



Graduate & Family Housing Handbook

2020-2021

1. EMERGENCY & MAINTENANCE CONTACT INFORMATION

2. RATES & SECURITY DEPOSIT

- Single (Unmarried) Graduate Student Housing
- Married & Family Graduate/Undergraduate Housing
- Security Deposit
- Housing Fee Payment Options

3. OCCUPANCY

- Occupancy Requirements
- Part-Time Students
- Adult Degree Program Students
- Rosemead Practicum Students
- Utilities
- Vacancies
- Contract Cancellation
- Check-In Procedures
- Housing Assignment Changes
- Visitors
- Check-Out Procedures

4. CONTRACT CANCELLATION

- Cancellation Policy
- Vacating Premises
- Refunds

5. CARE OF THE FACILITIES

- Resident Responsibilities
- Cleaning
- Laundry rooms
- Rosecrans Apartments Outdoor Areas
- Storage
- Maintenance & Pests
- Damage

6. POSSESSIONS & CONDUCT

- Standards of Conduct
- Roommate Conflicts
- Furniture/Furnishings & Personalization
- Christmas Decorations
- Prohibited & Illegal Items
- Hazing
- Noise
- Pets/Service Animals

7. SAFETY & SECURITY

- Keys
- Entry
- Personal Property
- Firearms/ Weapons/ Fireworks/ Firecrackers
- Fire Safety
- Parking
- Skateboards/Roller Skates/In-Line Skates
- Solicitors & Trespassers
- Bicycles

1. EMERGENCY & MAINTENANCE CONTACT INFORMATION

Campus Safety: 562-903-6000 or for emergencies 562-777-4000

Maintenance needs:

Biola Facilities Management, 562-903-4898, facilities.management@biola.edu

Pest Control & Furniture needs:

Biola Residential Facilities, 562-944-0351 ext. 5812, residential.facilities@biola.edu

General needs or questions about housing charges:

Biola Graduate & Family Housing office, 562-944-0351 ext. 5814, grad.housing@biola.edu

Associate Director of Auxiliary Operations, 562-944-0351 ext. 5813, beth.braley@biola.edu

Rosecrans Apartments Family Housing building managers:

Check your move-in packet information for contact information

2. RATES & SECURITY DEPOSIT

SINGLE (UNMARRIED) GRADUATE STUDENT HOUSING:

Available for unmarried graduate students enrolled full-time in an on-campus academic program.

Housing is furnished and provided in a residence hall or house owned or managed by Biola located within walking distance of campus. These houses and residence hall rooms are furnished with residence-hall style bedroom furniture, couch, dinette set, and vacuum cleaner. Refrigerators and stoves/overs are also provided. Residents pay a per-person monthly rate, based on the number of occupants per bedroom. Housing charge rate includes gas, electricity, water, and trash disposal. Internet access is provided in residence hall rooms; house residents may arrange for it at their own expense. Television and telephone services may be arranged at residents' own expense in the houses (not available in residence hall rooms).

Graduate Housing includes the following: Biola House, Calpella House, Figueras House, Philosophy House, Springford House, Whiterock House, and Sigma Hall.

MARRIED & FAMILY GRADUATE/UNDERGRADUATE HOUSING:

Available for married couples or students with minor children. Available for undergraduate or graduate students enrolled full-time in an on-campus academic program.

Family Housing is provided in five apartment complexes on Rosecrans Avenue within walking distance of campus operated by Biola. The complexes have one-bedroom and two-bedroom units. These apartments are unfurnished, except that stoves/ovens and refrigerators are provided. The monthly housing fee is per apartment unit. Residents pay for their own gas and electricity, while Biola pays for water and trash disposal. Television, telephone, and internet services may be arranged at residents' own expense.

Family Housing includes the following: 14339, 14345, 14353, 14357, and 14509 Rosecrans Avenue.

SECURITY DEPOSIT

A Security Deposit of \$300 for Graduate Housing residents and \$500 for Family Housing residents will be required prior to signing a Housing Contract.

Provided your University Account balance is paid in full, a refund of the Security Deposit, less the cost of damages in excess of normal wear-and-tear, will be made to you within three weeks if the Housing Contract is canceled properly according to the guidelines in the Contract Cancellation section of this Handbook. If at the time of cancellation there is an outstanding balance on your University Account, your refund(s) will be applied to your outstanding Account balance, and any remaining amounts will be refunded to you directly.

HOUSING FEE PAYMENT OPTIONS

Housing fees are due on the first calendar day of each month. A \$25 late fee is due beginning the fourth day of the month. Please contact our offices for hours of operation to pay in person. You may pay by check, cash (exact amount), money order,

or electronic check. Housing fees may be paid at the Auxiliary Services office in the Student Services Building or online via electronic check. The University reserves the right to require students to pay by cash or prepaid money order at any time.

