

THE ART INSTITUTE OF HOUSTON

School Sponsored Housing

Rules and Regulations

The following **rules and regulations** must be strictly observed by all students and their guests residing at any apartment complex considered School-Sponsored Housing by The Art Institute of Houston. *The Art Institute of Houston will be referred to as AIH.* These rules and regulations are subject to reasonable changes by The Art Institute or by the apartment complex owner at any time.

You will not be allowed to move into your unit until you have read this entire document carefully and then signed and returned a copy. Be sure to ask our housing staff about any questions you have. Unless otherwise noted each item covers every student and every housing location.

In cases in which it cannot be determined which student in a unit is responsible for a violation of the rules and regulations, all occupants of the unit will, at the discretion of the housing staff, be held **"Jointly Responsible."** The AIH Housing Staff will do everything possible to find out who is responsible, where an infraction of the rules and regulations occurs. But, where an investigation does not establish which occupant is responsible, all residents will share equally in responsibility and damages.

Occupancy: The Complex is a co-educational facility. Each unit in this Complex 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 asked to leave Student Housing or alternative arrangements will be explored

Infractions of the following may result in Probation or Eviction from School-Sponsored Housing and could affect your academic status.

1) Discipline Procedures

The Housing Staff is responsible for enforcing the following rules and regulations. All students are expected to comply with requests of the housing staff as they enforce these rules and regulations. Following is an outline of general discipline procedure. It is not required that these steps be followed in their exact order. Steps may, and will, be skipped depending on the severity of the offense. Please be aware that some offenses may result in immediate eviction without prior warnings or probation.

a) Warnings

In some cases the offender will receive a verbal or written warning, which will be documented in their housing file. This can be the procedure for minor infractions and/or first time offenders.

b) Written Notice of Probation

Offenses that are more severe or repeated will result in a written notice of Probation. The length of the probation will depend on the offense. Parents of dependent students may receive a copy of the written notice. This is a last step beyond which any additional violation can cause eviction. While conditions of probation will be determined by the seriousness of the offense, increased inspections of the student's apartment will usually occur.

c) Eviction

Students who violate their probation or violate certain other rules and regulations, examples listed below, will be evicted from student housing. Eviction is an immediate condition which usually takes place within 48 hours, however, can even be less, depending on the severity of the offense.

In the case of eviction the student, dependent students' parents will be contacted. If eviction occurs, the student will be responsible for a move-out penalty of one half a quarter's rent for the early termination of their contract. Once evicted, a student is no longer allowed back onto

student housing property for any reason. The AIH Academic Affairs Department is also informed when any student is evicted from student housing.

Examples that may result in immediate eviction offenses are:

1. Any violation of the AIH alcohol and drug policies.
2. Any violation of the AIH dangerous weapons policy.
3. Threatening or endangering the safety of staff, students or any person residing in the complex. This includes physical or verbal abuse.
4. Theft.
5. Fighting, abusive, or disorderly conduct.
6. Vandalism of any kind.
7. Tampering with fire, safety and/or individual security systems.
8. Any actions which in the judgment of the housing staff is considered to be seriously detrimental to another person residing in the complex.

2) Policies

a) Apartment Entry by Staff

AIH reserves the right for its employees, or agents, to enter a unit at any time they reasonably and in good faith believe that such entry is required.

Entry can be either announced or unannounced. Possible reasons for entry can include:

- a) An emergency situation that the AIH housing staff believes threatens the well being of any person or unit.
- b) To conduct either an announced, or unannounced, inspection.
- c) To enforce AIH Rules and Regulations and/or the Student Housing Contract.
- d) To conduct needed maintenance or repairs.

b) Roommates

Cooperation among roommates and mutual respect is essential in "Dormitory Style" living arrangements. Simply stated, this means respect must be given for each person's belongings, which includes groceries, clothing, personal hygiene items, school materials, and any other items that require permission prior to use. The Housing Staff is available for assistance in resolving conflicts. Students unwilling to cooperate with their roommates will not be allowed to remain in school sponsored housing or alternative arrangements will be explored.

c) Apartment Cleanliness

Each roommate is responsible for doing his/her share in keeping a clean environment as directed by the Resident Life Coordinator.

