

# **LANCASTER BIBLE COLLEGE**

*Residence Life*

## **Your Guide to Living on Campus**

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## Welcome to Lancaster Bible College and our Residence Halls!

Your residence hall is a place of community and growth where you will experience life-on-life relationships with others in your building that are both challenging and rewarding. The Residence Halls are a place where deep connections, good conversations, prayer, study, laughter, and growth will occur.

Come prepared to learn and engage – living in a community is not always easy! But we have policies and staff to help you navigate the challenges of life together and make wise decisions, as well as a common commitment to helping your faith and knowledge of God deepen while you are living with us.

As with so many other areas in life, what you get out of living in community on our campus will connect directly with what you put into it. Connect with your hall-mates, go to meals together, and participate in Bible studies, section events, and campus activities. Take the initiative to get involved! We hope you make the most of your time here and we are excited to welcome you as a valuable part of our residential community!

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# Residence Life Mission

## Mission Statement

Residence Life cultivates welcoming, Christ-centered communities that foster individual growth, meaningful connections, and purposeful learning.

## Philosophy

### Grow: Individual Growth

We aim to celebrate the individuality of each student, encouraging them to grow in their personal strengths and discover their unique vocations within the context of Christian community. Students are encouraged to deepen their faith through Bible studies and accountability, as well as to ask questions and explore their own identities and values in a safe space.

### Connect: Christ-Centered Community

The community living experience of the residence halls provides unique opportunities for students to cultivate personal holistic growth. Events, faculty/staff connections, and meaningful conversations help students to find a sense of belonging and a positive community on campus.

### Learn: Education Outside of the Classroom

Living on campus is an integral part of the Lancaster Bible College educational experience and learning outside of the classroom. Intentional programming in the residence halls focuses on personal growth, community, and life skills.

## Student Learning Goals

As a result of living on campus, students will:

**Grow** *Students will deepen their knowledge of God, self, and the world.*

1. Students will explore their faith and understanding of God
2. Students will deepen their understanding of their personal strengths, values, identities, and worldviews.
3. Students will expand their awareness of social concerns and how to engage with them from a Biblical perspective.

### **Connect**

*Students will experience meaningful connections, healthy relationships, and contribute to a thriving community.*

1. Students will cultivate meaningful connections with other students.
2. Students will engage in strategies to foster and maintain healthy relationships and communities.
3. Students will practice hospitality by engaging with diverse perspectives, ideas, and ways of life.

### **Learn**

*Students will develop skills, habits, and practices that enhance their college experience and prepare them for life after college.*

1. Students will build independent living skills.
2. Students will develop lifestyle habits that reflect Christ in their personal lives, workplaces, and communities.
3. Students will practice methods of maintaining and improving personal wellness.

## **Christ-Centered Community**

### **Overview**

Having a Christ-centered community depends on you! Each member plays a vital role in creating and maintaining a healthy and vibrant community. Rules and policies exist to facilitate the orderly operation of our community, but those are not what determine the nature of the community. Instead, it is up to each person and your desire to live as an active follower and disciple of Jesus Christ.

To prepare for life together, consider the following biblical exhortation that provides guiding principles for our community:

*"Above all, **keep loving one another** earnestly, since love covers a multitude of sins. **Show hospitality to one another** without grumbling. As each has received a gift, use it to **serve one another**, as good stewards of God's varied grace: whoever speaks, as one who speaks oracles of God; whoever serves, as one who serves by the strength that God supplies - **in order that in everything God may be glorified through Jesus Christ.**"*

*1 Peter 4:8-11*

### **Life Together in Your Section**

Each section will work together to create a **Community Living Agreement** that presents a shared vision for how you will live together, address concerns within your section, and hold each other accountable. Resident Assistants will lead this process and guide section members in creating this shared agreement. Come to your section meeting ready to share your ideas, ready to negotiate differences of opinion and ideas, and willing to commit to upholding the agreements established by your section.

Here are some additional tips for living in community:

1. **Be others-centered!** How do your words, actions, and decisions affect those around you? In humility, consider others (Phil. 2:3-4). Be quick to ask, how can I help? and to extend grace. We are called to live for others just as Christ did. When we remove focus from ourselves to the needs of others and the community, it can help us to be less anxious, more fulfilled, and ultimately, more like Christ.
2. **Speak up!** We know it can be intimidating to advocate for yourself in a new community, but this is your home and being vulnerable helps to make sure your needs are heard as well as creating a safe space for others to share their opinions and needs.
3. **Get involved!** Your RA(s) will plan activities, meals, Bible studies, and other opportunities for you to connect with others, deepen your faith and relationships, and to just have fun! Take advantage of these opportunities to get the most out of your college experience.
4. **Be respectful!** Follow the rules and policies established by LBC and your section, treat others with dignity and respect, including your RA and other LBC staff, and respond to reasonable requests reasonably and timely. Actions (direct or indirect) that discriminate based on race, gender, religion, disability, national origin, age, political views, or sexual orientation are not tolerated in a community based on Christian values.
5. **Be a problem-solver!** Seek solutions and address personal matters privately. You are bound to encounter frustrations with others in your community at some point, but avoid gossip and resentment. Be gracious when someone confronts you and be gracious in confronting others! Listen, take responsibility, be honest, and be eager to make things right. Residence Life staff is able to assist in navigating conflict if individual attempts do not resolve an issue.

## Life Together with Your Roommate(s)

Whether you are rooming with a friend from home, someone you met at orientation, or someone you've never met before, this can be one of the most shaping relationships of your life. Nothing will teach you patience, grace, and self-awareness like living with someone else!

Start out by being open and honest with one another about your expectations for living together (even if you've known each other for your whole life!). You will use the **Roommate Agreement** to facilitate a conversation that will help you establish healthy boundaries, realistic expectations, and other living arrangements that will start your semester off right and keep your relationship moving in the right direction. Think about the questions below in preparation for creating your Roommate Agreement. Be sure to set a time early in the semester to create and formalize your agreement with your roommate!

1. Why am I attending Lancaster Bible College?
2. What are my goals for this year?
3. What are my likes and dislikes?
4. What are my needs vs wants when it comes to things like sleeping, studying, cleanliness, and other living habits?
5. What would I like most in my relationship with my roommate?

Take responsibility to get to know your roommate (and others in your section or apartment), to be friendly, and to be respectful. Your room needs to be a positive and healthy space for BOTH of you to sleep, study, and relax. In half (or a third) of the partnership, you are responsible for a large part of that environment. Remember that as you navigate conflict, Residence Life staff members are available to talk through situations and help you problem-solve.

While we hope that your relationship with your roommate is positive and challenges you both to grow, it is okay if you do not become best friends! You may have different schedules, hobbies, interests, or friend groups, but learning to accept and respect differences in your roommate is a valuable life lesson.

Here are some common roommate issues and suggested solutions:

1. **One of you is very sociable and the other is more reserved.** Establish guidelines for when it is okay to have friends over to the room and when there needs to be private time in the room. Find alternative study spaces, like in the TLC, for additional quiet time.
2. **One of you is exceptionally clean and the other is messy.** Try to compromise on shared spaces, but also identify personal zones for each of you that can be kept at your personal level of cleanliness or messy.
3. **One of you is a borrower.** Decide what you are okay sharing and write it into your Roommate Agreement, but also make a habit of asking before borrowing. Determine for yourself when you can be generous in sharing, when you should split costs for shared items, and when something needs to be reserved just for you.
4. **One of you wants to be best friends.** It's okay if you are not best friends with your roommate! But you do need to respect one another. Be intentional about building relationships with others in your section, on your floor, in your classes, etc. It is good to have a few close friends you can turn to, but also healthy to have an expanded social network! If you notice your roommate struggles to make connections and just relies on you, help them to get out of their comfort zone to meet others.

Keep your communication lines open with your roommate! Address issues early before they get too big, and address them privately when possible (do not gossip or slander!). Be proactive in producing solutions, honestly assess where you can compromise, listen to each other, and show grace.

## General Information

### Important Housing Dates

Date	Time	Event
Friday, August 15	10:00 AM	
Friday, August 15	12:00 PM	Move-In for Fall Athletes (look for communication from your coach to determine if you need to arrive today or on the official move-in day)
Friday, August 22	9:00 - 11:00 AM	Fall semester move-in for new students (check your email for your assigned move-in time)
Sunday, August 24	1:00 PM	Fall semester move-in for returning students
Friday, October 10	5:00 PM	Res Halls close for Fall Break (break housing available*)
Tuesday, November 25	5:00 PM	Res Halls close for Thanksgiving Break (break housing available*)
Thursday, December 11	5:00 PM	Res Halls close for Winter Break (break housing available* EXCEPT December 20 – Jan 1)
Sunday, January 11	1:00 PM	Spring semester move-in for returning students
Friday, March 6	5:00 PM	Res Halls close for Spring Break (break housing available*)
Thursday, April 2	5:00 PM	Res Halls close for Easter Break (break housing available*)

Thursday, May 7	5:00 PM	Res Halls close for Summer Break (very limited summer housing available for on-campus employees and summer students)
Graduation Day	5:00 PM	Res Halls close for Spring graduates

\*Break housing request form must be completed at least one week prior to breaks.