A \$25.00 accounting charge will be assessed for the handling of any returned check or declined ACH payment.

If your financial aid is more than is needed for tuition, you may use some of your credit balance on your student account to make housing payments. Contact the Graduate & Family Housing Office for instructions on using your financial aid toward your housing fees. If you plan to use financial aid funds, you must notify the Graduate & Family Housing in advance to avoid late fees for the month. Financial aid is released on your student account approximately 3-4 weeks into each semester. Your financial aid will not be available to pay for your housing charges until after it has been released on your student account. You may not pay housing charges late while waiting for financial aid's release. Therefore, expect to pay all housing charges that are due prior to financial aid's release out-of-pocket from your own funds via cash, check, or electronic check by the due date. You can then replenish your funds with the released financial aid.

3. OCCUPANCY

While living in unmarried Graduate Housing or undergraduate/graduate Family Housing, you are responsible for all terms and conditions of the Biola University Catalog, applicable graduate or undergraduate Student Handbook, the Graduate & Family Housing Handbook, and your housing contract. Breach of any policy in any of these documents may result in disciplinary action and/or cancellation of your housing contract and requiring you to move out of housing.

OCCUPANCY ELIGIBILITY REQUIREMENTS

- To qualify for Graduate or Family Housing, students must be enrolled full-time (9 or more units for graduate students, 12 or more units for undergraduate students, 6 or more units for most doctoral programs).
- For the purpose of housing, online units will not be counted toward full-time status.
- Consideration for students enrolled for less than full-time coursework or who are involved only in practicum or dissertation work may be made on a case-by-case basis depending on availability.
- Students completing a teaching credential or pursuing the teaching portion of their degree but not enrolled full-time in a post-graduate degree program are not eligible for Graduate or Family Housing.
- Students in modular, online-only, or part-time programs, including but not limited to the Master of Business Administration program and any doctoral program, are not eligible for Graduate or Family Housing.
- Post-Traditional Undergraduate (PTUG) degree completion programs are disqualified from all Biola housing. These disqualified programs may include, but are not limited to, Applied Psychology, Biblical Ministries, and Business Management.
- Students registered for joint on-campus and on-line coursework will be considered on a case-by-case basis.
- For a married couple to qualify for Family Housing, at least one spouse must be enrolled full-time as a Biola University graduate or undergraduate student, as described above.
- Only the student(s) officially contracted for a Family Housing apartment, his/her spouse, and/or his/her children may reside in that house. Only the student officially contracted for a Graduate Housing room or house may reside in that room or house.
- University Housing is to be used only for residential purposes. Selling or conducting a business, including the performance of services with or without the exchange of payment, from rooms or apartments is prohibited.
- Students may not sublet or assign their housing contract to any other person. Any such agreement shall be void and of no force and effect and may, at the University's option, terminate the housing contract with the student.

OCCUPANCY TERM

- Family Housing residents are initially contracted from their move in (usually mid-August for Fall semester or early January for Spring semester) through the end of the academic year (early May). Subsequent contracts are for approximately 12 months, June through the end of the next academic year (early May).
- Unmarried Graduate Housing residents are initially contracted from their move in (usually mid-August for Fall semester or early January for Spring semester) through the end of the academic year (early May). Subsequent contracts are either for approximately 12 months—June through the end of the next academic year (early May)—or for the next academic year (mid-August thru early May) minus the summer months. The academic year option is available for students who completely move their belongings out and vacate Graduate Housing during the summer months.
- All Graduate or Family Housing Contracts end one week after Spring commencement. Housing Contracts for residents who graduate in December end on the Sunday after Fall commencement. All graduating residents or residents not renewing Housing must completely move their belongings out and vacate Housing by the final day of their Housing Contract.
- For all residents, the contracted period includes Christmas Break and Spring Break. Residents are considered to be occupying housing during holiday breaks and are responsible for housing fees during these time periods, even though they may not be staying in the housing assignment during the breaks.
- Students contracted for housing for Fall semester shall have their housing contract and all associated charges commence no later than September 1, unless special permission is given in writing in advance by the Graduate & Family Housing Office. Students contracted for housing for Spring semester shall have their housing contract and all associated charges commence no later than January 2, unless special permission is given in writing in advance by the Graduate & Family Housing Office.
- Rosemead students who receive local practicum assignments during their final year should be aware that all housing contracts end after Spring Commencement. Since practicum assignments may continue through August, Rosemead students may wish to arrange alternative housing during their practicum year in order to avoid having to move before the end of their practicum.

UTILITIES

- Biola pays for water and trash disposal for all Biola Graduate and Family Housing.
- Residents in Graduate Housing pay for their own telephone, television, and internet service (except in Sigma Hall, where internet service is included). Biola pays for electricity and natural gas at these locations. However, any utility usage costs that the University deems excessive and is beyond reasonable usage historically averaged for that building will be charged to and payable by all residents of the house.
- Residents of Family Housing pay for their own electricity, natural gas, telephone, television, and internet service.

