Section Three: Clemson University Housing Information

Housing Summer Programs Contact Information

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The 24-hour summer phone line: 864-656-7866.

University Contact Numbers

Housing Summer Programs Office  |  864-656-7866  
Housing Facilities and Maintenance  |  864-656-5450  
University Police and EMS  |  864-656-2222  

Residence Hall Front Desk Phones

| Byrnes  | 864-656-2140 | Lever  | 864-656-7325 |
| Calhoun Courts/Thornhill  | 864-656-2341 | Lightsey Bridge  | 864-656-1150 |
| Clemson House  | 864-656-2075 | Manning/Mauldin/Smith/Barnett  | 864-656-2311 |
| Norris (Quad)  | 864-656-0528 | Stadium Suites  | 864-656-4800 |
| Holmes/McCabe  | 864-656-1767 | Young (Shoeboxes)  | 864-656-2410 |
| Johnstone  | 864-656-2366 | Summer Programs Office (located in Stadium Suites)  | 864-656-7866 |

All Clemson Housing Contracts are due in March 2017 to reserve housing for the summer of 2017.
2015 HOUSING GUIDELINES

Assignment of Rooms/Apartments: University Housing reserves the right to fill every available space. Where there is a vacant space, the remaining occupant(s) must maintain the area in a manner that would allow another participant to move in immediately. The University maintains the right to require assignment changes/moves when deemed advisable or necessary.

Responsibility for Personal Property: The University does not assume any legal or financial obligation for any participant's personal property that may be lost or damaged in its buildings or on its grounds. Participants or their parents and conference groups are encouraged to carry appropriate insurance to cover such losses.

Responsibility for the Room/Apartment: The participant is responsible for the condition of the assigned space and shall reimburse the University for all damages to the space and damage to or loss of fixtures, furnishings or properties furnished under the agreement. No alterations may be made to the area or furnishings provided by the University. All furniture in the room/apartment at the time of move in must stay there for the duration of the residency. Furnishings may not be removed, stored, or traded from the space.

Damages: When occupancy is terminated, participants/conference sponsors must follow proper check-out procedures. A Housing staff member will inspect the area and assess for damages or missing property. Participants vacating housing without following this procedure will be charged, plus the cost of replacement or repairs resulting from damages inflicted during occupancy. If additional cleaning is necessary (greater than routine), cleaning charges will also be assessed.

Responsibility for Communal Property: (Including, but not limited to, hallways, baths, stairwells, elevators, lounges, study rooms, utility rooms, and kitchens.) Participants are expected to take every precaution to assure that communal property is not abused. In halls or areas where the University has determined that there is abuse or destruction of University property and the responsible individual(s) cannot be identified, all participants/conference sponsors may be held responsible for paying their prorated portion of repair and/or replacement costs.

Possession, consumption, or display of alcohol or alcohol containers: Summer participants and counselors are not permitted to possess, consume or display alcohol containers, in any areas where groups under 18 years of age are associated. Participants of legal age are permitted to drink in their rooms provided that they comply with state laws pertaining to alcoholic beverages. Alcoholic beverages may not be consumed in the lounges or other public areas. **Counselors in residence halls housing students under 18 years of age are not permitted to have alcohol in their rooms or anywhere in or near these residence halls.**
Asbestos: Some areas of University housing have asbestos containing materials present and a licensed asbestos abatement team manages these materials. Participants should use caution and not disturb any sprayed-on ceiling materials. Any questions concerning asbestos materials, locations, and hazards should be referred to the Housing Facilities Office or the Asbestos Abatement Program director at (864) 656-2217 for further clarification.

Responsibility for Information: Participants are responsible for all policy and procedural information posted on bulletin boards and/or disseminated through University publications.

Cooking-Food Preparation: Cooking in residence halls is very limited. Participants may prepare food in the kitchen areas. However, cooking in rooms/suites is limited to what can be prepared with thermostatically controlled percolators or hot air popcorn poppers. Any participant possessing or using any cooking device other than those listed herein will be required to remove the appliance immediately. Microwave ovens are allowed in kitchens only. Gas grills and other grill supplies cannot be used or stored in any residential area (including apartments).