## Move-In Days

**The official opening day for first-year and transfer students begins Friday, August 22 at 9:00 AM** (students who are arriving early for fall athletics will receive information regarding move-in times).

**The official opening day for returning students is Sunday, August 24 beginning at 1:00 PM** (students who are arriving early for fall athletics, on-campus employment, etc. will receive information regarding move-in times).

**Any student needing to arrive earlier than the official opening dates for any reason, including Fall athletics, must submit an Early Arrival request by August 1**, or the advertised deadline. Due to staffing constraints and safety considerations, early arrival requests will be approved only for fall athletes, on-campus employment, or other LBC-related responsibilities. Approval to arrive early for off campus employment or volunteer work will not be approved. Long distance travel will be considered on a case-by-case basis and will not be approved for more than 24 hours prior to the official opening date.

Students who arrive early without prior approval from Residence Life will be charged \$40 per night if they are early or may be asked to find alternate housing off campus.

Meal plans for returning students begin with dinner on Sunday, August 24.

## Breaks and End-of-Semester Closing

Make travel arrangements according to the dates and times listed above. Due to staffing constraints and safety considerations, opening and closing times are strictly enforced. Students who must remain on campus during breaks will complete a Break Housing request. The form to request break housing will be sent to students prior to each break and will be posted in residence hall as a QR code. A charge is associated with remaining on campus during Winter Break.

Residence Halls will reopen for students returning from breaks at 12:00 PM on the final day of each break.

Summer housing is available to students on a first-come, first-serve basis, with priority given to students employed on campus. Summer housing is charged at a summer term rate, not weekly. A discounted housing rate is available for students who work 390 or more hours in an on-campus position..

*See more information about breaks on page 15.*

## Residency Agreement

LBC views community living as an essential part of a student's college learning experience. Students have greater access to supports, resources, and personal connections that help them flourish during their undergraduate years. Research shows that students are more likely to thrive academically and socially and experience a greater sense of belonging when they live on campus. The College provides housing for full-time traditional undergraduate students throughout the entirety of their education at LBC, including students in a 4+1 program. Online, part-time, or



graduate students are not eligible for campus housing. On-campus housing is primarily for traditionally aged students (ages 17 – 23). Students who are under the age of 17 or over the age of 23 upon enrollment to the College may be required to participate in an interview with Residence Life staff to determine if on campus housing is suitable.

Each student is expected to be aware of all responsibilities as described in the *Residency Agreement*, as well as all regulations, policies, and standards as outlined in the Student Handbook and within each residence hall.

**The Residency Agreement states that full-time traditional undergraduate students will live in College-owned housing during their entire undergraduate experience at Lancaster Bible College, unless they meet the qualifications and have been granted permission, in writing, by the Office of Residence Life to be released from the Agreement and live off campus.**

**Residency Agreements are binding throughout a student's undergraduate enrollment at Lancaster Bible College.**

## Release from the Residency Agreement

Students must apply to be released from the *Residency Agreement* if they wish to live off campus as a traditional undergraduate full-time student. Students planning to commute from their permanent residence may be released at any time (see the College Refund Policy). Students wishing to live independently off campus must apply in the Spring semester for the following academic year and will not be released mid-year unless there are extenuating circumstances. New students seeking release from the Residency Agreement must apply before August 1. Late enrollment students (after August 1) should contact the Office of Residence Life as soon as possible to be considered for release.

To live off campus, a student must meet the following minimum criteria prior to the beginning of the Fall semester:

- Living with a parent or legal guardian at their permanent address within 40 miles of the College, OR
- Living with a spouse and/or their children, OR
- At least 23 years of age by the start of the Fall semester, OR
- Successfully completed at least 90 credits, AND at least 21 years of age, AND in good standing with the College, OR
- Have new extenuating medical or financial circumstances, AND in good standing with the College

Students who are released from the *Residency Agreement* must update their address with the Solutions Center. Students must submit a copy of their signed lease, clearly indicating their address, and planned roommate(s) to the Office of Residence Life. Students who will not have a formal lease must submit a written letter from the owner of the residence stating the nature of the arrangement.

The Office of Residence Life reserves the right to limit the number of students released from the *Residency Agreement* to off campus housing each year, and also reserves the right to deny requests based on the student's current standing with the College, or planned off-campus living arrangements.

**Students and their families should not sign any off-campus lease agreements prior to being formally released from the *Residency Agreement* as students will still be responsible for on-campus housing costs if they are not approved for release.**

*The full Residency Agreement is available is available [here](#) or by emailing [residencelife@lbc.edu](mailto:residencelife@lbc.edu)*

## Residence Life Staff

### Director of Residential Life

The Director of Residential Life oversees the entire Residence Life program and housing with responsibility for training and equipping the staff, including Graduate Assistants and Resident Assistants, and plays a key leadership role within the Student Affairs Office. The Director casts vision and goals for Residence Life within the overall mission of Lancaster Bible College. In addition to managing a residence hall and supervising a team of Resident Assistants, the Director works closely with our international students and provides programming and resources that support the overall wellbeing of our resident students.

### Resident Director

Resident Directors are professional Residence Life staff or Graduate Assistants (GAs) that manage residence halls and directly supervise Resident Assistants. They provide mentorship, leadership, and opportunities for building connections with other students on campus. Resident Directors live on campus to provide a supportive and connected campus community.

### Resident Assistant

Resident Assistants (RA) are current upper division students who live in the Residence Halls and provide leadership within a section. The RAs most central responsibility is to create a safe and welcoming Christ-centered community that fosters learning and a sense of belonging in the residence halls. The RA connects students to appropriate on-campus resources and serves as a link between the residents and the College, reporting directly to the Hall Directors and the Director of Residential Life. RAs are selected each Spring semester for the following year.

## Residence Halls

There are four Residence Halls, one Apartment complex on the LBC campus, and one off-campus Hall. All buildings house both male and female students in designated male or female sections. Residence Halls are managed by a professional Residence Life staff member and a team of student staff, Resident Assistants.

Each student is provided with a twin XL bed and mattress, a desk and chair, dresser, and a wardrobe or closet. All buildings have air conditioning and heating, and laundry access. Buildings and hallways are kept locked and only accessible via assigned card access. Each student receives a key to his/her assigned room.

Housing selection takes place in the Spring semester for the following year.

### Clemens Hall

Clemens Hall is the oldest residence on campus and houses just 34 students. This female-only hall has a shared kitchen, large rooms, community-style bathrooms, and is located close to the dining hall.

### East Hall

East Hall was built in 2015 and houses 130 students in double and triple rooms. Students in each of the five (5) hallways share a community-style bathroom and a lounge. Hallways are connected by larger common spaces that are shared by the entire building. Each hallway is designated for either male or female resident students.

### Peterson Hall

Peterson Hall is the largest Residence Hall on campus. This suite-style building houses 192 male and female residents. Each suite has two full bathrooms, a small lounge, and four double rooms. Three lounges, one on each floor, allow for larger group gatherings and community outside of the sections. Twelve Resident Assistants serve in this building.

### Weber Hall

Weber Hall houses 112 male and female students. Four smaller lounges connect each hallway and are accessible only to the residents of those hallways. Two larger lounges are available for larger gatherings with students from throughout the building. Eight Resident Assistants serve this building.

### Weber Apartments

Each of the apartments houses four (4) students. Each apartment has two double bedrooms, a living area, an eat-in kitchen, a bathroom, and laundry facilities to encourage independent living. Students must have completed 60 academic credits to live in the apartments. A meal plan is optional for apartment residents.

Charger Hall houses up to 50 females in this independent living option. Each room sleeps two (2) females and is equipped with its own private bathroom. These residents have access to two kitchens as well as two laundry rooms. Other amenities include, but are not limited to, pickleball courts, Cafe, fitness center, and so much more. One Resident Assistant serves in this building. A meal plan is optional for Charger Hall residents.

## Residential Community Standards

The following community standards (listed alphabetically) are specific to residential living. All LBC students who reside in or visit our residential facilities are expected to abide by these policies. Furthermore, students are expected to govern themselves according to The LBC Journey Student Handbook, as well as federal, state, and local laws. Violations of Residence Life Standards and Policies are resolved through administrative action or through the Student Conduct system.

**Bicycles, Scooters, Skateboards, Skates, and Hover Boards** Students should take care when storing bikes, skateboards and other personal items and will be held responsible for any damage to walls or College property through improper storage. Students should register their bikes with Public Safety and are encouraged to lock their bikes when parked outside. Unclaimed bikes at the end of the school year will be removed by Public Safety during the summer. Bikes, scooters, skates, and skateboards are not permitted to be used in any College-owned building, including housing. These are permitted outside on College walkways and paths. These items should be stored in student rooms or vehicles, or in designated areas, and not leaned against a wall where they might do damage. Hover boards are not permitted in College buildings or on College property.

**Building Exteriors** Students may not hang, drape, or display any banner, flag, or object from campus housing windows, or on the exterior of any residential building at any time without the express permission of the Office of Residence Life. Students may not chalk, paint, write on, or in any other way deface, building exteriors.

**Cleanliness** Resident students are expected to keep their personal rooms clean, clean up after themselves in shared spaces, and take responsibility in keeping shared spaces clean. Resident Assistants will facilitate assigning specific

Hall Responsibilities to residents and monitoring completion of assigned tasks. See the *Housekeeping & Cleanliness* policy for more information.