VACANCIES

- Vacancies will be filled from the applicant pool.
- In the case of Graduate Housing residents, reasonable efforts will be made to match existing residents' study and life habits. Reasonable attempts will be made to notify current occupants of the move-in date of a new resident.
- All vacancies are considered available for placement of new residents. Any resident who by their words, manner, or actions make University Housing unattractive or unwelcome to roommates or prospective residents may be disciplined, reassigned to other housing, or removed from University Housing altogether.
- All furniture and appliances assigned to a room or house must remain in the room/house, even if there's a vacancy for any length of time.
- In compliance with fire code guidelines, one bedroom apartments are limited to 3 residents maximum, and two bedroom apartments are limited to 6 residents maximum.

HOUSING ASSIGNMENT CHANGES

- If you wish to be reassigned, contact the Graduate & Family Housing Office to determine whether any other appropriate assignments are available.
- If you make an unauthorized change in housing you may be required to return to your original housing assignment, disciplined, fined, or you may be asked to leave Graduate or Family Housing.

VISITORS

In both Graduate Housing and Family Housing:

- Residents are responsible for the behavior of all their guests.
- No guests may live in the resident's apartment or room while the resident is not present.
- The University reserves the right to require guests to leave if they are in violation of University rules and regulations or federal, state or local laws, and/or are disturbing other residents, including non-University residents in the surrounding neighborhood.
- With local, state, or federal guidance concerning the Coronavirus, Biola may issue restrictions limiting or prohibiting all visitors and overnight guests, and students are required to comply or be in violation of their Housing Contract.

In Graduate Housing:

- Out of consideration for all inhabitants of the residence, all guests are expected to honor quiet hours between 10:00 p.m. and 6:00 a.m., and all guests must leave the hall/room/house/apartment by 12:00 a.m. midnight.
- Unmarried residents may not have overnight guests of the opposite sex.
- When guests of the opposite sex are visiting, all doors to the bedroom or lounge that the guest is in must remain propped completely open at all times.
- Residents must check with all housemates before inviting anyone to stay overnight. All overnight guests must have the approval of all residents and of Grad Housing staff in writing prior to being invited to stay overnight.
- Approved overnight guests are limited to staying three (3) total nights per semester.
- Residents who violate the visitation policy may be subject to disciplinary action, fines, and may also be removed from University housing.

In Family Housing:

- Overnight guests who stay longer than three (3) days must be registered with the on-site manager for emergency safety reasons.
- Overnight guests who stay from four (4) to thirty (30) days must also be registered with the Graduate & Family Housing office.
- Guests desiring to stay over thirty (30) days must be approved in writing in advance by the Graduate & Family Housing office.

CHECK-IN PROCEDURES

- Any time you move into Graduate or Family Housing you will need to arrange a check-in date and time through the Graduate & Family Housing office. At this time you will sign a housing contract and any relevant attachments, pay prorated housing fees for the month and any unpaid portion of the security deposit, receive an Apartment Condition Inventory to be completed within three (3) days of receipt, and pick up the hall/room/house/apartment key(s).

- If you are assigned to an apartment not owned by Biola University, you may be subject to specific check-in procedures required by the apartment complex management. Contact the Graduate & Family Housing office to determine all the check-in requirements for a particular assignment.

CHECK-OUT PROCEDURES

- All Graduate or Family Housing Contracts end one week after Spring commencement. Housing Contracts for residents who graduate in December end on the Sunday after Fall commencement. All graduating residents or residents not renewing Housing must completely move their belongings out and vacate Housing by the final day of their Housing Contract.
- If your housing contract is canceled during the academic year, you must checkout and vacate housing within 48 hours from the time the cancellation is granted.
- Schedule a checkout appointment with Graduate & Family Housing Office staff one week before your desired move out date.
- You will have successfully completed check-out when all personal goods and belongings have been removed from the house or apartment, the checklist below has been completed and keys and gate/garage openers have been turned in to the staff at your checkout appointment.
- Your housing contract is binding until all check-out procedures are completed.
- Graduate & Family Housing staff will perform an inspection any time a resident moves out, even if other residents are remaining in the house or apartment. All damages found at the time of any inspection which were not recorded on the Apartment Condition Inventory will be charged against the relevant resident(s)' security deposits.
- You must check out for yourself; no other person may check out for you, nor may you check out for anyone else.
- If you leave any belongings in or outside the room, hall, house, apartment, carport, garage, patio, yard, external storage locker, kitchen, or laundry room or on any University-owned or -managed property, the item(s) will be considered abandoned property and disposed of, and you may be billed a disposal charge.

Check-Out Checklist:

The apartment or house must be completely clean, even if not everyone is checking out at the time.