Electrical Equipment: Participants may not alter or repair any electrical equipment or fixture provided by the University. Defects in electrical equipment or wiring should be reported to the Housing Facilities Office. If more than two appliances or two appliances with a cumulative wattage of more than 1500 watts are plugged into a single wall outlet, a U.L. approved power strip with a built-in circuit breaker must be used. Only one power strip per wall outlet and only two power strips per room are allowed. Extension cords must not be used in succession, or in conjunction with, power strips. Space heaters, window air conditioner units, ceiling fans, and similar items are not allowed.

Firearms, Explosives, Fireworks, and Inflammables: The possession or use of firearms, bows and arrows, paint-ball guns, slingshots, explosives, fireworks, candles, halogen lamps, gas grills, incense, inflammable fluids, dangerous chemical mixtures, propelled missiles, or similar items is strictly prohibited and can result in eviction from University housing.

Fire Safety: Evacuation of University buildings is mandatory when a fire alarm sounds. Sounding of false fire alarms or tampering with firefighting or safety equipment to include extinguishers, fire sprinklers and connecting pipes, EXIT signs and the alarm system is prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from University housing and may be required to pay fines and/or restitution.
Restricted Areas: The roofs, ledges, attics, and mechanical/electrical equipment rooms of all University-owned buildings are strictly "off limits" to all participants. Violators of this policy may be subject to eviction from University Housing.

Security: Entrances to all residence halls are regulated. Guests at residence halls must enter and exit only by the main entrance to the hall. Participants who enter or exit by locked security doors are responsible for leaving the doors in a locked position. Participants/conference sponsors should not prop open doors or allow others to "tailgate" through security doors without proper authorization.

All participants are urged to lock their windows and doors when sleeping or during periods of absence. For personal safety, ground floor-accessible windows should be kept locked at all times and security screens left untouched. Any losses should be reported to the University Police Department and Housing Summer Programs Office.

Guests and Visitation: Participants are responsible for the conduct of their guests and must be present for the duration of the visit. It is the responsibility of the host to make sure that the guests understand and abide by all Housing and University regulations. If a participant's guest is involved in any violations of University or Housing regulations, the hosting participant/conference sponsor, as well as the guest, may be subject to eviction from University Housing. Participants may be held responsible for violations of University or Housing violations that occur in their room.

Non-participant guests (anyone not authorized to reside in University housing) who stay overnight must be registered with the participant/conference sponsor and the hall front desk. Guests may not stay for more than two consecutive nights.

Members of the opposite sex are not allowed in the room or on the floors of members of the opposite sex. This includes camp counselors.

Visitors are strongly discouraged in residence halls housing students under 18 years of age. Any visitor to these residence halls must be approved in writing by the program coordinator. This requirement applies to counselors as well as to students.

Those who violate visitation regulations or state and/or municipal laws are subject to prosecution in civil courts, participant discipline proceedings, eviction from University housing, fines, and/or eviction from University Housing.

The University reserves the right to restrict, alter, or terminate visitation privileges where it is determined that these privileges are being abused or that they are not in the best interest of the University.

Inspections and Access: The University reserves the right to enter University facilities/housing under certain circumstances including, but not limited to, inspections for safety, health, general housing policy compliance, cleaning, inventory, epidemics or other emergency, pest control, occupancy verification and/or general repair. If such
inspections are of a routine or periodically recurring nature, reasonable effort will be made to give prior notice. The University will designate in writing those persons who may authorize inspections and any limitations upon that authority.

Searches involving a suspected violation of state or federal law will normally require a search warrant issued by the appropriate civil judicial authority.

**Keys and Key Fobs:** Keys and Key Fobs are issued at check-in by the area desk where the participant is assigned or other designated location. Keys and Key Fobs must be returned when occupancy is terminated. If a key or key fob is lost or not returned when occupancy is terminated, or if temporary keys and a key fob is not returned within the stated time, the lock will be re-cored and new keys and key fobs will be made. The cost for this service ($50 for the key and $50 for the fob) will be charged to the summer program. The Program may choose to charge participants (including counselors) for these losses.