**Contraband Items** Possession of local, state or federally owned property is prohibited, including street signs, realtor's signs, road signs, and equipment owned by LBC or the Department of Transportation (unless proof of ownership is provided). Violators will be referred to the Student Conduct process. Contraband items will be confiscated.

**Curfew** The campus is closed to guests daily between 1:00 AM – 6:00 AM. All campus buildings are locked daily by 1:00 AM, including Residence Halls. Only residents of that hall will be able to enter/exit with their ID. Students are not permitted to be in open lounges or sections to which they are not assigned after 1:00 AM. Students in a residence hall to which they are not assigned past 1:00 AM must be registered as an overnight guest. Public Safety reserves the right to screen any vehicle entering campus between the hours of 1:00 AM – 6:00 AM.

**Damage to Property** Students are expected to respectfully use College facilities and may be held financially responsible for any damage they may cause to College facilities or property. See the *Damage & Vandalism* policy under *Residence Life Policies and Procedures*.

**Disruptive or Dangerous Activity** Members of the residence halls are expected to aid in the establishment of a safe and secure campus environment. As a result, students are to refrain from behavior that may pose a risk to others and/or to self or activities that disrupt the atmosphere of a living and learning environment. Wheelchairs may not be used for recreational activities within the residence halls, but only for their intended purpose by students who have medical need of them.

**Electrical Appliances** Students may use approved electrical devices in their rooms as long as the voltage demand of the device does not exceed 120 volts. Microwaves (maximum 900 watts) and televisions are permitted in residential lounges, but not in individual rooms.

Permitted appliances and electronics include:

- Personal computers and printers
- Personal fans
- Musical instruments
- Hair dryers, curling irons, hair straighteners
- Fans
- Blenders
- Hot-air popcorn poppers
- Irons
- Coffee makers without an open heating surface, such as a Keurig
- Electric water kettles
- Small humidifiers (max 2L)
- 32" or smaller televisions (larger TVs can be used in the lounge)
- Mini refrigerator (4.0 cu ft maximum and Energy Star rated)

Prohibited appliances and electronics include, but are not limited to:

- Personal air conditioners and space heaters

- Candle warmers/coffee cup warmers
- Large amp speakers and sub-woofers
- Electric blankets
- Coffee makers with an open heating surface\*
- Slow Cookers\*
- Instant pots\*
- Rice cookers\*
- Griddles/Hot plates/Electric frying pans
- Toasters\*/Toaster ovens
- Air fryers
- Any appliance with an open, hot surface, including heating/immersion coils and open-coiled appliances

\*These appliances are permitted in the Weber Apartments & Charger Hall ONLY. Students who have been approved to remain on campus during Winter, Spring, and Summer Breaks are permitted to use these items in the shared lounges of each residence hall.

The college reserves the right to remove and/or confiscate any appliance or device it deems unsafe or problematic to a facility's electrical system. All confiscated items will be held by Residence Life until arrangements are made to return the item to the student, at which time it must be permanently removed from campus, such as a college break or holiday.

**Electrical Extensions** In accordance with the direction of the fire marshal, the use or possession of 2-prong extension cords, multiple plugs, or multiple plug converters is prohibited within all of the residential areas. The fire marshal has approved the use of Underwriter's Laboratories (UL) approved power strips with circuit breakers. In addition, 3-prong extension cords not longer than 6 feet in length are also permitted. Multiple cords cannot be connected to each other.

**Fund Raising and Solicitation** All solicitation in residential areas is prohibited for any person or group who is not affiliated with an approved student organization. Students wishing to conduct a College-approved fundraiser in the Residence Halls through an on-campus organization must seek approval through the Residence Life supervisor of each residential facility. In general, no solicitation requests involving personal gain, or by agencies or individuals from outside of the College will be approved. Residents must not operate a commercial business from their rooms or from any part of the residence hall.

**Furniture & Room Conditions** College-provided furniture is unique to each hall/residential building. The college may disallow furniture and fixtures which students add to the rooms if it is determined that those items present a health or safety hazard.

Students should be aware of the following parameters:

- Furnishings are not to be used for any function other than their intended purpose.
- College equipment, furniture, or furnishings may not be removed from its intended space or disassembled. Indoor furniture may not be moved outdoors. Lobby, lounge, or other common space furniture may not be moved into student rooms or section lounges. Students will be charged for replacement or repair costs.
- ALL college issued furniture must stay in the room (resident room or lounge) all year, it cannot be stored by Residence Life and cannot be removed and stored by the student. Failure to comply may result in a fine or

other sanction as determined by Residence Life. Any damages to furniture will be assessed and fined during the check-out process.

- The installation of furnishings or alterations such as loft systems and partitions are prohibited. Approved bunking systems are provided in some residential buildings; please inquire from a Res Life staff member.
- Bed or furniture risers, including cinderblocks, are not permitted.
- No non-College furniture is permitted in the Peterson lobbies, East lounges, Weber knuckles and lounges, or Clemens lounges.
- Waterbeds, air mattresses, hot tubs, and Jacuzzis are not allowed in residential facilities.
- Any item of outside furniture that the student brings for their room is their responsibility: it must be clean and presentable (i.e. no battered or damaged pieces). All items of approval will be at the discretion of the Residence Life and Housekeeping staff. If an outside item is not approved to stay in the room on campus, the student is responsible for removing the item within the time limit set by Residence Life. At check out, the student is responsible for removing and storing the item of furniture. No personal furniture storage will be allowed in the residence halls over the summer.
- Painting of any College-owned furniture, walls, ceilings, or other property is prohibited.
- Furniture/shelves may not be drilled into the walls.
- Students are not permitted to repair damages which have occurred to college property or furnishings.
- Exterior TV or Radio antennae are prohibited.

**Grills** Grills, including George Foreman Grills, are not permitted to be used in campus housing or outdoors unless express permission has been granted by the Office of Residence Life.

**Guests & Visitors** Guests and visitors are not permitted to be in the residence halls after 1:00 AM, including commuter students, unless they have been registered as an overnight guest. Overnight guests, including commuters, must be registered and approved via the Overnight Guest Form and may stay a maximum of three (3) nights per month on campus. Opposite-gender guests are only permitted in student rooms during designated “Open Hall” hours, or with the approval of Residence Life staff, such as during move-in. Guests under the age of 18 are not permitted without the express written permission of the Director of Residential Life and the guest’s parent/guardian at least three (3) days prior to the visit. Guests over the age of 26 are not permitted to spend the night in the Residence Halls. Guests under 16 are not permitted in the Residence Halls at any time without their parent/guardian and may not spend the night. Resident students are responsible for the behavior of their guests while on campus. See the *Guest Policy* for more information.

**Kitchens.** All halls have shared kitchen spaces, with several being equipped with refrigerators and stoves. Students are not permitted to store personal food or other items in Peterson or Weber Hall main lounge areas. All students who use shared kitchens are responsible for cleaning the space immediately after use, including food spilled on the stove or in the oven, and taking out the trash. Food in shared refrigerators must be marked with the student’s name and date. All food will be disposed of on a regular basis if unmarked or past date.

**Lighting** Due to safety hazards associated with halogen and lava lamps, their use is prohibited in Residence Halls. Additionally, any lighting source that puts off excessive heat, such as a heat lamp or sun lamp, is also prohibited. Overhead, or room, lights may not be covered. No lights may hang from the ceiling. Strobe lights are prohibited. Students should use LED and CFL lightbulbs for personal lamps.

**Personal Items on Walls** Students are not permitted to hang items on the walls in College housing, except in their assigned room. Items may not be hung on the walls in bathrooms, hallways, laundry rooms, or common areas except by Residence Life staff, including Resident Assistants. If items are found hanging on walls outside of personal rooms, they will be removed by College staff. Students will utilize College approved adhesive (painters’ tape or push pins/

thumb tacks) when posting items on walls. No items may be hung on or from the ceiling, lights, or smoke detectors. Posters or decorative items with images of violence, graphic sexuality, or other images or words that are antithetical to a Christ-centered community are not permitted and will be removed by Residence Life staff.

**Personal Storage** Students must store their personal items in their assigned room. No drying racks are permitted in residential area hallways or bathrooms, but must be kept in the student's assigned room or apartment. Personal storage racks, shelves, tubs, bins, etc. may not be kept in shared bathrooms or common spaces except on designated shelves and in cabinets placed there by the College for that express purpose (not on windowsills, floors, countertops, or in showers). Any items that do not fit in those designated areas must be kept in the student's assigned room. Hallways, stairwells, and exits must be kept clear of personal items at all times in the event of an emergency that requires students and staff to vacate the buildings. Impediments in the hallways are a violation of NFPA Life Safety Code. Additional on-campus storage facilities are not available for residents. No summer storage is available on-campus; students must take all personal belongings with them when vacating the residence hall for summer break. International students should contact [residencelife@lbc.edu](mailto:residencelife@lbc.edu) if they need assistance finding summer break storage.