- ☐ Clean the oven, refrigerator and dishwasher (where applicable).
- ☐ Clean the shower, tub, toilet, sink and mirror(s).
- ☐ Remove all personal items and debris from the furniture and all cupboards and closets.
- ☐ Dust the furniture, window sills and door jambs.
- ☐ Clean the kitchen and bathroom counters and floors.
- ☐ Remove pictures, posters, and all hanging devices from walls, ceilings, doors and all other surfaces.
- ☐ Wash wall and door surfaces to remove smudges and finger prints.
- ☐ Vacuum carpeted floors and wet-mop hard floors.
- ☐ Departing residents must remove all personal belongings.
- ☐ Remove all trash to outside dumpsters.
- ☐ Turn in all keys and gate/ garage openers assigned to you to the staff member conducting your check-out appointment.
- ☐ Empty the refrigerator/freezer.
- ☐ Remove all personal items and trash from the balcony or patio (where applicable) and make sure the area is swept and free of dirt and cobwebs.
- ☐ Remove any personal items and trash from any garage, carport or external storage and leave it unlocked.

4. CONTRACT CANCELLATION

Cancellation Policy

- A student who contracts for Graduate or Family Housing will be released from his/her housing contract if he/she **officially withdraws** (or graduates) from, or is no longer enrolled at, Biola University. The official withdrawal date is the date a completed Departure Form is received in the Registrar's Office.
- If a student vacates housing or otherwise wants to cancel his/her housing contract prior to the expiration of the full term of the housing contract, he/she must submit a written request to the Graduate & Family Housing Office for review. Moving out of Graduate or Family Housing does not constitute cancellation of the housing contract and does not release you from financial responsibility for all relevant charges.
- If the housing contract is terminated prior to the end of the contract's term, the University may require the student to pay all charges for the full remaining duration of the contract or until the University finds another eligible occupant to take the student's place.
- Regardless of when Contract cancellation is submitted or approved, official cancellation will not take effect until you have properly completed checked out of housing as described in this document.
- In the event that Biola University closes University Housing or its campus due to guidance from local, state, or federal authorities for public health reasons, including coronavirus, Biola University will terminate the Housing Contract, and students will be required to vacate the premises within the timeline established for vacating the premises in the event of contract termination.

Vacating Premises

- If your housing contract is terminated, our expectation is that you will vacate the room, apartment, or house within 48 hours unless special permission, in writing, has been obtained from the Associate Director of Auxiliary Operations or his/her designee.
- If you leave any belongings in or outside the room, hall, house, apartment, carport, garage, patio, yard, external storage locker, kitchen, or laundry room or on any University-owned or -managed property, the item(s) will be considered abandoned property and disposed of, and you may be billed a disposal charge.

Refunds

- Upon completion of the full term of the housing contract, students who have vacated housing and properly completed checkout as described in this document, will receive a prorated refund of unused housing fees already paid for the balance of that month. The security deposit, less any damage costs or unpaid housing fees, will be refunded at the same time.
- For Graduate Housing residents: if at the time of cancellation there is an outstanding balance on your University Account, your refund(s) will be applied to your outstanding Account balance, and any remaining amounts will be refunded to you directly.
- Refunds are calculated from the beginning of the day following the date on which you properly check out of Graduate or Family Housing
- Refunds will be issued within three (3) weeks of checkout from housing.
- Dining Plans must be canceled explicitly and separately from housing by contacting the Dining Services Office.

5. CARE OF THE FACILITIES

RESIDENTS' RESPONSIBILITIES

- You must maintain the assigned premises in good condition and repair. Upon termination of the housing contract, we expect the premises to be surrendered in the same condition as when received, ordinary wear and tear and acts of nature excepted.

- All trash must be disposed of in dumpsters outside the building, not in community areas.
- Electronic waste may be disposed of only in approved locations on campus.
- House residents must push trash bins out on the street the night before trash pickup and move them back onto the house property the night following trash pickup.
- Residents may not sleep in living rooms or hall lounges, but only in their assigned bedroom.
- Bathrooms in houses are to be shared equally. No one has “their own personal” bathroom.

CLEANING

- All residents must keep houses, rooms, apartments, and community areas clean at all times. Cleaning work in Graduate Housing must be shared equally among all residents of the house or suite. Residents are responsible for assigning equitable cleaning responsibilities.
- Residents must provide all cleaning supplies, except in houses where a vacuum is provided.
- All used dishes and cookware must be cleaned and stored away within 24 hours of being used, except in Sigma Hall where they must be cleaned and stored away immediately after use.
- In all Graduate Housing, old food must be discarded weekly from community refrigerators to prevent mold development and stains.
- No clothes are to be left in Graduate Housing bathrooms at any time, and towels are to be stored away neatly after use.
- Toilets, sinks, and shower doors and walls in bathrooms in all Graduate & Family Housing are to be cleaned bi-weekly to prevent development of mildew, mold, and other damage.
- Graduate Housing residents must clean up messes made in the kitchen and put away any personal or University-owned items immediately after use.