*If the key/key fobs are lost, participants are to report the loss immediately to the program counselor, your summer program Director, or a Housing Summer Programs staff member.*

**Students under 18 years of age will not be issued keys to outside doors of the residence hall.** When minor students are outside of the residence halls, they should be accompanied by counselors at all times.

All keys and key FOBs are property of the University and bear the statement, "State of S.C., Do Not Duplicate." Those violating this provision, or who possess keys and key FOBs other than the one assigned to them by the area desk, are subject to eviction from University housing.

**Pets:** Pets are not permitted in University Housing.

**Quiet Hours:** Common courtesy requires all participants to keep noise levels in all residential areas at a minimum 24 hours a day. Strict quiet hours are in effect from 11:00 p.m. until 7:00 a.m. each day. **Group counselors/group sponsors are responsible to ensure strict quiet hours are upheld.**

**Curfew:** Summer Program participants are subject to an 11:00 p.m. until 7:00 a.m. curfew for all participants under 18 years of age. Participants are expected to be in their rooms during this time. **Group counselors/sponsors are responsible to ensure this curfew is strictly upheld.**

**Smoking:** Smoking is not permitted in any residence hall or apartment area.

**Soliciting and Sales:** Soliciting, canvassing, or the use of University housing as a location for selling and advertising is prohibited without written authorization from the Office of Programs and Activities in the University Union and University Housing.
Participants may not operate any "for profit or personal gain" enterprise from University Housing, including but not limited to, web-based and/or e-commerce businesses.

**Communications Services:** Cable TV outlets and wireless Internet access are provided in all rooms and apartments. Basic cable TV service, and Internet access through the Clemson network are all provided and must be coordinated through the group sponsor. Participants may not alter the existing wiring for any of these services and must provide their own devices.

**Waste Disposal:** All waste paper and other trash must be deposited in waste baskets, trash chutes, recycling bins or other designated trash receptacles. Littering or improper disposition of trash is not permitted. Participants found littering in and around the residence halls and apartments may be evicted from University Housing.

**Mail/Package Delivery:** University Housing and Dining will not accept any packages or mail deliveries for any group participants.

**Other Policies:** The University reserves the right to prohibit any item or activity deemed by the University to be harmful, unadvisable, or not in the best interest of the University or its participants. Certain residence halls and apartment complexes require regulations specific to each of them. Addenda to the agreement may be distributed at the beginning of the camp or conference as needed. All participants/conference sponsors are required to know and comply with all University Housing policies and regulations.
STAFF POLICIES

Housing
All staff members are required to abide by the University Housing Contract. If you are unsure about a policy, you may view the full contract on the Housing website. Failure to abide by this contract could lead to judicial process and/or termination.

Each staff member should understand that on-campus housing is contingent on summer programs employment. If an employee is terminated or leaves employment early, he or she will be required to immediately vacate on-campus housing.

Possession of Prohibited Items
Possession, use, or sale of illegal drugs, misuse of prescription or over-the-counter drugs, and the illegal possession and/or use of any alcoholic beverages is prohibited. The legal age for alcohol consumption and/or possession in South Carolina is 21. Alcohol is NOT allowed in buildings housing underage youth. This includes the counselor’s rooms.

Possession, use, or sale of personal firearms or ammunition is prohibited.

Protection
Summer Housing staff and summer programs counselors must work together to ensure that the buildings housing students are secure. Housing Staff will not allow anyone into a building unless they have a Key Fob or are listed in the program roster. Report any suspicious persons to campus police.

Apart from check-in/check-out times, parents will not be allowed to enter the residence halls without permission from the Program Director. On check-in and check-out days parents are allowed to assist participants in moving into his/her room.

HOUSING INCIDENT REPORTS INFORMATION

Clemson University Housing Staff Members will write Incident Reports (IR’s) for unusual events in and near the residence halls. Should you, as a Summer Program staff member or counselor, notice or become involved in an unusual incident, you may contact the Conference Aide to have a formal Incident Report prepared.

All Incident Reports go through the Clemson University Office of Community & Ethical Standards. IR’s are automatically sent to the Associate Director of Housing Summer Programs who then sends the document to the Pre-Collegiate Programs Office for review.