**Pets** A pet is a privately owned animal that is not a service or assistance animal. The only pets permitted in residential buildings are non-carnivorous fish in 10-gallon or smaller aquariums. Students are responsible for providing adequate care for their fish that includes proper nutrition and aquarium cleaning. Service and assistance animals must be approved through the Accessibility Services Office ([dso@lbc.edu](mailto:dso@lbc.edu)). Other than fish within the above guidelines, students are prohibited from keeping or providing for animals in a residence building, and visiting animals must be kept outdoors, leashed and under the owner's control at all times. Pet owners are responsible for cleaning up after their pet and for any damage caused by their pet.

**Pornography** Pornography or pornographic material is not permitted in the residence halls or on campus in any form. Students found in possession of such material will be referred to the Student Conduct system. Students who may be struggling with pornography are invited to meet with C3, Student Affairs, or another private source for counseling, mentorship, and/or accountability.

**Portable Air Conditioning Units & Space Heaters** Unless supplied by the College, portable air conditioning and heating units are not permitted for student use in any residential facility. Students requesting accommodations for health-related reasons should contact the Accessibility Services Office ([dso@lbc.edu](mailto:dso@lbc.edu)).

**Potential Fire Hazards** Flammable and/or combustible materials are strictly prohibited in College housing. The College reserves the right to require students to alter, change, or remove any items deemed unsafe and hazardous, or to confiscate items. No materials or items (including tapestries) may be placed over exit signs, fire doors, or any electrical/HVAC fixture. Covering of fire/life safety equipment, including smoke detectors, is strictly prohibited. Any decorations used must be made of flameproof or fire-resistant materials.

Prohibited flammable and/or combustible items include, but are not limited to:

- Candles and incense, regardless of intended use
- Electric blankets
- Live Christmas trees, except those provided by the College and placed in designated locations
- Open flames of any kind
- Fog, smoke, or snow machines
- Chemicals, fireworks, explosives, CO<sub>2</sub>, air-propelled weapons, or paintball guns.

**Quiet Hours** A violation of Quiet or Courtesy hours is any activity that is at a noise level that can be heard by others (either in the hallway, next door neighbors, or upstairs/downstairs neighbors) and is disrupting those who hear it.

Personal amplification systems and DJ Equipment are prohibited from use in the residence hall during quiet hours and/or at the discretion of the Residence Life staff. 24/7 Quiet Hours are in effect each semester during finals week. See the *Quiet Hours* policy for more information.

**Substance Use & Smoking** Lancaster Bible College is a substance- and smoke-free campus. Substance use or possession of any kind, including but not limited to alcohol, tobacco products, marijuana products, and vapes, is prohibited in all campus buildings, including housing, and on campus. Additionally, all Alcohol & Other Drug (AOD) paraphernalia, including but not limited to decorative wine glasses, posters depicting AOD use, or any items associated with drinking games or alcohol consumption/drug/tobacco use, is not permitted on campus. See the LBC Journey Student Handbook for the full *Alcohol & Other Drugs* policy.

**Sports** Because of the danger of personal injury and damage to property, hitting golf balls, soft balls, baseballs, or any other type of ball with a stick-like object in and around residential areas is not permitted. Ping pong and other table sports are permitted in designated areas.

**Trash** Trash must be removed from the student's room on a regular basis and placed in the dumpsters outside of the Student Center. Students will share the responsibility among their community members to remove trash from common areas.

**Weapons** Lancaster Bible College is a weapons-free campus. No weapons of any kind, including, but not limited to, guns, hunting knives, brass knuckles, etc. are permitted to be stored anywhere on campus, including in personal vehicles or in campus housing. Pocket knives or multi-tools with blades less than 3" and used for their intended purpose are permitted on campus and in the residence halls. Students in independent living housing are permitted to have kitchen knives to use for preparing food. Please refer to The *LBC Journey Student Handbook* for additional information.

**Wheelchairs** Wheelchairs should only be used by students and individuals in need of them. Indoor wheelchair races are prohibited.

**Windows** Windows are not to be opened in East or Peterson Halls without the permission of Residency Life or Physical Plant staff as it will affect the HVAC system, except in the case of an emergency. Egress through windows is prohibited; tampering with the functionality of window screens and other window safety systems is prohibited. Students are not permitted to hang items outside of their windows.

## Independent Living Policies and Guidelines

**Community Life Standards** Independent living residents must abide by all community life standards as any other student at Lancaster Bible College

**Guest Policy** Independent living provides the opportunity for students to invite guests into their living spaces. These residents are allowed to have male or female guests visit between the hours of 3pm – 10pm. Doors to individual rooms must remain completely open when guests are present in the resident's room. *Residents are to abide by the quiet hours listed in the "quiet hours" section of this handbook (P. 35).* Quiet hours are from 10pm – 10am Monday-Thursday and 12am – 10am Friday and Saturday.

**Parking Lot (Charger Hall)** Student parking spots will be marked with a red circle painted on the parking spot itself. There will also be signage on the light posts in the designated area. LBC students are to park only in these designated spaces. When returning to Charger Hall during quiet hours, students must respect Calvary Home's residents by following these rules:

- No overly loud music when entering the premises



- No screaming, talking loudly, or hanging around the parking lot during quiet hours
- Be cautious of headlights shining into individual homes at night

**Areas of Access (Charger Hall)** LBC students will be provided with an individual key fob that will grant access to each approved area. Students will have access to these areas in the Calvary Homes building:

- The main entrance of the building
- Side entrance of building connected to LBC student parking lot
- Charger Hall
- Grandview Cafe
- Pickleball Courts including kitchen space in the gym
- Fitness Center
- Outdoor area connected to the Gardenview kitchen
- Two laundry rooms in Bausman Center wing

**Work Orders (Charger Hall)** All work orders will be submitted via Asset Essentials through the Resident Assistant or Resident Director. Work orders will be carried out by the appropriate party (Physical Plant or Calvary Homes).

**Overnight Guest** Residents may host same-gender guests, including siblings, overnight. Guests must be at least 18 years old and cannot be older than 25. Non-student guests must be registered at least 24 hours in advance through the [Guest Registration Form](#). All guests, including current resident and commuter students, are limited to staying a maximum of three (3) nights per month in a space to which they are not assigned. Roommates must agree to the guest staying in the room.

**Curfew** There is no curfew for independent living residents. Quiet hours still apply, and any Residential Life staff member reserves the right to report any disturbances or repeated violations to the appropriate party.

**Appliances** Independent living residents must abide by the voltage limits list for their personal rooms. Students are permitted to have appliances that would not be approved for their personal room in the shared kitchen spaces such as:

- Coffee makers with an open heating surface
- Toasters/toaster ovens
- Air fryers
- Slow Cookers

Charger Hall students will be permitted to keep these appliances within their personal room if they are within the voltage limit (120 volts):

- Microwaves (maximum 900 watts)
- Instapots
- Rice cookers
- Mini refrigerators

**Minors** Minors related to a student are permitted in the living space under the above policy guidelines if the Director of Residential Life has been contacted three (3) days in advance and approval has been granted by Residence Life and the legal guardian. Minors must have written permission from their legal guardian that provides an emergency contact name and number, the name of the host, and the dates of the stay. Children under the age of 15, and any child under 18 not related to the student, are not permitted to remain on campus overnight. Childcare by students is not permitted in the residence halls at any time.

# Residence Life Policies & Procedures (alphabetical order)

## College Break Housing

Lancaster Bible College recognizes four breaks (Fall Break, Thanksgiving, Spring Break, and Easter) during the academic semesters. All students are expected to vacate campus by the appropriate time and date. Residence Halls will typically close at 5:00 PM the day before the break begins. Only students who meet at least one of the requirements listed below and request housing will be allowed to stay. Students must submit requests via the Break Housing Request Form by the advertised deadline.

Students who may remain on campus during breaks must meet at least one of the following qualifications:

- Students employed on campus by an academic or administrative department
- Students committed to a verified academic or College-sponsored activity, including athletic teams, musical rehearsals, etc., requiring students to remain on campus
- Students committed to an off-campus job or ministry
- Students completing an internship, practicum, or student teaching
- Students having to travel a great distance to their home and unable to stay elsewhere (400 miles or more)
- Students who would be literally homeless except for on-campus housing

Any student who needs housing during a scheduled break must complete the appropriate online form by the given deadline. Students who do not complete the form by the deadline will be assessed a \$25.00 fee. Students who do not obtain authorization but arrive early or stay late will be charged a daily fee of \$45.00.

## Winter Break Housing

All students are expected to vacate the residence halls within 24 hours of their last final exam OR by 5:00 PM on the last day of scheduled exams and are expected to make travel plans accordingly. Graduating students are expected to vacate the residence halls by 5:00 PM on the day of Graduation. Students may be asked to take all of their belongings with them in the event that their assigned housing will need to be used to house approved Winter Break students.

**No student will be permitted to stay on campus December 23 – January 1.** Housing will close at 12:00 PM on December 22 (or the preceding Friday if December 22 falls on a weekend) and reopen for early arrivals on January 2 at 12:00 PM. Early arrivals must be approved through the Office of Residence Life.

