

SCHOOL SPONSORED HOUSING RULES AND REGULATIONS

All students residing at a sponsored housing facility and their guests must strictly observe the following Rules and Regulations. These Rules and Regulations are subject to change by AI or by the owner of the Complex at any time.

A. Alcohol: Alcohol containers and/or the use, possession, or being under the influence of alcoholic beverages is prohibited in and around any sponsored housing facility. Knowingly being in the presence of others violating this rule is also prohibited.

B. Common Areas: The public halls and stairways of the sponsored housing buildings shall not be obstructed or used for any other purpose than ingress to and egress from the Units in the sponsored housing facility, and the fire towers and fire escapes shall not be obstructed in any way. No article shall be placed in the halls or on the staircase landings, fire towers, or fire escapes, nor shall anything be hung or shaken from the doors. Residents may store bicycles, skateboards and roller blades in their Units. Bicycles may not be locked, chained or fastened in any manner to banisters or guardrails within stairwells. Skateboarding or rollerblading on the Complex property is prohibited.

C. Common Courtesies: Residents must treat roommates and the resident staff with courtesy and respect. Courtesy hours are 24 hours a day.

D. Drugs, Narcotics and Drug Paraphernalia: Use, possessing or being under the influence of marijuana or any narcotic stimulant, or hallucinogenic drug in violation of state and federal law is prohibited in and around all sponsored housing facilities. Drug paraphernalia of any kind is prohibited. No exception will be made for the use of medical marijuana, regardless of whether the Resident has a medical marijuana registry card. Knowingly being in the presence of others violating this rule is also prohibited.

E. Explosive/Weapons: Weapons are not permitted. Objects with potential to cause bodily harm to residents are not allowed in the units or any sponsored housing facility. Such objects include, but are not limited to: fireworks, explosives, BB/pellet guns, shotguns, stun guns, knives, bows and arrows, water guns, paint ball guns, various martial arts weapons, decorative weapons and objects deemed threatening in nature by the AI staff. Any exceptions to this rule must be approved in writing by the Housing Director.

F. Fitness Room/Recreation Court: Students must observe all posted rules. Glassware is not permitted in the court and fitness area. Guests are permitted to use the court and fitness areas only with a student present. Should the Student fail to observe the court and fitness room rules he/she will be denied the privilege of using the court and fitness room. AI assumes no responsibility for any injuries or loss of life that may result from such use.

G. Fire Evacuation: Residents must evacuate the building each time there is a fire alarm. Fire exits and fire routes are clearly marked. Failure to comply with evacuation procedures will result in possible termination of the Housing License and removal from sponsored housing and/or a fine from the Fire Department under City Ordinance.

H. Fire Hazards: Candles, potpourri burners, incense and similar items are not allowed in school sponsored housing.

I. Fire Safety Equipment/Security Systems: Residents may not in any way alter or tamper with existing locks, security systems, procedures or fire safety equipment. Smoke alarms and fire extinguishers are provided in each sponsored housing facility. Tampering with fire extinguishers and fire alarms is prohibited and will result in a fine levied against the Student of \$100.00 and is cause for immediate termination of the Housing License. Disengaging smoke detectors is prohibited. Residents may not install additional locks in the Unit. Residents may not prop open any exterior doors.

J. Furniture: Furniture must remain in the Unit for which it is provided and must remain in its original form, in tact, and not taken apart. It may not be moved from one Unit to another or placed outside of the Unit or sponsored housing building for any reason. Damage or replacement requests regarding furniture should be made to the Housing Services Office.

K. Guests:

A guest is defined as anyone who is not a resident of that specific Unit. All guests must be at least 18 years of age. Guest visiting hours are: Sunday-Thursday 12 noon to 12 midnight and Friday/Saturday 12 noon to 2:00 AM. Residents shall be responsible and liable for the conduct of their guests and must remain with their guest at all times. No guests are permitted in the Unit before or after these hours under any circumstances. In the event a resident is found to have violated the terms of this paragraph, the resident may face disciplinary action up to and including termination of the Housing License and removal from sponsored housing and/or a fine of \$100.00 per day for each day the infraction occurs. The Housing Services Office reserves the

right to deny visiting privileges to anyone at any time, and any guest may be removed from sponsored housing by the Dean or Director of Student Affairs of AI or his/her designee.

L. Inspections: Staff from AI will conduct apartment inspections during the quarter to determine the general condition of the Unit and its furniture. Residents may face disciplinary action if the Unit continues to be in poor condition after receiving a warning from the Housing Services Office. Each resident is responsible for keeping the Unit clean and well maintained. Residents will be charged to have the Unit professionally cleaned, if needed.

M. Keys/Access Cards: Each resident is provided with keys/card access for his or her Unit, exterior doors, and a mailbox key. Photo ID cards must be carried for entrance into all sponsored housing buildings for identification and registration of guests to your Unit. Lost or stolen or broken cards should be reported immediately to the Housing Staff. Residents may not give their keys/cards to anyone at any time or for any reason. If a Resident becomes locked out of his or her Unit, the staff will admit them to the Unit. There will be a charge for this service. Repeated incidents of residents locking themselves out of their Unit will result in a charge and/or disciplinary action.