LAUNDRY ROOMS

- Laundry rooms and laundry equipment are for the exclusive use of residents.
- Residents may not store any personal belongings or clothing in laundry rooms.
- Laundry machines are owned and maintained by a third-party vendor, not by Biola University.

ROSECRANS APARTMENTS OUTDOOR AREAS

- Due to fire code and in the interest of keeping up the appearance of the complex, walkways in front of apartments must be kept clear of all personal belongings with the exception of welcome mats.
- Do not hang anything except small wind chimes or bird feeders on or over the railings.
- Personal barbecue grills may be used in the patio areas outside of pool gates, away from walls and woodwork but not under overhanging balconies. Cooled grills may be stored along the walls out of traffic areas. Grills may not be stored or used in apartments, laundry rooms or garages, or on upstairs walkways.

STORAGE

- Biola does not provide storage for student belongings, including over the summer.

- Do not store personal items, except bicycles, in the carports or garages, except within carport storage lockers available in some Family Housing units.
- Engines, jet skis, boats, tires, gasoline, oil, fuel cans, photographic development chemicals, and any flammable, hazardous, or toxic substances may not be stored anywhere on University property.

MAINTENANCE & PESTS

- Report maintenance needs to Facilities Management
- Report furniture needs to Residential Facilities
- Report pest or rodent problems to Residential Facilities
- The University provides weekly pest control services through a third-party contractor.
- Residents must carefully inspect all furniture, mattresses, and clothing brought into University Housing for bed bugs. In the event that bed bugs are found in any Housing property, all residents must comply with all treatment and prevention instructions provided by the University to stop the infestation.
- Students who bring bed bug-infested items into University Housing or who fail to comply with all treatment procedures and who thereby aid the spread of an infestation may be held financially liable for treatment costs, including but not limited to, replacing University-owned mattresses or furnishings damaged by the infestation.

DAMAGE

- You are responsible for the area in which you live.
- Report damage immediately to the Graduate & Family Housing office. Timely reporting could decrease the cost of repair and could lessen the overall impact of the damage.
- Each student must complete a Housing Inspection Form and submit it to the Graduate & Family Housing Office within 72 hours of move-in. Students must record all pre-existing damage or missing items on this form. Any damage or missing items discovered during the year which are not recorded on the Housing Inspection Form will be considered as having occurred after the student moved in, and the student and/or their housemates will be held financially responsible for the repair or replacement of the damaged or missing item(s). Students must keep a copy of their Housing Inspection Form when they turn it in. Biola University is not responsible for missing or misplaced Housing Inspection Forms.
- Any projects, including art projects as part of Biola classes, which involve painting, dyeing, or other potentially damaging activities may not be performed on any University-owned property.
- Repair costs for any damage other than normal wear and tear will be charged to your student account.
- If the individual responsible for damage, loss or defacement cannot be determined, the relevant costs may be equally assessed to all the residents of the house, hall, or apartment.

6. POSSESSIONS & CONDUCT

STANDARDS OF CONDUCT

Biola University has thoughtfully and prayerfully crafted Standards of Conduct for both Graduate and Undergraduate students. It is our expectation that residents of Graduate & Family Housing will be familiar with the standards and willingly be accountable to them. Violations of any standard of conduct may be cause for housing contract termination. Assessment of any given situation will be made by the Senior Director of Auxiliary Services, Associate Director of Residence Life, Chief of Campus Safety, and/or the Dean of the appropriate graduate school(s).

ROOMMATE CONFLICTS

- We expect that our residents will exercise integrity, kindness, compassion, and tolerance in their interpersonal relationships. Conflicts between residents are expected to be resolved among the students themselves.
- Residents who require assistance with conflict resolution should contact the Graduate & Family Housing Office for impartial assistance and accountability.
- Students will typically not be released from their housing contracts due to interpersonal conflicts. At the recommendation of the Associate Director of Auxiliary Operations, Housing staff will work with individual residents to make changes of housing assignments if the process described above is not successful.