Only students who meet at least one of the requirements listed below and request special housing will be allowed to stay past closing. Students must submit requests via the Break Housing Request Form found on the Student Portal. Requests must be made no later than one week prior to the last day before the break

Students may request to remain on campus during the Winter Break if they meet at least one of the following qualifications:

- Athletic teams training or competing within NCAA regulations
- Students committed to a verified academic or College-sponsored activity such as an in-person class, musical rehearsals, or athletic practices or competition within NCAA regulations
- Students completing an internship, practicum, or student teaching

- Students employed on campus by an academic or administrative department and working at least 20 hours per week
- Students employed off campus and working at least 20 hours per week
- Students committed to an off-campus ministry at least 20 hours per week
- International students unable to stay off campus
- Students who would be literally homeless except for on-campus housing

Any student who needs housing during the Winter Break must complete the appropriate online form by the given deadline. **Students are charged \$80.00 per week (including partial weeks) to stay on campus during the Winter Break unless they are participating in an approved LBC activity, class, or program that requires them to be on campus, or are working at least 20 hours per week on campus.**

Students who do not complete the form by the deadline will be assessed a \$20.00 fee. Students who do not obtain authorization but stay past the closing time will be charged an improper check-out fee of \$150.00.

### Summer Term Housing

Students may apply for Summer Term Housing in the Spring semester. Summer Term housing is limited to current students who are enrolled for the fall semester and available on a first-come, first-serve basis with priority given to students who are working full time on campus. A student must be in good standing with the College in order to be approved for summer housing and have a demonstrated need to remain on campus (e.g. on campus or local employment, international students, etc). Summer housing is billed per term and not per week. Students who work 390 or more hours in an on-campus position will be provided a summer housing discount.

Summer Term 1: Week 1-7 after graduation

Cost: \$450.00

Summer Term 2: Weeks 8-14\*

Cost: \$450.00

*\*Students who need housing past August 10 MUST be living on campus in the Fall and will move to their Fall housing assignments for the remainder of the summer. There is no additional charge for these weeks.*

### Early Arrivals

Early arrival approval for students is typically a group of students with an on-campus job or requirement that their supervising department requires them to be on campus prior to the fall or spring move in date. Due to staffing, security concerns, and logistical planning, Residence Life tries to minimize the number of early arrivals. Early Arrivals may begin as early as January 2 for the Spring term.

Students who wish to arrive early must meet at least one of the following qualifications:

- Athletic teams training and/or competing within NCAA regulations
- Students committed to a verified academic or College-sponsored activity such as musical rehearsals, new student orientation, internship, or student teaching requiring students to be on campus prior to the start of the semester

- Students employed on campus by an academic or administrative department
- International students

Any student who needs to arrive early must complete the appropriate online form by the given deadline. Students who do not complete the form by the deadline will be assessed a \$20.00 fee. Students who do not obtain authorization but arrive early will be charged a daily fee of \$45.00.

## Community Living Agreements

At the beginning of the Fall semester, RAs will facilitate a conversation within their section to discuss expectations and set standards that are agreed upon by a majority of residents in the section. Section standards may involve things such as extended quiet hours, visitor/guest policies, shared items, cleanliness, or bathroom use. Section standards may be revisited at any time.

## Disciplinary Process

If a residence life staff member believes a policy to have been broken, the following steps will be taken:

- The student believed to be violating the policy will be approached by an RA or Residence Life staff member and asked to stop or correct the behavior.
- The staff member will document the incident and the case will be referred to the appropriate college official to determine if college action is necessary.
- The student will be informed of all alleged violations and, if necessary, set a time to meet with the named college official – either a Residence Life staff member or the Dean for Student Affairs.
- The student will follow the disciplinary procedures outlined in The LBC Journey Student Handbook.

## Emergency Procedures

Lancaster Bible College is committed to equipping you with tools to aid in your safety in the event of an on-campus emergency. Below is a list of common emergency procedures. Students should familiarize themselves with all emergency procedures.

### Fire

Any time a fire alarm is activated, all residents must exit the building. For your safety, treat all alarms as real fires. Failure to exit the building during a fire drill will result in a \$150.00 fine.

If there is an activated alarm in the building, students should:

- Evacuate the building using the stairs; NEVER use the elevator
- If the smoke is thick, crawl close to the floor
- Make your way to the designated gathering area and then alert 911 if the alarm has not been activated
- Provide as much information to emergency responders as needed, if you are asked
- Remain at the designated location until the building has been cleared by emergency personnel or Public Safety for you to re-enter

<b>If you are in...</b>	<b>Evacuate to...</b>
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Peterson Hall	Sidewalk outside TLC
East Hall	Sidewalk outside Frey
Weber Hall and Weber Apartments	Fountain towards Miller Hall
Clemens Hall	Fountain towards Miller Hall

If you are trapped in a building during a fire, go to the refuge area in the stairwell. If there is a fire in the hallway, stay in your room, close the doors, dial 911 and stand close to the window to signal for help. Put something in the window to alert emergency responders to your location. If smoke is entering the room through the cracks in the door, stuff wet clothes in the cracks. Stay close to the floor to avoid smoke inhalation but continue to shout and peek out through the window to alert emergency responders.

### Lockdown Procedures

A lockdown occurs when the safety of campus has been compromised due to dangerous activity near or on campus. A lockdown is initiated by the campus administration to minimize residents' exposure to danger. After emergency personnel has been alerted to the potential threat, all exterior doors of each building are locked, which means that no one can get in or out once the lockdown procedures have been initiated.

Students are expected to:

- Pay attention to campus text alerts as well as verbal instructions from Residence Hall Staff members, so that you are aware of the situation at hand and know the appropriate course of action.
- Go to a secure area.
- Lock the door and barricade yourself in the room away from the doors and windows.
- Only let those in that can be identified (campus officials, police, etc.).
- Wait calmly until you are given the all-clear signal by a Police Officer, Public Safety, or Residence Life staff.

### Medical Emergency

In the event of a medical emergency, call 911. You should also contact Public Safety at 717-560-8247.

### Security

Please report any crimes or suspicious activity to the Office of Public Safety at 717-560-8247. Reports can also be submitted via the LiveSafe app. The LiveSafe app is also used as an additional way to communicate important messages to all students.

### School Closing Policy

In the event of inclement weather, students will be notified via the Lancaster Bible College website and email. Weather alerts concerning class schedules are posted on the website.

## Tornado

A tornado WATCH is issued when the weather is conducive to the development of tornadoes. A tornado watch will be accompanied by information concerning the specific area under the watch and length of time it is in effect. A tornado WARNING is issued when a tornado is in the area. A warning will be accompanied by information concerning the anticipated areas in the path of the tornado. If a tornado warning is issued, all residents are required to proceed to the designated tornado shelter area inside the building they are in, or the closest building. All students are to remain in the shelter area until the tornado warning has expired or until notified that the danger has passed by a college official. If possible, cover self with blankets or cushions and get as low to the floor as possible. If no closet, interior room, or other recommended place is available, get under sturdy furniture (such as a desk) as far away from glass as possible. If caught outside and you cannot enter a building, lie in a ditch or depression in the ground, unless the ditch has deep water that may be hazardous.

If you are in...	Seek shelter...
Peterson Hall	Peterson Basement
East Hall	First Floor, all doors closed
Weber Hall	110 hallway, all doors closed
Clemens	First Floor hallway, all doors closed

## Facility Concerns

### Damage & Vandalism

Students are expected to respectfully use College facilities. All damage to College-owned, leased, or managed property, regardless of the reason for the damage, should immediately be reported to a Resident Assistant or Residence Life staff.

- Damage to property within student rooms is the responsibility of the students residing in the room.
- Damage to public areas of residence facilities, outside of student rooms, will be charged to the student(s) responsible, or to the residents of the smallest living unit who can be held responsible.
- Damage to property on the exterior of the residential building is charged to the student(s) responsible.

The Offices of Residence Life and Student Affairs are responsible for determining which individual(s), if any, will be held financially responsible for the damage, and what disciplinary action, if any, is appropriate. Damage resulting from irresponsible or willful acts may result in disciplinary action beyond the restoration costs for repairs, replacement, or labor.

Physical Plant determines the cost of replacement or repairs for which the student(s) is responsible. Charges are made on the basis of estimated damage to existing College property and, in many instances, estimated labor charges. Actual repairs may be made at a later time, enabling Physical Plant to consider how repair/replacement work may affect daily student activities. It also allows for consideration of projected repair/replacement/renovation schedules as determined by the College.

Incidents of vandalism that do not necessitate a repair to the facility, but require special cleaning services, such as biohazard cleanup or personal trash clean-up. The fee for a biohazard cleanup is \$100.00 and the fee for personal

trash clean-up is \$25.00 per garbage bag or \$25.00 per hour of clean-up time. Personal items that are left on campus after check-out will be disposed of by Housekeeping or Residence Life staff and the student(s) will be charged with the trash clean-up fee.

Larger damages, or damages that require more immediate attention, will be charged to students as they occur via email. Damages that are assessed through the RCR process, or those that will be repaired during breaks, will be billed at the end of the semester. All damage charges can be paid in the Office of Student Affairs.

A student has the right to appeal a damage charge in writing to the Office of Residence Life. This must occur within 10 days of the damage notice. A student should consult with their Resident Director if s/he has questions regarding the appeal process.

For additional information regarding damage investigation and billing, please contact the Office of Residence Life.

### Maintenance Requests

Students should report any maintenance problems in their room or common space to their RA in a timely manner.

### Room Admittance (Lock-Outs)

Students should call Public Safety if they have locked themselves out of their room. Students will be charged \$75.00 for a lost key.

