens are instructed where the extinguishers are located on the floor.

\*Residents should not hang anything from sprinkler heads or in a manner that would block the coverage of the sprinkler water flow. Nothing should be stored within 18 inches of the ceiling according to NFPA code.\*

\*If a resident knows that their suite is responsible for the fire alarm, they must notify the front desk if the alarm is an active fire or a false alarm.\*

# FIRE EVACUATION

## Evacuation Procedures

Evacuation upon the sounding of the fire alarm system is required. Failure to evacuate housing when an emergency alarm is sounding is a violation of the resident agreement and federal regulations.

Residents are expected to become familiar with the evacuation procedures during their first few hours in residence. If the evacuation instruction information (found on the back of the room door) is illegible or missing, residents should contact the Residence Life Coordinator immediately for a replacement.

Residents are expected to attend all housing meetings referencing safety training.

When evacuating you should:

1. Yell for your suitemates to ensure that they hear the fire alarm.
2. Close your door behind you so that if the fire spreads to your floor the door will deter its speed.
3. Knock on the doors to the other suites on your floor. You should not wait for your suitemate or floor mates before you evacuate the building.
4. Do not use the elevator when evacuating. Please use either set of stairs located on each floor.
5. Once you have left the ACB, you should proceed to the cafeteria and wait for further instructions from either a Housing Staff member or Campus Safety. If you are evacuating from the Taubman Center, please go to the parking lot between Cass and Woodward for further instructions. Housing Staff and/or Campus Safety personnel will determine when it is safe to re-enter the building.
6. Even if the alarm stops, continue to evacuate until the 'all clear' is given.

## Carelessness Related to Fire Alarms

Residents who are responsible for repeatedly showing carelessness and causing the fire alarm to sound will be charged a fine. A charge of \$50 may result the second time an alarm is set off due to carelessness and/or negligence, and the third time the resident may be asked to vacate student housing.

# CCS HOUSING POLICIES

## CCS Policies

Residents are required to abide by all CCS policies & the Code of Student Conduct.

## Federal Law / State Laws

Residents are required to abide by all federal laws & state laws.

## Abuse It And Lose It

This is the most basic student housing policy. Residents who abuse privileges may lose those privileges for themselves or for all residents.

## A Respectful Community

The necessity of housing policies is to provide a safe and secure community for all residents to think, grow, and learn in. As a resident, you should be respectful of others, their things, and their ideas, and they should do the same for you.

## Policy Violations

All residents of a suite will be held responsible when a violation occurs in that suite unless the resident is absent from the suite or specifically is excused from responsibility by all other involved students.

Residents who continually violate student housing policies could compromise their privilege of living in the student housing. Depending on the nature of the violations, a resident could be turned down for future housing and/or, with more serious violations, a resident may be instructed to vacate student housing.

## Concealment Of Violations

Residents have a responsibility to take appropriate action if they become aware of any policy violation.

If you are aware of a violation, and do not want to be responsible for the behavior in a room, it is your responsibility to leave the space. If you remain in a room where a violation is occurring, you are responsible for that behavior regardless of your involvement.

(continued on page 23 and 24)

## STAFF

CCS Housing has employees on campus 24 hours a day, 7 days a week to ensure you have a safe and educational experience on campus. We have Resident Assistants who are student employees and a Resident Life Coordinator who lives in both buildings. The Resident Life Coordinator is a live-in professional who is around for emergencies and can always be contacted on duty.

\*Failure to comply with the Residence Life Coordinator could result in judicial action.\*

## RESIDENT ASSISTANT (RA)

An RA is a student employee who lives on campus and is a resource to you. They are trained in crisis management, empathetic listening, community building, roommate mediation and other skills that can help make your transition to living on campus as smooth as possible. This means, if you need an ear to talk to, if you are having difficulty solving problems with your roommates, if you run into a crisis and need immediate help or any other issue you may experience on campus; we have someone here to help! If the RA who lives on your floor is not around, we always have a staff member on duty 24 hours a day 7 days a week to assist. Any RA in the building is trained to assist you if yours isn't available. If you need help from an RA, you can call the RA on duty or you can call the Campus Safety office for assistance (ACB: 313.664.7444 or TC: 313.664.1444) and they can connect you.