FURNITURE/FURNISHINGS & PERSONALIZATION

- You may not redecorate, paint, modify, or alter University-owned property, furniture, appliances, or fixtures without the prior written consent of the Graduate & Family Housing office.
- University furniture may be rearranged as long as the structure of the house or apartment and all permanent features remain unchanged.
- All furniture and appliances assigned to a room or house must remain in the room/house and may not be removed.
- Charges for replacing missing or damaged furnishings will be billed to the individual(s) to whom that equipment is assigned.
- Graduate Housing kitchens are not equipped with kitchen utensils or appliances, besides a refrigerator and stove/oven. Residents must provide their own cookware and utensils.
- Mattresses must remain on bed frames and may not be placed directly on the floor.
- Personal mattresses may only be used in Graduate Housing if required for medical reasons with doctor's documentation and with approval from the Graduate & Family Housing Office. Prior to the mattress being brought into the hall/room/house, students must carefully inspect personal mattresses for bed bugs, and a release of liability form must be signed with the Graduate & Family Housing Office.
- Electrical outlets, switches, and lighting fixtures, including ceiling fans, may not be removed, altered, or added.
- In Graduate Housing, beds may be lofted or bunked only according to approved configurations, as defined by Residential Facilities. Personal lofts or platforms are prohibited. Lofted and bunk beds are installed with a safety side rail. Use of lofted or top bunks without a safety rail may increase the risk of injury of falling from the bed. If a student elects to remove the safety rail, he/she must sign a waiver of liability prior to removing the rail, agreeing to freely assume full responsibility for any risks of loss, property damage, or personal injury that may result from their decision to remove the safety rail. The maximum height of the upper level mattress support surface for lofted or bunked beds is 59 inches. Bunked beds may only have two sleeping surfaces.
- No paint, wallpaper, contact paper, tape, or other adhesive products may be used on walls or any University-owned furniture.
- No alternative flooring, such as tile, wood, or wall-to-wall carpet, may be installed in halls/rooms/houses/apartments. Only area rugs without adhesive backing may be utilized.
- Only small finishing nails may be used to mount items onto walls.
- Decorations on fire doors are prohibited.
- Decorations should be kept at least 12" from the ceiling.
- University-owned appliances may not be dismantled, deactivated, stored, or removed from Graduate Housing.

- In Sigma Hall, the electrical capacity of personal appliances and devices are limited as follows per room:
 - Stereos to 200 watts or 1.7 amps
 - Televisions to 150 watts or 1.25 amps
 - Refrigerators to 190 watts or 1.6 amps
 - Hair dryers to 1300 watts
- Window screens must be kept in place at all times. Students with missing screens or who remove or damage screens or enter the hall/room/house/apartment through a screen will be fined at least \$50.
- See Prohibited & Illegal Items below.

CHRISTMAS DECORATIONS

- Because of state and county fire codes, only Christmas trees which have been fireproofed are allowed in University housing. Christmas trees must be purchased from a vendor who can treat and tag the tree and issue a fireproof certificate. Using a can of fire retardant spray will not meet the fire code. The vendor's tag must remain on the tree and the certificate must be presented to Facilities Management before the tree is taken into any building.
- Artificial trees must also be made of fire resistant material.
- Christmas light electrical cords may not extend through any doorway, ceiling panel or window, across any hallway or other traffic area, or be placed under any carpet or rug. Indoor lights may be used, but not with extension cords. Outdoor lights may not be used indoors. No lights may be hung near water sources.

PROHIBITED & ILLEGAL ITEMS

Any prohibited or illegal item, as described below, found in University-owned housing will be permanently confiscated and disposed of or provided to federal, state, or local authorities.

Possession or use of any prohibited or illegal item, as described below, by a student or their guest may be cause for termination of a student's housing contract, removal from housing, disciplinary action, and/or referral to local authorities for legal action.

In accordance with the Biola Student Handbook, residents and their guests, regardless of their age, may not promote, possess, distribute, store, sell, or use the following on or in any University-owned or –managed property:

- Alcohol
- Tobacco products
- Drug-related items:
 - Illegal drugs
 - Drug-related paraphernalia (including, but not limited to, pipes, hookahs, bongs, water pipes, herb grinders, rolling papers, blunt splitters, and lighters)
 - Marijuana (including “medical marijuana”)
 - Unauthorized prescription medications
 - Any other substance used for becoming impaired or intoxicated.
 - Non-alcoholic beer, wine, or champagne.
- Empty packages or containers of the above items may not be stored on any University property.
- Any toxic or potentially harmful chemicals or substances

- Weapons:
 - Firearms
 - Ammunition
 - Explosives
 - Air, BB, or pellet guns
 - Paintball guns
 - Blowguns
 - Bows of any kind
 - TASERS or stun guns
 - Batons or clubs
 - Swords
 - Martial arts weapons
 - Knives longer than 2.5" (knives used in kitchen preparation exempted),
 - Any other weapon
- Fire risks:
 - Fireworks or firecrackers
 - Candles and incense burners
 - Halogen lamps
 - Hoverboards and similar devices
 - Oil, gasoline, fuel, or any other flammable substance
- Water beds or water-filled furniture
- Hammocks and personal loft or platform equipment for beds
- Electric space heaters at 14509 Rosecrans Avenue (due to limitations of the electrical systems)
- Air conditioning units that sit in a window frame
- Personal appliances that connect to existing plumbing or gas lines, including but not limited to:
 - Washing machines
 - Dryers
 - Water filtration systems

Possession of firearms on University property is a felony under 626.9 CPC.