### Guest Policy

A “guest” is defined as any student or person who is not assigned to that space. If at any time a student does not feel comfortable with a guest in their room, whether they or the roommate are the host, they have the right to ask the guest to leave. All guests are to abide by the policies outlined in the Guide to Residential Living and The LBC Journey Student Handbook. Guests may not enter a student’s room without permission and consent from the host and the roommate. Members of the Lancaster Bible College community bear ultimate responsibility for the actions and behaviors of guests they invite into our community.

### Visitation Policies

- Resident students have card access to the main lobbies of every Residence Hall between 9:00 AM – 10:00 PM daily. Residents wishing to enter a Residence Hall they are not assigned to after 10:00 PM must be accompanied by a host from that building.
- All guests must enter and exit through the main front door in each Residence Hall.
- Visitation only occurs while school is in session. Off-campus visitors and overnight guests are not permitted in the residence halls during College breaks (Fall, Thanksgiving, Winter, Spring, Easter, Summer).
- Off-campus guests, including commuter students, may not enter a residence hall without a host who is a resident of that building.
- All guests, including students from other sections, must be able to produce their ID if requested
- Guests who violate college policy may not be allowed to visit again. Residence Life reserves the right to not allow any guest to be present in the hall.
- **Opposite-Gender Guests:** Opposite-gender guests are not permitted in resident rooms, sections, or hallways except during designated “Open Hall” hours or with the express permission of Residence Life, such as during move-in. Admissions tours may bring visitors of any gender into resident hallways and sections, but may not enter a student’s room. College staff, including from Residence Life, Public Safety, Admissions, Physical Plant, and IT may need to occasionally enter an opposite-gender hallway, section, or room for reasons outlined in this document.

- **Overnight Guests:** Residents may host same-gender guests, including siblings, overnight. Guests must be at least 18 years old, and cannot be older than 25. Non-student guests must be registered at least 24 hours in advance through the [Guest Registration Form](#). All guests, including current resident and commuter students, are limited to staying a maximum of three (3) nights per month in a space to which they are not assigned. Roommates must agree to the guest staying in the room.

**Minors:** Minors related to a student are permitted in the residence hall under the above policy guidelines if the Director of Residential Life has been contacted three (3) days in advance and approval has been granted by Residence Life and the legal guardian. Minors must have written permission from their legal guardian that provides an emergency contact name and number, the name of the host, and the dates of the stay. Children under the age of 15, and any child under 18 not related to the student, are not permitted to remain on campus overnight. Childcare by students is not permitted in the residence halls at any time.

## Open Section Policy

Lancaster Bible College seeks to encourage students in pursuing healthy, God-honoring relationships with all members of the community. Students (or guests) must not enter the hallway, section, or room of opposite-gender residents in order to maintain comfortable and healthy living environments. In addition to exceptions made by the Office of Residence Life, such as for move-in day, certain days and times are also designated for students to host and visit opposite-gender residence halls, sections, and rooms. Open Section hours will be clearly posted in each Residence Hall. Students and guests must maintain social conduct that identifies with the college's Biblical values and meets the expectations put forth in The LBC Journey Student Handbook.

## Housekeeping & Cleanliness

### Hall Responsibilities

Part of living in community and preparing for life after college is learning to care for the space in which you reside. Students are responsible for the cleanliness of their personal rooms, cleaning up after themselves in common areas, and additional responsibilities in shared spaces. Section members will collectively decide on shared responsibilities and a cleaning schedule. Resident Assistants are responsible for assigning and holding students accountable in completing their assigned Hall Responsibilities.

Hall Responsibilities will include, but are not limited to:

- Cleaning individual rooms, including taking trash to the dumpster
- Ensuring food is stored properly and dishes are cleaned
- Vacuuming common spaces, including lounges and hallways, within your section (Peterson hallways are vacuumed by Housekeeping)
- Taking section or apartment trash to the dumpster
- Cleaning the bathrooms in your room, suite, section, or apartment
- Cleaning the kitchen(ette) areas in your section or apartment

### Health & Safety Checks

Health and Safety checks are conducted each month. Resident Assistants will enter student rooms after knocking. Students do not need to be present for the inspection. The RAs will inspect the rooms for the following conditions:

- Policy compliance
- Safety and Fire Hazards



- Clean and Sanitary Conditions

A Health and Safety notification will be left in the room with the date and time marked. Should a room not meet standards, residents will be notified and have 24 hours to remediate the problem – otherwise a fine will be assessed.

RAs will also check that housekeeping duties have been completed as assigned and will notify any residents who have not completed tasks, residents will have 24 hours to complete the task – otherwise a fine will be assessed.

## Housekeeping

Housekeeping is provided for Residence Hall lobbies and lobby bathrooms. Students are expected to participate in regular cleaning of shared spaces within their sections, including bathrooms and kitchenettes (see *Hall Responsibilities*). Housekeeping will provide a weekly deep clean of shared hallway bathrooms in Clemens, East, and Weber Halls, as well as lobby bathrooms. For the ease of cleaning, students are not permitted to store personal items in shared hallway bathrooms, including on countertops, in shower stalls, on the floor, or on windowsills, except in designated storage areas identified for that express purpose. Personal items not properly stored may be disposed of by Housekeeping staff.

No housekeeping is provided in the Weber Apartments.

The following housekeeping supplies are provided in each Residence Section or Hall\*:

- Toilet Paper
- Trash bags
- Microfibers
- Cleaning & Disinfectant spray
- Mop
- Vacuum

\*Weber Apartment residents are responsible for providing their own housekeeping supplies, including shower curtains.

## Housing Accommodations

Housing accommodations may include, but are not limited to, a single room, housing with cooking access, housing near a bathroom, first floor housing, etc. Requests for accommodations must be made by the student and submitted to the Accessibility Services Office (aso@lbc.edu). Most requests need to be accompanied by appropriate medical documentation. Depending on the situation as well as what is requested, needed documentation usually contains information such as: a description regarding any symptoms, any functional limitations, copy of any evaluations, etc. The documentation should be current, typically less than three years old. Students should also submit evidence of past accommodations. If the request is approved, the Accessibility Services Office will notify the appropriate representatives of Lancaster Bible College regarding the approved accommodations. Ideally, students needing accommodations should make their request prior to enrollment for the semester so that the case can be reviewed, and accommodations approved and arranged. For a fall semester, accommodation requests should be submitted by July 1. For spring semester, accommodation requests should be submitted by December 1.

## Service & Emotional Support Animals

Service and Emotional Support animals must be approved through the Accessibility Services Office

([aso@lbc.edu](mailto:aso@lbc.edu)) prior to the animal being brought to campus. All animals brought on campus, and not confined to a cage or aquarium, must be leashed and kept under the owner's control at all times. Students are prohibited from keeping or providing for animals in a residence building, and visiting animals must be kept outdoors and leashed. Students are responsible for providing adequate care for their pet and for cleaning up after their pet. Students are also responsible for any damage caused to school property by their pet.

## Housing Selection

Housing selection for returning students takes place in the Spring semester for the following Academic Year. Students complete a Housing Application through the StarRez student portal, which includes identifying a roommate. Once an application is completed, students are assigned a lottery number and timeslot for selecting their housing assignment. Lottery times are based on when their housing application is submitted and the number of academic credits that each student has completed, but are assigned randomly.

Students must register for classes and pay a \$100.00 housing deposit prior to selecting their room. Students will also select their meal plan during the housing selection process. See *Meal Plans & Dining*.

Students requesting to be released from the Housing Agreement will apply during the Housing Selection process. Requests to be released will only be reviewed in the Spring semester for the following academic year. Applications are not available between Fall and Spring semesters.

## Laundry

Laundry facilities are available in East, Peterson, and Weber Halls and in each of the Weber Apartments. These facilities can only be used by currently enrolled resident students. Residence hall residents will download the Speed Queen App to manage their laundry account. Students are provided with \$60.00 each semester to assist with the cost of laundry. Students are responsible for adding money to their account if they need additional funds. Clothes must be removed from the washers and dryers promptly and should not sit in the laundry room overnight. Abandoned clothing may be removed and disposed of by Residence Life staff. Students should be careful not to overfill washers or dryers to prevent damage to machines and personal items. Instructions for the app are emailed at the beginning of the semester and can be found posted in the laundry rooms.

## Life Safety

Life Safety systems are an essential for individual and community safety. To alter, obstruct, or in any way defeat the purpose of these systems is to place yourself and other students in harm's way. Tampering with life safety systems will result in serious disciplinary action.

**A student who knowingly tampers with a life safety system at Lancaster Bible College may be fined up to \$1,000.00.** Should this same individual repeat such behavior, the individual will face disciplinary action which can result in separation from the College. The College may refer life safety violations to local law enforcement.

**Elevators** East, Peterson, and Weber Halls are all equipped with an elevator.

- If there is smoke or fire in the building, do not use the elevator
- When elevator cars are overloaded, exceeding 125% of its rated capacity, they will normally stop

- If you are stuck in an elevator, call Public Safety and stay in the car until help arrives. Do not attempt to exit a car, even if the doors are open, if the car is more than 8" out of level with the floor.
- Do not jump up and down in an elevator as it may cause the car to get stuck in the shaft.