At the discretion of the AIH Housing Staff, if maid service is required at any time to bring unit up to acceptable standards of cleanliness, each student in that unit **will be charged their share of such service.** AIH will not allow any unit to become a safety or health hazard. Students who refuse to meet basic standards of cleanliness are subject to disciplinary actions (see disciplinary procedures)

d) Maintenance

Each student is responsible for the proper maintenance of their unit as provided in the Student Housing contact. During orientation you will receive instructions on how to report maintenance problems at each complex. Unreported maintenance items could lead to serious property damage. **In such cases, residents may be held financially responsible for the repair of such damages.**

e) Inspections

The Resident Life Coordinator conducts apartment inspections as necessary to determine the general condition of the unit and its furnishings and to investigate complaints or other information that has come to the attention of the housing staff. Where there is "probable cause" of a rule violation, it is the responsibility of the housing staff to determine the level of inspection needed. This may include searches of personal possessions or vehicle.

All probable cause inspections for possession and use of illegal drugs may require police assistance. If so, students may be subject to criminal misdemeanor and/or felony convictions. There will be regular unannounced spot checks and quarterly announced inspections that will include all units.

f) Keys

Each student is required to return their keys and access card immediately when they move out of School-Sponsored Housing or they will be charged a replacement fee. Keys and access cards must be turned in on time or you will be charged.

Fee: \$50.00 total charge for unreturned keys.
\$50.00 total charge for access card (where applicable).

At the time of move-out, all of a student's goods and possessions must be removed from the complex or they will be disposed of by the housing staff.

3) Alcohol and Drugs / Narcotics

AIH has a "zero tolerance" policy in all Student Housing locations for alcohol and/or drugs. This means no alcoholic beverages (including beer and wine) or illegal drugs/substances are allowed on the premises. Premises include not only apartment units, but the apartment grounds and any vehicles parked on apartment property. Items not allowed include container/package (empty or full), drug paraphernalia, or any item connected with the use of alcohol or drugs. In addition, anyone who invites, or allows, another person on the premises who violates any of the above rules will also be considered in violation of this policy. "Collections" that include any of the above prohibited items are not allowed, and their possession will also be considered a violation. In cases where ownership of prohibited items cannot be determined, all residents of that unit will be held jointly responsible. **THE PENALTY FOR THE FIRST VIOLATION OF THIS POLICY IS IMMEDIATE EVICTION FROM STUDENT HOUSING AND A MOVE-OUT FEE OF ONE-HALF A QUARTER'S RENT FOR EARLY TERMINATION OF THEIR CONTRACT.** In addition, the offending individual could be dismissed from school.

The housing staff may, at their discretion, confiscate any such items to keep as evidence of violation of AIH rules.

NO ALCOHOL IS PERMITTED IN THE CLUBHOUSE, FITNESS CENTER, GAME ROOM OR POOL AREAS AT ANY TIME.

4) Weapons

No weapons of any kind are allowed at Student Housing, or anywhere on the AIH campus. Weapons include, but are not limited to, knives, guns, fireworks, explosives, or firearms loaded or unloaded. Housing includes vehicles parked at the complex.

Violation of this policy will cause immediate eviction from housing. In addition, the offending individual could be dismissed from school.

5) Guests

Guests and visitors are permitted Sunday through Thursday 12 noon to 12 midnight, Friday and Saturday 12 noon to 2 AM. However, even during these hours, consideration must be taken of roommates trying to sleep, study, etc. **NO OVERNIGHT GUESTS ARE ALLOWED, INCLUDING FAMILY MEMBERS. FOR VIOLATION OF THIS POLICY DISCIPLINARY ACTION WILL BE TAKEN IN ADDITION TO A CHARGE OF \$100.00 PER NIGHT, PER GUEST.** Students who have been evicted from housing are not allowed on the property for any reason, including as guests. Students will be completely responsible for the behavior of their guests and visitors while they are on the premises. The AiHouston housing department may deny visiting privileges to anyone at anytime.

Students with family members who wish to visit the Houston area should contact the housing department for a list of hotels near campus.

6) Locks

Students are prohibited from adding, changing, or in any way altering locks installed on interior or exterior doors of the unit.

7) Cable TV, Telephone, and High Speed Internet Access

We **do not** provide any cable or internet services in our housing units.

You will receive free basic local telephone service. There is a block on long distance calls, so you will need to use a phone card to make any long distance phone calls. You will receive your phone number the day of housing check/move-in.