## PROGRAMMING

The RAs are responsible for programs that take place in the building. These programs can range from relaxing entertainment, to holistic health and all the way to civic engagement. The Resident Assistants engage their residents in community builders to help students meet peers on the floors. This is an effort to create an educational and welcoming environment on campus. Some of the topics RAs select may challenge student's personal stances on issues and may even challenge student's values and morals.

Programming is designed to educate and challenge. Challenge is part of education. We believe that exposure to difficult topics in a college environment will prepare students to confront challenges in a more positive way once they leave campus. We will always have a moderator and opportunity to debrief if a topic becomes too much for a student. Residents who are interested in running a program are welcome to use student housing facilities and programming funds with permission from the Residence Life Coordinator.

## SUITE MATE CONFLICT

Any resident, who by virtue of their behavior to themselves or other residents, shows an inability to live in a group setting and refuses intervention, will be asked to leave the residence hall or commit to a behavioral contract which may involve the intervention of other resources as prescribed by the Residence Life Coordinator. RAs will have roommate agreement forms on hand to help the students in the suite navigate living together for the first time.

## APPOINTMENTS

If you need to take care of any important matters, such as checking out of a suite, obtaining a letter or copy of papers, filing a complaint, or anything that requires professional staff, it is best to make an appointment. You can do so by stopping in the Office of Student Affairs, calling 313.664.7805 (ACB) or 313.664.1520(TC), or emailing [housing@collegeforcreativestudies.edu](mailto:housing@collegeforcreativestudies.edu). If you have an emergency, connect with campus safety (313.664.7444-ACB or 313.664.1444-TC) or a Resident Assistant.

### Exceptions/Accommodations

If you need an exception or accommodation to a housing policy, please connect with the Director of Residence Life.





# FACILITY POLICIES

Below are our policies related to the physical ACB and TC, and the items CCS owns within them.

## \*MAINTENANCE NEEDS\*

Residents experiencing problems with the physical operation or condition of a suite should report the maintenance needs to our online reporting system immediately. Maintenance requests can be filed by sending a detailed description of the facilities issue to The link <https://campus.collegeforcreativestudies.edu/facilities/>

\*If it is a maintenance emergency that occurs after office hours, please contact Campus Safety or a Resident Assistant.\*

## TEMPERATURE IN SUITE

Heat and air conditioning are regulated through the facilities department. If you feel that the temperature in the room is not to your liking, be sure to file a maintenance request and it will be remotely adjusted.

## KEYS

Under no circumstances should keys be duplicated or loaned to another individual. Report lost keys immediately to ensure the safety and security of you and your suitemates.

## LOCKOUTS

An RA should be contacted in the event that a resident is locked out of his/her suite. If a student is found to be abusing this process, they could be subject to the judicial process.

## LAUNDRY FACILITIES

The laundry room is located on even numbered floors of the ACB and on each of the residential floors of the Taubman Center. There is no cost for this service. It is provided for residents only. If you need assistance or have a question operating the machines, please connect with your RA. If you are having mechanical issues with the machines, please file a maintenance request.

## EXTERMINATION

If you have a problem with pests in your suite, inform the Residence Life Coordinator of the building as soon as possible in writing. Please include a description of the pest. If you are unaware of what it is, please bring the insect (dead or alive in a bag) and email a photograph to the housing office and they will be able to give it to the exterminator.

## CLOGGED PIPES

No Draino or similar products can be used to get rid of clogs. If you have a clogged drain, be sure to file a maintenance request.

## COMMUNITY ROOMS

All furniture and equipment must remain in the community rooms and not be taken into individual suites. The community rooms should be kept in a clean condition and residents are expected to clean up after themselves. Failure to do so will result in the community room being closed down if the resident who is at fault cannot be identified.

## COMMON AREA

Any malicious damage to the buildings, grounds or other facilities is prohibited. Persons responsible for damage will be billed for repair and replacement and may be referred to the judicial system. When the responsible party cannot be identified, all residents are collectively responsible for incidents that occur within common areas of the residence hall.

## ROOF

Residents are prohibited from being on the roof.

## DOOR SIGNS

Any tampering of door signs including, but not limited to, pulling off parts of the letters or numbers will result in a \$100 fine per sign. Residents can also be responsible for the damage to door decorations created by the RAs. This can include recreating the decoration or paying for the replacement.

## POSTING

Material may be posted only on the designated bulletin boards in student housing. All materials must be approved and stamped through the Office of Student Affairs or the Taubman Housing Office prior to posting.