N. Mail: U.S. mail is delivered to central individual mailboxes located in each sponsored housing building. Tampering with another student's mail is a federal offense and could result in criminal charges as well as termination of the Housing License and removal from sponsored housing. Campus mail is delivered to residents at their assigned apartments by housing staff. Students are responsible for any and all letters or notices he/she receives from this college in this manner. Furthermore, tampering and opening another resident's campus mail is a violation of housing policy and will result in disciplinary sanctions.

O. Maintenance: The Resident shall keep the Unit in a good state of preservation and cleanliness. The Resident(s) are severally and jointly responsible for the daily care of the Unit. Residents are responsible to complete and return to the Housing Services Office the Room Inspection Form within seven days of move-in or after each room switch is completed. Unreported maintenance items could potentially lead to serious property damage. In cases of maintenance emergencies, contact the Housing Staff on-call immediately. In all cases, resident could be financially responsible for the repair of such damages. The Housing Services/Maintenance Staff will inspect all Units on a regular basis. Painting, wall papering or other similar decorating is not permitted in the Units. Nails and tape are not to be used on the walls. Beds must be kept on the bed frames and not elevated by any unsafe means. Furniture must remain intact and should not be removed from the Unit for any reason. All garbage and trash should be removed promptly and deposited in the Refuse Rooms or waste dumpster provided. Absolutely NO modification can be done to the Unit, furniture or the sponsored housing facility without the prior written consent of AI which may be denied for any reason in its sole and absolute discretion. Any defacement of property will be immediately assessed and charged to the Student's account. In addition, students who vandalize damage and/or misuse property in any way will be subject to disciplinary action.

P. Mandatory Orientation: AI will conduct a mandatory orientation for all new residents during the first week of occupancy. Residents who do not attend this session will have their guest privileges revoked until an orientation session is completed and such residents are still responsible for compliance with the Rules and Regulations.

Q. Noise and Quiet Hours: No parties are permitted in sponsored housing facilities (unless sponsored by housing). Radios, TV sets and stereos are to be kept at a moderate level. Music and noise inside a Unit must not be heard outside a Unit. Residents may not make or permit disturbing noises in the sponsored housing facility or do or permit anything to be done therein or in a Unit that will interfere with the rights, comforts or conveniences of other residents. The AI Housing staff or its representatives may request that students lower the volume of their music, ask guests to leave if causing a disturbance or exceeding the maximum number of guests allowed by the guest policy. Residents who bring musical instruments are expected to use them responsibly and keep them at a level which is courteous to other students. Security reports issued because of loud musical instruments could result in the banning of the instrument from the sponsored housing facility. Drum sets and amplified music equipment are not allowed. Quiet hours are: 10:00 PM to 8:00 AM

R. Occupancy: Sponsored housing is a co-educational facility. Each Unit in all sponsored housing facilities will house only males or females; not both. When a Student's behavior is such that no one wishes to room with that individual, the Student will be billed double the amount of the Occupancy Charge.

S. Pets and Animals: The Resident may NOT keep pets or animals in the Unit or elsewhere in the sponsored housing facility at any time, or allow any animal or pet to visit the Student, except for assistance animals accompanying disabled individuals, provided such animal has been approved in writing by the Dean or Director of Student Affairs of AI or his/her designee. The Student in violation will be subject to disciplinary action and will be charged the cost for extermination services, cleaning and

any other restoration required by AI and/or the owner of the Complex; and may be asked to move out of student housing if there is a continued repeat violation.

T. Psychological and Personal Crisis: Students who are incapable of caring for them or are a danger to themselves or others may be removed from sponsored housing at the recommendation of AI student support coordinator or an AI official representative.

U. Right of Entry: AI reserves the right to enter student's rooms within a Unit for purposes of inspection, improvements, and repairs, to deal with an emergency, to enforce rules and regulations or for any other reasonable purpose. AI officials may enter and conduct an authorized search of a student's room for the purpose of investigating suspected violations of regulations. Permission to search is NOT required when contraband to be confiscated is in view of the AI authority or when AI personnel deem it appropriate to the health, safety, or welfare of a member of the AI community. Entry by an AI representative may occur at any time, with or without notice. Students understand that in case of a maintenance emergency, abandonment, suspected breach or violation of law, rules or regulations, or when AI or its representatives deem it appropriate to the health, safety, or welfare of a member of the AI community, the AI Housing Services Staff or its representative may enter the Unit without consent or notice, and may conduct an inspection of the contents of the Unit, including any student's personal property.

V. Roof Areas: Only authorized personnel are permitted on roof areas.

W. Room Changes: All room changes must be submitted to the Housing Services Office for approval and administration. Failure to follow the proper procedure will result in re-location of those students and possible fees and disciplinary action.