**Exit Signs** Exit signs are installed to direct students to exits during times of emergency. It is important that they be illuminated at all times. Exit signs may not be covered for any reason. If a sign is not illuminated, report the issue to a Resident Assistant.

**Fire** In the event of a fire, immediately move to the closest exit alerting others to exit the building. If the fire alarm system has not been activated, activate a pull station as you exit the building. Proceed to the designated assembly point and remain until dismissed by the Public Safety officer or Residence Life staff member in charge. Under no circumstances should students reenter the building until they are told it is safe to re-enter. Students should call Public Safety to report the fire when they are out of harm's way. Additionally, notify your RA or Resident Director when you are out of harm's way. See the *Emergency Procedures* section for more information on responding to a fire.

**Fire Alarm Systems** Fire alarm systems are installed in all residence facilities. The system will alarm when smoke or fire is sensed, or when one of the pull stations is activated. Pull stations are generally located close to the exits. Yearly inspections are conducted by Physical Plant, Residence Life, and local service providers.

**Fire Drills** At least one fire drill will be held each semester. Designated assembly points exist for each residential facility. At the time of the drill, each student will move to the closest exit and proceed to the assigned assembly point where a student accountability check will be conducted. Remain at the designated location until you are told you may return to your room. Failure to vacate during fire drills will result in judicial action.

**Fire Extinguishers** Fire extinguishers are strategically located throughout all residence halls and apartments. Students are encouraged to take the time to know where extinguishers are located, particularly those closest to their rooms. Extinguishers should only be used on small fires. If there is a large fire, leave the building immediately.

**Smoke Detectors** Each residence hall room has a smoke detector that is monitored and supervised by Public Safety. It is important that the detectors remain in working order. If a problem is noted, it should be reported to Public Safety.

**Sprinklers** Sprinkler protection is installed in East, Peterson, and Weber Halls and will automatically activate in the event of a fire. If the sprinkler system is activated, report it immediately to Public Safety and your RA.

## Meal Plans & Dining

All residential students residing in traditional residence halls are required to have a full meal plan. Students residing in the Weber Apartments may choose a full meal plan, partial meal plan, or no meal plan. LBC Dining offers the options listed below. Students who do not select a meal plan, including incoming First Year students, will be assigned the Charger's Choice plan. Changes to the meal plan must be made by the last day of Add/Drop for each semester in the Office of Student Affairs. Charger Bucks can be purchased through the Solutions Center. Charger Bucks purchased separately from a meal plan will roll-over if any are remaining at the end of the semester. Flex Bucks included with meal plans do not roll over at the end of the semester. Refunds for unused meals or Flex Bucks are not available.

## Allergies & Accommodations

LBC Dining staff and the Accessibility Services Office work together to accommodate students' needs surrounding food allergies and other needs that may require accommodations. Students who anticipate such needs should reach out to [ASO@lbc.edu](mailto:ASO@lbc.edu).

## Guests

Guests of students are welcome to eat in the ODC, but must purchase meals at the casual meal rate. Guest meals may be purchased with Charger Bucks, cash, or credit card. Students may also use a meal swipe to purchase a meal for a guest. Students can use a maximum of two meal swipes per meal period.

## Meal Exchanges

Students who have meal plans may use one meal swipe each day at Bennee's Bistro or Hollee's Café during normal business hours. Available options are included in a "3-for-Me" meal exchange and features select ChefFresh items. A maximum of two meal swipes can be used per meal period.

## ODC Hours

### Monday - Friday

- Breakfast: 7AM – 8:30AM
- Lunch: 11AM – 1PM
- Dinner: 5PM – 7PM

### Saturday

- Brunch: 10:30AM – 12PM
- Dinner: 5PM – 5:45 PM

### Sunday

- Brunch 12PM – 2PM
- Dinner: 5PM – 5:45PM

As an open dining facility, students, staff, and faculty are welcomed into the dining hall whether they plan to pay or use meal swipes or not. However, food, beverages, and dishes/utensils are only available to customers who have scanned or paid for meals. **ODC Dishes/utensils may not be removed from the ODC. Theft of food or dishes/utensils will lead to referral to the restorative conduct process.**

## Outside Containers

No outside food or beverage containers may be brought into the service or beverage area. Students should use the cups and mugs that are provided for beverages, as beverages and food items are only available for consumption in the ODC.

**Meal plans are only valid while school is in session. Food services are typically not provided during school breaks.**

## Move-In & Move-Out

### Checking into Your Room

All students must check in during the pre-determined time for the beginning of the semester. This time will be published each semester based on the academic calendar. Upon completing the check-in process with a Residence Life staff member, a Room Condition Report (RCR) will be available after check-in through the StarRez housing portal. All students have 24 hours to complete the RCR through the portal. Questions can be directed to the RA or a Res Life staff member. Failure to submit the RCR within 24 hours of check-in will result in a \$25.00 fine.

All residents should complete a *Roommate Agreement* within the first week of moving into their room.

Upon moving into the Residence Hall, residents who live alone in a double occupancy room must keep one half of the room clear until September 8<sup>th</sup>. Residence Life reserves the right to place another student in that space without notifying the current occupant. After September 8<sup>th</sup>, residents who are living alone in a double occupancy room are expected to clear one half of the room within 24 hours of notification that another resident is moving into the room should the space be needed. Space-permitting, students without a roommate can request to upgrade their room to a Premium Single. The cost of a Premium Single room can be confirmed through the Office of Residence Life.

### Checking Out of Your Room

Residents will check out of their rooms at the end of the academic year. If a student chooses to leave without completing an in-person check out, the student can be held responsible for a re-key fee of up to \$75.00 and an improper check out fee of \$150.00.

Prior to the check-out appointment, students must remove all personal belongings, clean their personal room and assigned shared spaces, and return their key. At the appointment time, the RA will walk through the room noting any damages and ask for your key(s). Any damages present in the room will be billed to students. Damages will be tracked and notified through the RCR and the StarRez housing portal.

Lancaster Bible College Residence Life is not responsible for any personal property left in the residence halls after check out. Personal property will be disposed of 24 hours after a resident completes the checkout process, and the student will be responsible for a trash clean-up fee of \$25.00 per bag.

**Mid-Semester** If you are moving out of your residential room before the end of the semester, you must contact your Resident Director to arrange an official checkout time and room inspection. Students who withdraw must check out of their residential space within 24 hours. Please follow the checkout guidelines outlined above. Generally, room cost refunds are not available, but should be verified through the Solution Center or the Office of Student Affairs in the event of a withdrawal.

**Mid-Year** Students who know they will not be returning to school for the spring semester will need to arrange an official checkout time and room inspection with Residence Life staff and follow the above outlined procedures. Students should not leave without filling out a college withdrawal form and completing a full checkout.

**Hall to Hall Move** If a student is approved to move from a space in one residence hall to another residence hall within the academic year, the student will need to complete the outlined checkout procedures listed above and, additionally, set a check-in appointment with the RA of the section to which they are moving.

### Winter Break Check-Out

Residents should be checked out no later than 24 hours after their last exam. They should also:

- Unplug all electrical items (except refrigerators)
- Empty all trash in room and place in the main dumpster
- Close and lock windows
- Pull down/close window shades/blinds
- Turn off overhead light(s)
- Lock room door upon leaving
- Remove all bedding (take home to laundry)
- Remove all food (completely sealed, shelf-stable food may remain)
- Complete assigned dorm duty
- Put away or remove all personal items

Residents should complete all of the above tasks prior to leaving and then they will be properly checked out. If one roommate leaves earlier than the other(s), it will be the responsibility of the last remaining roommate to ensure that all of the above items are completed.

Once a resident has left/checked out for break, they are not permitted to return. Any resident that remains longer than 24 hours after their last final and is disruptive or is involved in any sort of policy violation will be charged an improper checkout fee of \$150 and will be asked to leave immediately. Any resident that is not approved to stay and remains in the building after 5:00 PM on the last day of scheduled final exams will be charged an improper checkout fee of \$150. Residents **MUST** pack and take all necessities with them when they leave as they will not have access to the buildings over the winter break.

#### Summer Break Closing

Residents will check out no later than 24 hours after their last exam (or project/paper is due), or by 5:00 PM on the last day of scheduled exams, whichever comes first. Graduating seniors may check out on the day of Commencement, regardless of when their last final takes place. The last meal served on campus will be dinner on the last day of scheduled exams.

#### **Before checking out with your RA and returning your key, residents will:**

- Empty all trash from your room and place in the main dumpster
- Sweep/vacuum your room floor, including the closet floor
- Complete your assigned dorm duty
- Remove **all** of your personal items from your room and section, including the bathroom and shared spaces
- Wipe out your drawers and wardrobes
- Reset the furniture to its original position
- Pull down/close your window shades/blinds
- Turn off your overhead light(s)

Residents should complete all of the above tasks prior to leaving and then they will be properly checked out. If one roommate leaves earlier than the other(s), it will be the responsibility of the last remaining roommate to ensure that all of the above items are completed.

Residents should move all belongings out of their space, and return their keys to their residence hall's drop box prior to departing from campus. Residents are not permitted to return to campus after their departure. Any resident that remains longer than 24 hours after their last final and is disruptive or is involved in any sort of policy violation will be charged an improper checkout fee of \$150 and will be asked to leave immediately.