## ELEVATORS

Misuse of or tampering of all elevators is prohibited. The cost of the damage and/or repairs which is determined to be a result of misuse or tampering will be assessed as a common area charge or to the student responsible for the damage.

# SUITE SPECIFIC POLICIES

## SUITES

Any damage to a suite including but not limited to furniture, walls, flooring, and/or appliances that no resident claims responsibility for will be charged to all residents of that suite.

## SUITE DECORATING

All suite decorations are subject to approval by the Residence Life Coordinator. Holiday decorating must be removed before residents depart for a break. This applies to both common areas and student rooms. Residents are not permitted to put tissue paper in the light fixtures per the Fire Marshall.

## ALTERATIONS

Any alterations to the suite (i.e. painting, paneling, carpeting, etc.) are prohibited in student housing. The cost to return the suite to its appropriate condition will be charged to the residents of the altered suite. If residents do paint their suite there will be a \$1000 charge to cover the cost of repainting the suite.

## NAILS

Residents are not permitted to nail, tack, or screw anything into any walls, doors, cabinetry, or furniture. This includes nails or screws to hang window shades or curtains. Residents will be charged for each hole in a wall left by such objects.

## LOCKS

Residents are not permitted to add locks, bars, clasps, etc. to any doors, windows, cabinets, etc. in their suites without approval from the Director of Residence Life. If in the Taubman Center you notice your lock is flashing low on battery, it is important to report this issue to facilities in a maintenance request as soon as possible.

## BEDS

The beds are able to bunk and loft in both the ACB and TC buildings. If you desire to bunk these beds, pins are available at the front desk of the ACB or the Taubman Housing Office 620. Waterbeds are not permitted in the student housing due to the potential water damage that could occur.

## FURNISHINGS

Furniture, window screens, and other furnishings are not to be removed from their assigned suite in the student housing.

## VENTS

You are not to cover any of the vents or intakes throughout the building. These are in place to keep your space comfortable, and when you cover, the system responds to compensate. If you feel your room is too cold or hot, submit a maintenance request.

## WINDOWS

Residents are not permitted to allow any item to fall out of or be thrown out of their suite windows or from any window in student housing. Screens are not to be removed from the windows or damaged in any way. Sanctions for violation of this policy include possible removal from student housing. If your window becomes damaged, notify the Residence Life Coordinator as soon as possible.

## WINDOW SHADES

Window shades are supplied by CCS. If you wish to have curtains or other window covers, tension rods are the only permitted method of hanging curtains. Residents are not permitted to put nails or screws into the walls or window frames.

## FLOORING

It is your responsibility to keep your flooring in good shape. If you are doing a messy project, you should provide materials such as a tarp so no damage to the flooring takes place.

## SPRAYING PAINT

Residents are not allowed to use spray paint or spray adhesives in student housing except in designated areas. Students found violating this policy will automatically be fined \$500. Students found spraying in non-designated areas will also be held accountable for the costs of any damages caused by the resident's actions. There are spray rooms available to students on the ACB first floor, TC 2nd floor (for adhesive spray mount only) and TC 10th floor academic side (for spray painting).

## STORAGE

The storage of any materials (bicycles, boxes, etc.) in common areas (including public hallways) of the residence facilities is prohibited.

## BICYCLES

Bicycles are permitted to be stored in individual suites as long as the appropriate care is taken not to damage the carpet, doors, walls, etc.

## ELECTRONICS

Residents are advised to have surge protectors on all electrical equipment that could result in damages from a power surge. It is highly advised that surge protectors be used with stereo equipment, computers, televisions, DVD players, microwaves, etc. CCS is not responsible for damaged equipment due to power surges. No extension in surge - no surge in surge.

\*Remember to back up your data! In the event of a power outage, CCS is not responsible for lost data, & CCS professors do not accept a power outage as an excuse for lost work.\*

## TAPE ON CARPET

Tape of any kind can cause damage to carpet. Do not tape wires/cords down to the carpet. When tape is removed, much of the adhesive remains, eventually resulting in a permanent dirt mark on the carpet. Residents will be charged for the replacement of the carpet or flooring affected.

## TRASH

Trash is to be enclosed in appropriate containers (tied trash bags) and placed in the appropriate trash room. The ACB trash room is located on the ground floor and the Taubman Center trash rooms are at the end of each residential floor. Anything placed in these locations will be considered trash and will be taken by environmental services.