X. Safety: Students are required to lock and dead bolt their Unit doors. Emergency procedures are located on the back of your Unit door. If a student knows of an emergency in the Unit or building that requires immediate attention, call the City Police at 9-1-1.

Y. Searches: AI reserves the right for its staff or representatives to search any bag or container brought onto sponsored housing property or into facilities on a random or intermittent basis. Any items violating AI policies will be confiscated and residents will face disciplinary action which includes, but is not limited to, termination from housing. In addition, incident reports will document all searches.

Z. Sexual Harassment & Sexual Assault: Sexual harassment (unwelcome sexual comments, actions and attitudes) and sexual assault are not tolerated.

AA. Smoking: Smoking is NOT permitted inside the Apartment at any time. You may smoke on your balcony and common areas where appropriate on the complex.

BB. Student Conduct: Verbal abuse, foul language, insults, physical or psychological threats or intimidation to other students or staff will not be tolerated and may lead to termination from AI and/or termination of the Housing License and removal from sponsored housing. Violation of any local ordinances, state or federal statutes or criminal acts may be grounds for immediate termination. Students must comply with all present and future city, county, state and federal laws and regulations, including without limitation, fire and natural disaster evacuation procedures.

CC. Swimming Pool (if applicable): Students must observe all posted rules. Glassware is not permitted in the area of the pool. No diving is allowed. Jumping from any balcony is not permitted. Guests are permitted to use the pool only with a Student present. Should the Student fail to observe the pool rules, he or she will be denied the privilege of using the pool. The pool area will be closed from 10 p.m. until 8 a.m. Residents and guests who use the pool do so at their own risk. No lifeguard is provided. AI assumes no responsibility for any injuries or loss of life that may result from such use.

DD. Unused Space in Unit: Any unused or unassigned space in a Unit shall remain vacant and empty. Any storage in or use of such space by a Student in the Unit shall subject such Student to fees in the event AI is delayed in filling such unused or unassigned space with another student due to a Student's wrongful storage in or use of such space.

EE. Use of Unit: The Unit is intended for residential use by the resident student(s) assigned to it by AI. The Unit may not be used by any other persons or for any other purpose, including commercial ventures and solicitation. The use of the Unit by any unassigned person without the permission of AI is prohibited.

FF. Window and Balcony Safety:

Windows: For the safety of students and guests, care should be exercised on or around windows in the Units and elsewhere in the building. Students and guests are prohibited from leaning against and/or climbing out of any windows. Residents and guests should NOT sit on the window ledge or on furniture propped up against any window. Residents and guests are not allowed to hang or throw anything out the windows. Students in violation of this policy will be subject to disciplinary action up to and including termination of the Housing License and removal from sponsored housing and/or suspension from AI.

Balconies: (if applicable) For the safety of students and guests, care should be exercised on or around balconies in the Units and elsewhere in the building. Students and guests are not allowed to climb onto, lean on or jump from balcony railings. Students and guests are not allowed to throw anything off any balcony. Roughhousing on balconies in the Units and elsewhere in the building is strictly prohibited. No Unit furniture or furniture that sits above the railing is permitted on the balconies. Damage charges will be assessed for graffiti written on the walls, railings or deck of the balcony. Draping or shaking towels or clothing over any balcony is prohibited. Grilling, barbecuing or other cooking on balconies is prohibited. Bikes are permitted on the balconies propped against the wall only. Students in violation of this policy will be subject to disciplinary action up to and including termination of the Housing License and removal from sponsored housing and/or suspension from AI

Discipline Procedure:

All students are to comply with the reasonable requests of any AI official seeking to enforce the Rules and Regulations of the Complex and the Policies and Procedures of AI. At the discretion of the Dean or Director of Student Affairs of AI or his/her designee, all students assigned to a Unit may be disciplined, placed on probation or otherwise be held responsible for any violation of the Housing License Agreement (including these Rules and Regulations) or for refusing to comply with any reasonable request from an AI official. Disciplinary action may entail: a warning, a probation notice, forfeiture of the License Deposit, termination of the Housing License Agreement and removal from sponsored housing, termination from AI, referral for legal action and/or any such other action as AI deems appropriate. AI officials may, at their sole discretion, elect not to issue a written warning or a probation notice. A student removed from sponsored housing is not allowed back on the premises for any reason. If such student returns for any reason they will be arrested for trespassing and may be subject to termination from AI. In addition to the removal from housing, a student will be liable to AI for all costs pertaining to the penalties for breaking this Agreement. A breach of the Rules and Regulations does entitle AI to immediately terminate the Housing License Agreement and remove a student from sponsored housing and may lead to termination from AI. If in the judgment of any AI official a student is in clear and present danger to himself, others or property he/she will be subject to immediate removal from sponsored housing and may lead to termination from AI. Depending on the nature of the infractions, students who violate the Rules and Regulations may be subjected to further disciplinary action from AI up to and including termination. Students have the right to appeal a removal from sponsored housing as per established student conduct guidelines.