Students whose electrical devices exceed the load limitations of their room/house/apartment may be required to remove those devices from housing.

In Sigma Hall, the following items are prohibited:

- Extension cords due to risk of fire. Instead, use surge protectors.
- All personal heating or cooking devices are prohibited, including but not limited to: hot plates, burners, microwave ovens, toaster ovens, electric skillets, rice cookers, toasters, blenders, crockpots, popcorn poppers, sandwich makers, or grills. These items may only be used in the hall kitchen.
- Air conditioners
- Space heaters
- Clothes irons. May only be used in the laundry room

- Wireless (wifi) routers

HAZING

- Biola University supports and enforces federal and California state laws which prohibits hazing. For additional details and information, see the Student Handbook.

NOISE

- Mutual respect and regard for others are to govern acceptable levels of noise at all times. In the interest of maintaining an environment appropriate to study, residents responsible for excessive noise and/or disruptive behavior may be removed from University housing. In the case of multiple or continued complaints, residents may be asked to remove stereos, instruments, or other noise sources from the house or apartment.
- Noise is an issue for the community surrounding the Biola campus as well. La Mirada has a city ordinance requiring quiet after the hour of 10:00 p.m. The Los Angeles County Sheriff's Department will issue citations to offenders of this ordinance. All residents must support this ordinance by keeping quiet after 10:00 p.m.
- Students may not play physical sports inside University Housing, due to risk of damage or injury.

DISRUPTION

- In certain circumstances, when a student's presence or conduct may cause a disruption of the educational process or be considered a threat to individuals, to the community, or to University property, the University reserves the right to remove a student from University housing temporarily or permanently, and to restrict a student's access to campus.
- Students have a right to ask questions, seek information and assistance, or to express dissent, but this right must be exercised in a manner consistent with the Standards of Conduct. It must not be practiced in a way that violates the rights of others and the educational mission of the University.

PETS/SERVICE ANIMALS

- No pets of any kind are allowed in Graduate & Family Housing.
- Emotional Support Animals or Service Animals with doctor's documentation must be approved in writing in advance by Biola's Learning Center and must be house-broken. Student is responsible for behavior of and any damage caused by the approved Service or Emotional Support Animal, including but not limited to urination or defecation. Contact The Learning Center for information on requirements and the application process.

7. SAFETY & SECURITY

KEYS

- Never loan your housing or mailbox keys or garage/ gate remote to another individual. No one other than the residents of a given house or apartment will be granted access to that house or apartment.
- Thefts do occur in the community surrounding Biola. Therefore, you are responsible for making sure that the house or apartment is locked each time you are away. To increase the chances of recovering stolen property, report thefts immediately to Campus Safety.
- Notify the Graduate & Family Housing Office immediately if any keys are lost, stolen or broken.

- Security policy requires that rooms, houses, or apartments are rekeyed if a key is lost or stolen. A charge for the cost of rekeying the property will be billed to the student with a minimum charge of \$55. A \$5 charge will be assessed to the student for replacing broken keys.
- Residents are required to keep their room, hall, house, or apartment locked at all times when they are not present to prevent theft.

ENTRY

The University reserves the right for its authorized employees, contractors, or agents to enter halls, rooms, houses and apartments at any time under the following guidelines:

- In an emergency where there is clear and imminent threat to the well-being of students or the University's personnel or property.
- To conduct maintenance and repairs requested by residents or as scheduled for regular upkeep or as needed to protect or maintain University property. When practical and in non-urgent situations, Facilities Management will make reasonable attempts to provide 24 hour notice in advance of entering the unit to effect repairs. Repairs, refurbishments, or upkeep or exteriors or grounds may occur without prior notice.
- To conduct regular health and safety inspections for cleanliness and compliance with safety standards, furnishing policies, and state health guidelines, in accordance with University guidelines.
- To show vacancies in a hall, house, or apartment to a prospective resident, even if unit is partially occupied. Where practical, residents will be given notice 24 hours in advance before showing the vacant space.
- (For Graduate Housing) To investigate suspected violation of or enforce the housing contract or University rules, regulations, or policies or federal, state, or local laws, ordinances, etc. Premises occupied by students and possessions of students and their guests may be subject to search by University personnel upon a good faith determination by the Senior Director of Auxiliary Services, Chief of Campus Safety, Associate Dean of Residence Life, or his/her designee that such a violation may have occurred. A reasonable attempt will be made to have the student present during the search, when practical.

PERSONAL PROPERTY

- Residents are solely responsible for all their personal belongings stored on University property.
- The University assumes no responsibility for any lost, stolen, or damaged personal property. Residents or their belongings are not under the University's insurance policy.
- The University is not responsible for damage to or loss of personal belongings as result of fire, wind, water, insects, rodents, vandalism, theft, weather, or acts of nature.
- Residents are strongly recommended to purchase renter's insurance for the protection of their personal property.