## WORKING IN SUITES

Residents are responsible to ensure that while working in suites the necessary precautions are taken not to cause any damage to the suites. This can be done by putting something underneath your work when you are painting, placing something on top of a table before cutting, and having rags around to wipe up spills.

## \*SUITE INSPECTIONS\*

Once a month an inspection of each suite will take place regarding the cleanliness of the suite. Residents must have completely cleaned all common areas and all furniture/appliances furnished by CCS. Cleaning requested by a Housing Staff member must be completed within 24 hours or a cleaning crew may come in to clean at the expense of the residents.

\*Repeat failures (more than once a semester) will result in being put on probation with option for eviction from student housing if the condition of the suite does not improve to the set standards. \*

# BUILDING SPECIFIC POLICIES

## {Taubman specific policies}

### COOKING

Students are not allowed to use any open coiled kitchen appliances in their suites. This includes George Foreman style grills, toasters, toaster ovens, hot plates, pizza ovens or any other open coiled appliance. You may bring a microwave, mini refrigerator, rice cooker, air fryer and crock pot. For further verification that a kitchen appliance is allowed, please contact the Residence Life Coordinator. Items that are not allowed and found in housing will be confiscated and not returned.

### IRONING

Residents are not able to use an iron inside of the Residential rooms. Residents will need to take their clothes to the public work spaces (without carpet) in order to use their Iron. Any further questions please direct to the TC Residence Life Coordinator.

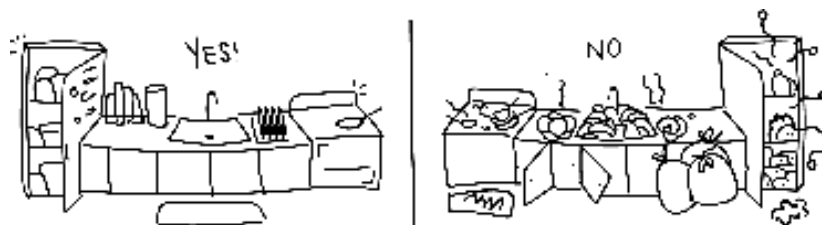
### LOFT SPACE

You are not to use the loft area as a living space. You cannot sleep in that area as it is for storage only. It is a policy violation if a Housing Staff member finds a mattress in this area.



## {ACB specific policies}

Students are to keep the cooking area in their suite clean, safe, and healthy.



# NOT ALLOWED

Below, please find the things that are not allowed in CCS housing. This list also includes any item that can distract or disrupt a student's academic experience as determined by the CCS housing team.

## ALCOHOL

CCS is a dry campus, and alcohol is not allowed in student housing for any reason or purpose. Please refer to the CCS alcohol and drug policy found on blackboard for further information.

## ALCOHOL CONTAINERS

Empty alcohol containers including but not limited to distilled liquor bottles, beer bottles and cans, wine bottles, flasks, etc. are not permitted in student housing.

## ANIMALS/PETS

Animals, with the exception of animals that rely on living in water in aquariums not exceeding 10 gallons, are not permitted in the residence halls. All residents of a suite will be held responsible if there is a pet in the suite. There will be a minimum of a \$500 fee (per student in room) for the additional cleaning and disinfecting that will be necessary over the summer (This charge does not apply to approved Emotional Support Animals). The fee will be based on the size and type of animal and area needing to be cleaned.

If you are looking to bring an emotional support animal to campus, please see our ESA policy on the CCS housing website.

## CANDLES

Due to the fire hazard candles present, candles are not permitted in the student housing. If candles are found in your suite they will be confiscated. This includes unlit candles.

## DANGEROUS ITEMS

Items including, but not limited to fireworks, firearms, explosives, toxic substances, highly flammable substances, knives, and other weapons are prohibited from use or storage in the residence hall. Any item that may be considered a dangerous item, and is needed for academic reasons must be used solely for its intended academic purpose, and have the prior approval of the Residence Life Coordinator to be kept or used in the building.

## DISORDERLY CONDUCT

Any behavior that disrupts the “normal order” of the community is considered disorderly, is prohibited, and violates the Code of Student Conduct.

## DISRUPTIVE NOISE

Residents in student housing are expected to treat all times as courtesy hours.