Where AIH provides telephone service to the housing units, no modifications may be made to the services provided. This includes adding any services including, but not limited to, long distance, caller ID, voice mail and internet services. No exceptions to this rule

8) Parties

Parties are not allowed in individual units. If you wish to have a party, talk to your Resident Life Coordinator about how to reserve space in the complex game room. Noise levels for any gathering must not be audible outside the apartment. All residents of the unit must take equal responsibility for the behavior and actions of all guests.

9) Common Courtesies

Each student and his or her guest(s) must show consideration for the rights of all other persons residing in the complex.

Excessive noise and loud music in apartments, hallways or outside areas will not be permitted at any time. Live music cannot be permitted in or outside the apartment. **STEREOS, RADIOS, AND TELEVISION SETS ARE TO BE OPERATED AT REASONABLE VOLUME LEVELS SO AS NOT TO BE AUDIBLE OUTSIDE THE UNIT.** Loud and disorderly gatherings or other unreasonable conduct will not be permitted. Quiet hours are from 10:00 p.m. until 8:00 a.m. weekdays and from 11:00 p.m. until 10:00 a.m. weekends.

No loitering is allowed outside the apartments after 10:00 p.m. All socializing should go on inside apartments, not on balconies, patios, or grounds.

- a. We strongly encourage students not to bring large speakers. If a student chooses to do so these instruments are to be operated at low volume levels so as not to be audible outside the unit. We strongly suggest the use of headphones at all times.

10) Furniture

Students are prohibited, unless receiving prior permission in writing from the AIH housing staff, from bringing any additional items of furniture into a housing unit.

No furniture or part thereof shall be removed from the unit to which it is provided. This includes removing from the unit or moving it from one unit to another. All AIH furniture shall remain indoors at all times and not be placed or stored temporarily in any location but the inside of the unit. Such prohibited locations are, including but not limited to, on outside walkways, indoors hallways, balconies, or porches.

No furniture in the units may be disassembled in any manner.

Students will be charged liquidated damages for any damage to or missing furniture to their unit.

11) Balconies or Patios

No barbeque grills or cooking/heating instruments, regardless of their heating source, may be stored or used on walkways, balconies or patios.

12) Fitness Center / Swimming Pool

Students must observe all posted Fitness Center and swimming pool rules. Students are allowed to bring one guest, but must be present with that guest. Should the student fail to observe the Fitness Center / Pool rules, he or she will be denied the privilege of using the Center or Pool. If you or your guests conduct yourself in an unbecoming manner or cause yourself to be a nuisance while using the facilities, management reserves the right to revoke recreational privileges.

13) Pets

Pets are absolutely not permitted in the unit at any time. This includes, but is not limited to, dogs, cats, snakes, iguanas, hamsters, rabbits, birds, rodents, guinea pigs and turtles. The only exception is that you may keep one five-gallon aquarium in your unit for FISH ONLY.

- a. Companion Pets are not allowed without prior permission from the Dean of Student Affairs
- b. Service dogs such as guide dogs for physically challenged individuals are allowed.

14) Car Washing and Vehicle Maintenance

Car washing is permitted in certain designated areas. You can get these locations from your Resident Life Coordinator or the complex office. Vehicle repairs and maintenance are not allowed. We insist that you find a local garage for performing work on your vehicle.

15) Bicycles and Motorcycles

No moped or motorcycle is to be stored in patios, balconies, apartments, under stairways, or in other areas except as designated by management. Bicycles may be stored in the apartment or on the balcony, provided that are not visible, or in view of other tenants.

16) 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 eviction and termination from Ai. Violation of any local ordinances, state, or federal statutes or Criminal acts can be grounds for immediate eviction and termination. Students must comply with all present and future cities, county, state and federal laws and regulations, including without limitation, fire and natural disaster evacuation procedures.

a. When **documentation or information** is requested by the housing department from any student involved in an incident that has been reported to the housing department; the student must provide this information within 3 to 5 days.

17) Fire Safety Equipment / Security Systems

Students 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 complex. 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 eviction. Disengaging smoke detectors is prohibited. Students may not install additional locks in the Unit. Student may not prop open any exterior doors.

18) Prohibited Items

Candles and incense are not allowed in student housing. For emergencies, students should bring a flashlight with them to student housing.

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