FIRE SAFETY

All fire protection equipment has been installed to protect life and property.

- Disabling, modifying, or tampering with fire equipment in any way is considered a misdemeanor according to the Los Angeles County Fire Code, County Ord. 2947 and 148.4 CPC. Residents found violating these laws are liable for a fine of up to one thousand dollars (\$1,000.00) and/or a one year jail sentence. Violations include:
 - Removing or tampering with any fire equipment on a door, including automatic door closers (Sec. 10.104e);
 - Removing or tampering with other fire protection equipment, including fire extinguishers, smoke detectors, fire alarms (Sec. 13.201) or removing batteries from smoke detectors or fire extinguishers from walls (Sec. 13.202).

- Pulling fire alarms on false pretenses
- Propping open fire exit doors
- First offense in breaking of the fire code on campus property may result in \$50 fine, formal charges, removal from housing, and/or other disciplinary action.
- In addition to fines and jail terms applicable to misdemeanors (see above), tampering with smoke and/or heat detectors in University-owned or –managed property will involve a two hundred dollar (\$200.00) fine per incident plus the cost of any replacement parts that may be necessary. Persons found guilty of such tampering may be apprehended and prosecuted according to Los Angeles County Fire Code County Ord. 2947 and 148.4 CPC.
- Replacements for any damages or missing smoke/heat detection systems in any Graduate Housing will be the financial responsibility of the contracted residents.
- Residents of Sigma Hall are required to evacuate the building and comply with all Biola employee instructions during fire drills.
- Fire drills at Family Housing will be conducted on a regular basis by Campus Safety. When the alarm sounds, exit the building immediately and proceed to the designated meeting place: Trinity Reformed Baptist Church, 14407 Rosecrans Avenue at Estero Road. All residents on the property at the time are required to respond to the fire alarm.
- Residents who fail to evacuate a building during a fire drill may face disciplinary action.
- All stairwells, walkways, hallways, and balcony walkways must remain clear of furnishings, trash, or personal belongings at all times.
- Emergency exit doors in Sigma Hall may not be used for entry or exit, except during an evacuation emergency. Such doors may never be propped open for any time. Violators will be fined or disciplined.

PARKING

- Parking in Family Housing lots is by permit only. Resident must obtain a no-cost parking permit from the Campus Safety Office. Non-permitted vehicles may be ticketed or towed at owner's expense.
- Park only in the space(s) assigned to your apartment. Do not change spaces without prior approval from the Graduate & Family Housing office. Do not park in driveways or unassigned parking spaces, even on street sweeping days.
- Moving vans may not be parked in driveways or parking lots at Family Housing apartments. They may only be parked on the street in designated parking areas.
- The City of La Mirada schedules street sweeping weekly. If you park a vehicle on any street in La Mirada, you must be aware of posted signs for prohibited parking days and times. The City may issue citations payable at owner's expense for violation of posted parking prohibitions.
- If you drive a car to or park on campus you must purchase a parking permit from Campus Safety.
- See Campus Safety's website (<https://www.biola.edu/campus-safety/vehicle>) for all driving and parking regulations.
- Provide your vehicle information (make, model, year, color, plate number) to the Graduate & Family Housing office before parking any vehicle at your house or apartment complex.
- Portable storage units (like PODS) are not permitted at Family Housing apartments, in the driveways or parking lots or on the street (due to City of La Mirada's regulations). It may be possible to arrange temporary storage of a unit on-campus, but all such requests must be approved in writing and coordinated in advance with Campus Safety, Facilities Management, and the Graduate & Family Housing Office.
- Contact Campus Safety for regulations on storing vehicles on campus during the summer.
- No vehicle mechanical work of any kind is permitted in Graduate or Family Housing.

SKATEBOARDS/ROLLER-SKATES/IN-LINE SKATES

Skateboards, roller-skates, in-line skates (e.g., rollerblades) or any other skating device may not be used anywhere on the University property.

SOLICITORS & TRESPASSERS

- “No Soliciting” signs have been posted that empower you to politely ask any solicitor, canvasser, or pan-handler to leave the property immediately. Contact Campus Safety immediately to report solicitors.
- Please report anyone you see engaged in any suspicious activity (such as rummaging through trash) to Campus Safety immediately.

BICYCLES

- All bicycles stored in Graduate or Family Housing must be registered with Campus Safety at no cost.
- Bicycles may only be parked in a bike rack and must be locked with a u-lock around the bike’s frame and rack.
- Bicycles may not be parked in any building lobby, deck, courtyard, hallway, restroom, kitchen, laundry room, or against pool fences.
- Bicycles may not be operated or ridden inside residence hall rooms, apartments, or houses.
- Periodically the Graduate Housing Office may require residents to claim ownership of their bikes. Residents are required to participate and claim their bikes. Any unclaimed bikes will be considered abandoned property and discarded.