- Courtesy hours require the cooperation of all members of the residence hall community to maintain an environment that makes academic and health considerations the priority at all times.
- Residence hall community members will observe quiet hours from 11:00 p.m. to 8:00 a.m. Sunday night through Friday morning, and from 1:00a.m. to 10:00 a.m. Friday night through Sunday mornings.
- Any resident may request that any other resident or group of residents cease any activity which is interfering with his/her ability to study, rest, or quietly enjoy the community. When requested to be quieter in one of these situations, a resident shall comply. A radio, stereo, or television that can be heard in other suites is considered too loud.

## DRUGS

Any student found using illegal drugs, possessing drugs or drug paraphernalia, selling or otherwise distributing drugs is subject to action within the CCS Judicial System. Any item that is or could be considered drug paraphernalia will be confiscated and not returned. This includes hookahs and water pipes. If a resident is in violation of the drug policy and unruly and/or uncooperative, law enforcement will be contacted to handle the situation. Misuse of over the counter medication or prescribed medication will also be subject to the drug policy. Please refer to the code of student conduct for more information regarding the College’s Alcohol and Drug Policy that can be found on the Student Affairs section of the website.

## HOOKAHS AND WATER PIPES

Hookahs and water pipes are not allowed in student housing. If they are found in your suite, they will be confiscated by the Housing Staff and not returned



## INCENSE

Due to the fire hazard incense presents, it is not permitted in student housing. If incense is found in your suite it will be confiscated by the Housing Staff and not returned.

## LAMPS

Halogen lamps, lava lamps and Spider Lamps are not permitted in student housing. Residents are to supply their own lamps for their suite. If any of the above are found in suites, they will be confiscated and not returned.



## LIGHTING

The placement of any material in or around facility lighting, including lights in resident rooms will be in violation of the Fire Safety Code.

## MACHINERY

Machinery that is required to run on gasoline (or any other flammable substance) is not permitted in the student housing.

## MOTORCYCLES

Motorcycles, mopeds, or other gasoline-powered vehicles are not to be stored in student housing. These vehicles can be parked in the parking garage.

## MUSICAL INSTRUMENTS

Excessive sound, at any time, from musical instruments (or any electronic devices) is unacceptable in student housing. Amplified musical instruments and drums may only be played if they are not disturbing other residents. (Please refer to the noise policy.)

## OFFENSIVE MATERIALS

Materials that are deemed to be offensive to any member of student housing are not permitted in public areas. This includes but is not limited to comic strips, videos, posters, quotes, Language, etc. A complaint must be "voiced" before a resident will be asked to remove the material from the public area.

## PHYSICAL OR VERBAL HARASSMENT

Physical or verbal harassment is prohibited in the student housing. Committing such acts may result in removal from student housing and college judiciary measures.

## SMOKING

Student housing is a Smoke Free Environment. All areas, including all suites, stairwells, hallways, and elevators and 15 feet from outside doorways are non-smoking. The TC has a smoking shelter. Residents and guests found smoking in student housing will be subject to fines and/or judicial action.

## SPORTS

There are no hallway sports allowed. Bouncing or throwing gym equipment in rooms is not allowed if it could cause damage or become an annoyance to your community. Sports also include roller blading/ skating, skateboarding, scooters or any form of wheeled transportation is not allowed.

## VAPORIZERS AND ELECTRONIC CIGARETTES

The use of vaporizers and electronic cigarettes are prohibited from all College buildings including the residence halls. Use of these products is restricted in the same manner as tobacco products and must be used outside more than 15 feet from doorways.

## WATERBED

Students are not allowed to bring water beds to campus. A leak can cause too much damage to the facility as well as the student's belongings below.

## WAX

Students are not allowed to melt wax or work with melted wax in student housing.

## WIRELESS ROUTERS

Due to our current network in the buildings, wireless routers are not allowed in CCS Housing. Your rooms are equipped with both plug in internet as well as wifi.

# CHARGES

LISTED BELOW ARE THE CHARGES FOR VARIOUS ISSUES IN HOUSING:

Early arrival to campus -	\$100 a day
Late arrival to campus -	\$50
Late move out for end of year -	\$100 a day
Cleaning charges -	\$50 a man hour per responsible
student Gathering storage early -	\$50 for gathering before retrieval day
Gathering storage late -	\$25 a day gathering after retrieval day

(After a week, students will be charged and items will be donated).