Any resident that does not check out properly, or who is not approved to stay and remains in the building after 5:00 PM on the last day of finals will be charged an improper checkout fee of \$150. If any belongings or trash are left behind, residents will be charged an additional \$25 per trash bag for clean-up. Students will be charged \$75 for a missing key.

### Room Change Requests

Students are expected to remain in their assigned space for the duration of the year. If a student wishes to change rooms, they must speak with their Resident Director or a member of the Residence Life staff about their request. If a student has identified another space that they would like to move into, their prospective roommate must also agree to the room change. Students wishing to move into an available single room will be subject to a single room charge.

Students are encouraged to make any desired room changes between semesters. In general, room change requests will not be approved after the academic add/drop deadline.

Residents are encouraged to refer to their Roommate Agreement if conflict arises and to address issues with their roommate directly prior to involving Residence Life staff or requesting a room change. If the conflict persists and/or students are experiencing an unhealthy or disruptive room situation, residents should contact their Resident Director or Residence Life staff. If Residence Life staff determines that a room change is the best solution, approvals may be made after the first three (3) weeks of the semester.

Students who are approved to change rooms will be required to complete the check-out and check-in process, and complete a new Roommate Agreement.

### Parking & Vehicle Registration

Students who reside on campus are issued parking decals labeled RESIDENT and may park in designated spaces. Each building has designated spaces for the live-in professional Residence Life staff. Parking in a reserved staff parking spot, regardless of the time of day, or parking in a handicap space without appropriate display of decal, or parking in any other non-approved parking space will result in a parking ticket and possible disciplinary action. For a list of available parking spaces reference the Office of Public Safety or The LBC Journey Student Handbook.

### Pets

A pet is a privately owned animal that is not a service or emotional assistance animal. The only pets permitted in residential buildings are non-carnivorous fish in 10-gallon or smaller aquariums. Service and emotional support animals must be approved through the Accessibility Services Office (see *Housing Accommodations*). A visitor may bring a pet to campus so long as it is kept outdoors, leashed (or in a humane cage/crate) and under the owner's control at all times. Pet owners are responsible for cleaning up after their pet, and are also responsible for any damage caused by their pet.

## Quiet Hours

The residential environment is one meant to be supportive of the academic mission and focus of the college. A violation of Quiet or Courtesy hours is any activity that is at a noise level that can be heard by others (either in the hallway, next door neighbors, or upstairs/downstairs neighbors) and is disrupting those who hear it. Personal amplification systems and DJ Equipment are prohibited from use in the residence hall during quiet hours and/or at the discretion of the Residence Life staff.

- **Courtesy Hours** are in effect at all times. This includes being courteous, considerate, and respectful of others at all times regarding noise and disruptive activity.
- **Quiet Hours** are in effect daily from 10:00 p.m. – 10:00 a.m., Sunday through Thursday, and 12:00 a.m. – 10:00 a.m., Friday and Saturday. The responsibility for quiet hours is shared by all residents. It is the student's right and obligation to inform residents of disruptive activities. Individual sections may choose to extend Quiet Hours in their individual section if a majority of the students in that section agree.
- **Final Exam Quiet Hours** are in effect starting on the last day of classes each semester and are in effect 24/7 until the last final of the semester is concluded. This "24-hour Quiet Hour Period" is administered to accommodate studying during the exam period.

## Room Security and Privacy

The College is not responsible for the theft or other loss of money, valuables, or personal effects of resident students or their guests. Therefore, each student is advised to carry personal property insurance. All residents are provided with a key to their assigned room and are encouraged to lock their doors when absent from their rooms.

The College respects the basic privacy of the student at all times, but reserves the right to enter rooms should there be a reason to believe that College policies have been compromised or violated. Student rooms may be entered for purposes of maintenance, repair, and routine/emergency health and safety/quality assurance inspections and in case of emergency.

*See Residence Access and Authorized Search Policy.*

## Liability and Rental Insurance

The college is not responsible for personal property and is not liable for damages to students' property caused by vandalism, mischief, or other students' negligence. The college is not liable for damages caused by electrical or mechanical failures or difficulties, or broken water pipes or flooding. Additionally, the college is not responsible for abandoned items and personal items left in common areas. Students are strongly encouraged to obtain insurance through their parent's or guardian's insurance company or purchase individual renter's insurance to cover possible losses. Coverage should include both losses of coverage property and losses of property owned by others, which a student may cause.

## Right of Entry

The college respects the privacy of individuals, and when access is required, will make every reasonable effort to enter a resident's room while the resident is present. However, authorized college personnel may enter a college residence at any reasonable time to:

- Inspect the health and safety of facilities.



- Provide maintenance to college property within a residence.
- Investigate suspected violations of college policies or unlawful activity.
- Address emergency conditions such as flooding, fire or threatening weather.
- Lock doors or windows or otherwise secure the buildings.

### Health & Safety Inspections

The Residence Life staff conducts health, safety, and wellness inspections at least once each month. The inspections promote safe, clean, and well-maintained living areas. In addition, the inspections provide opportunities for students to learn about their individual and community responsibilities. Resident Assistants will inspect for cleanliness in rooms and common areas, fire safety compliance, and policy compliance.

### Maintenance

It may be necessary for College staff to enter student suites and rooms for the purposes of maintenance, repair, or routine health and safety/quality assurance inspection. An effort will be made not to interfere with the normal routine of student activities when such work must be done, and to inform students when College staff or contractors must enter student rooms. College staff and contractors should be readily identifiable, and are required to provide identification upon request. Students should immediately contact Public Safety with any questions or concerns about non-residents in the building.

### Residential Key and Access

Individual room keys are issued to students by Residence Life and are the responsibility of students to assist in maintaining safe residential facilities. A charge is assessed for any key that is lost or not returned at the time the student leaves College housing. Residents are not permitted to duplicate their room keys or to give them to another person. The student's ID card provides access to their assigned residence hall and should not be given to another person. Residents should not give access to the residence halls to unidentified guests. Residents should call Public Safety if they have any concerns about a guest on campus. Students who violate key and access safety protocols may be subject to the Student Conduct system.

### Residence Access and Authorized Search Policy

The College respects the privacy of the student at all times, but reserves the right to take necessary measures should there be a reason to believe College policies have been violated or the safety and wellbeing of the campus community may be compromised. In most cases, prior to a search of the student's residence, personal belongings, or registered vehicle, the College will seek the cooperation of the student. However, in cases involving local law enforcement investigations or when the College must quickly and confidentially proceed with a search in order to protect the safety of others, the College reserves the right to search without the student's prior consent.

Searches will always take place with at least two designated Residence Life and/or Public Safety staff members present, one to complete the search and one to serve as a witness.

Authorized College officials may enter residences owned or leased by the College. These spaces include rooms in traditional residence halls, and the bedrooms and shared living spaces in College-owned and leased independent living units. Student residences may be entered at any time for purposes of routine maintenance, repair, and health or safety inspections, or in response to any emergency situation.

**Visual Inspection** In cases when the College believes a policy or regulation is being violated, the College official may enter the student's residence to conduct a preliminary visual inspection. Any prohibited items in clear view may be seized by the College officials.

**Administrative Search** The Associate Dean, Director of Residential Living, designated Student Affairs Administrator on Call, or the President, may authorize a thorough Administrative Search of the student's residence. An Administrative Search will be conducted by a Public Safety Officer or Residence Life professional and witnessed by a Residence Life professional. Any prohibited items discovered during an administrative search may be seized.

Whenever prohibited items are seized an official inventory will be prepared. A copy of the inventory will be available for the student to review. A photo of each item will also be taken as further documentation of the search. Prohibited items will be disposed of according to the policies of the Commonwealth of Pennsylvania and Public Safety.

The [full search policy](#) can be found in the student handbook.

**Search of Personal Belongings** The College reserves the right to inspect any abandoned personal property found in public areas owned or leased by the College. For example, if an unattended backpack is found in the lobby of a residence hall, a Public Safety Officer or responding Student Affairs professional may open the bag and inspect the contents. Public Safety Officers or responding Student Affairs professionals may also inspect a student's personal belongings if there is reason to believe College policy has been violated or the safety and well-being of the College community may be compromised. For example, if a student is involved in an alcohol policy incident and notice there is an odor of alcohol in the bag, the responding College official may inspect the contents of the backpack without the student's consent.

**Search of Registered Vehicles** The College reserves the right to inspect any vehicle registered with Public Safety if there is reason to believe College policy has been violated or the safety and well-being of the campus community may be compromised.

## Roommate Agreement

Roommate Agreements are made between any students who are sharing an on-campus living space and are designed to assist them in developing a positive environment in their room. A document is provided to each resident to review with their roommate at the beginning of the semester to facilitate dialogue on expectations and create a written agreement for how to share the living space. Residents will create and sign a Roommate

Agreement within the first week of classes in the fall or anytime a room change occurs. Roommate Agreements are living documents that can be revisited and adjusted at any time during the year.

## Contact Us

### Office Location

Student Center, Student Affairs Suite

### Office Hours

Monday - Friday from 8am - 4pm

### Email

residencelife@lbc.edu

## Phone

717-569-8240

## Address

901 Eden Road, Lancaster, PA 17601

*Lancaster Bible College reserves the right to add or change policies at any time.*