Keys -	\$75 per key
ID Charge -	\$20 replacement

Damages: Students will be charged to replace furniture or facility damage based on man hours to repair. This also includes damage done by a student's ESA.

Animal cleaning: If you are found with an animal on campus that is not an emotional support animal, the cleaning and judicial fee will be a minimum of \$500.

\*(Note, if the carpet needs to be replaced, you will be charged for the material and installation.)\*

Winter break housing: \$25 a day if approved / \$50 a day if you are not approved

\*(Your ID will be deactivated if you do not respond to requests to meet)\*

## PRICES FOR FURNITURE (2018):

Bed Unit -	\$518.27 (combined)
Bed ends -	\$90.32
Guardrail -	\$56.00
Stabilizer bar -	\$37.13
Spring Base -	\$89.73
Mattress -	\$167.07
Wardrobe -	\$579.19
2 door stacking bureau -	\$219.71
Coffee Table -	\$241.02
Couch sectional corner unit -	\$913.76
Armless Couch Sectional -	\$597.16
Bar stool -	\$193.68

# OCCUPANCY POLICIES

Below, please find our policies related to the occupancy of CCS housing.

## HOUSING ASSIGNMENT

CCS reserves the right to change the resident's suite assignment within student housing on 24 hours notice for reasons of health, student welfare, and administrative necessity or as a result of administrative action. Changes from one suite to another by residents may be made only as approved by the Residence Life Coordinator. Failure to honor assignment preferences will not void your Resident Acknowledgement.

## HOLIDAY BREAK

CCS is closed for winter break. During this time, all students need to vacate the building. This date will be announced in the academic calendar and also by the Director of Residence Life. If students need to stay extra days or partial days, they are required to fill out an extended housing application request with Student Affairs prior to the holiday break. These are approved on a limited basis (requests such as "I want to stay to catch up on work" will be denied. This is reserved for international students and students with unique circumstances). Students approved to stay will be charged \$25.00 per day. Students who were not approved to stay will be fined \$50 for each additional day that they remain. Students are able to request a late move out, early move in, or entire break. They cannot, however, pick and choose assorted days to be on and off campus.

## MOVING OUT

Living in housing is a full-year agreement. Before a resident moves out of student housing, they should obtain a copy of the move out procedure from the Residence Life Coordinator. There are several basic reasons why a resident would move out of student housing. First, the resident has reached the ultimate pinnacle of CCS achievement and is graduating. Second, it is the end of the year and the resident is going home for the summer. Third, the resident has been judicially disciplined and is no longer allowed to live in the student housing. Fourth, the resident has obtained an internship or study abroad experience that will take them away from campus for a semester. Fifth, the resident is in an extreme circumstance, needs to find alternative housing, and the request to break the Resident Acknowledgement has been approved. Sixth, the resident is no longer a full-time student. Finally, the resident has been academically suspended and will no longer be a student at CCS. Residents who have been approved to move out and fail to go through the process will be billed housing charges until they complete the process, and may forfeit their housing application deposit.

## ADMINISTRATIVE MOVE

The Director of Residence Life reserves the right to relocate a resident within student housing when the need arises. This relocation may be due to the actions or lack of actions on behalf of that particular resident and/or their suite mate(s).

## CANCELLATION OF RESIDENT ACKNOWLEDGEMENT

Please see the "Termination of Resident Acknowledgement" clause in your Resident Acknowledgement.

## MOVE OUT PROCESS

Residents are asked to vacate their suite within 24 hours after their final academic commitment has been completed. Residents must sign up for a check out time with their RA to return keys, resident identification card and (in the case of unique circumstances) sign the Check Out form. Failure to check out properly will result in additional charges.

## MEAL PLANS

All residents at the Taubman Center are required to have meal plans. For Art Center Building residents, the meal plan is optional. A meal plan cannot be canceled past the start of the fall semester. The size of the meal plan can be changed until the add/drop date for the semester. At the beginning of the winter semester, meal plan sizes can be changed until the add/drop date, however; the meal plan cannot be canceled. Dining dollars do transfer from the fall semester to the winter semester but expire after the winter semester. For more information about meal plans, please go to the Student Affairs Office on the Ford Campus or <https://campus.collegeforcreativestudies.edu/campus-dining/>