

Housing and Residence Life (HRL) Policies and Procedures

Residence Life and Housing Policies and Procedures

The Housing and Residence Life (HRL) Office is responsible for the quality of residential life at Pomona. In collaboration with Students, Pomona College, and the Claremont community, we seek to provide a residential experience that is safe, nurturing, intellectually stimulating and inclusive for all students. The Dean of Campus Life and their staff oversee the Residence Halls Staff (RHS), Orientation, the Sponsor program, Faculty-in-Residence, and Housing assignments. The Office of Housing and Residence Life is the place to go for help with housing or roommate problems or policy questions. Even if you don't have any issues or immediate needs, please feel free to stop by and get acquainted! The office is open Monday through Friday from 8 a.m. to noon, and 1 p.m. to 5 p.m. It is located on the lower level of the Smith Campus Center, with the main entrance located across from the Mailroom.

Professional Staff in the Residence Halls

There are a number of master's level professional staff members who live on Pomona's campus, including the Director of Housing Operations, Director of Residence Life, Assistant Director for First-Year Experience and three Residence Life Coordinators (RLCs). All six of these individuals serve as Administrators on call and live on campus to support students during their on call shifts. Outside of Residence life, several other Student Affairs staff members live on campus as part of the Administrators on call team.

In addition to living in the residence halls, each of the RLCs have an office in a residence hall that is in their respective zones:

- Mudd, Blaisdell, and Gibson - Mudd Hall Front Desk
- Harwood, Wig, and Lyon - Wig A107
- Oldenborg, Smiley, Walker, Clark I and Clark V – Walker Hall, 2nd floor
- Sontag, Dialynas, Clark III, Lawry and Norton - Dialynas 174

Outside of on call responsibilities, RLCs oversee, RAs, manage student conduct, sit on committees, assist with campus collaborations, among other duties and responsibilities. The Director of Residence Life provides direct supervision and support for the RLCs, and oversight of the transitional, educational, co-curricular and developmental needs of the student in the residential community. The Director of Housing Operations collaborates closely with the RLCs and Director of Residence Life. Other responsibilities of the Director of Housing Operations include managing room draw, facilitating housing changes, collaborating with facilities and Oldenborg staff, managing the office assistants, and working to meet housing accommodations.

Student Leadership in the Residence Halls

As a residential college, Pomona takes great care in organizing, maintaining, and supervising residence hall life to

ensure optimum enjoyment and safety for the students and community of the College. The Residence Hall Student Staff consists of the Resident Advisors (RAs), Head Sponsors, and Sponsors. Together they assist Housing and Residence Life in providing a safe, nurturing and intellectually stimulating residential experience.

Resident Advisors (RA's)

An RA's goal is to assist in establishing a positive living environment in the residence halls. RAs are the first point of contact for the personal, educational, and social needs of students living in the residence halls. They are responsible for building a sense of community, planning community programs, assisting with security and safety, promoting sustainable living practices, addressing emergencies, working with Sponsors, providing support and referrals to students living in the residence halls, and reporting damages and maintenance problems.

Students are obliged to cooperate with the Residence Halls Staff as they perform their duties. It is a serious offense to harass or intimidate an RA or to fail to comply with the directions issued by RAs in the performance of their assigned responsibilities.

Head Sponsors and Sponsors

One of the most significant experiences for new students at Pomona is living in residence as part of a sponsor group. The Sponsor Program is a residential program through which all new students are housed with other new students and led by an upperclass student called a sponsor. The sponsors provide support to first year students throughout their first academic semester, with the objective of easing the transition to college by creating a safe and welcoming living environment for all new students, serving as referral resources, and increasing new student interactions with other students.

The Sponsor Program is an important program to help the transfers and the first-year class transition to a new environment. It is administered by Housing and Residence Life. There are four head sponsors who help select the sponsors, assist with placing the incoming class in their sponsor groups, assist in supervising the Sponsors, and help guide the program during the school year. All incoming Pomona College new students are automatically put into the Sponsor Program. Sponsors are prepared for this responsibility during a training program just before the school year which includes training on a variety of different topics. They also participate in a number of in-service training experiences throughout the year.

Residence Life Policies and Procedures

Housing

Most of the students at Pomona College live on campus. In a residential community it is essential for all students to be aware of the rights and needs of others. Cooperation with the rules and policies of residential life at Pomona is an essential condition of community living. All first-year and sophomore students are required to live in the residence halls. No student may live off-campus without the express written permission of the Office of Housing and Residence Life (see policy below). Students who need housing beyond an 8th semester will be housed if there is space available.

As members of the Pomona College residence hall community, residents may reasonably expect the following:

1. The right to reasonable quiet.
2. The right to reasonable privacy.
3. The right to a comfortable and well-maintained living environment that is reasonably safe and secure.
4. The rights to individual choice, provided that other residents' rights are not infringed upon.
5. The right to fair and equitable enforcement of residence halls rules and policies.

Similarly, as members of the Pomona College residence hall community, the College expects the following:

1. You will support the College's commitment to be a "community of scholars and leaders in which integrity, engagement, and inclusiveness are paramount." (Statement of Community Values, Student Affairs Committee, 2007)

2. You will strive to do your best academically.
3. You will respect our rules and policies.
4. You will support the College's efforts to be more sustainable. That is, you will work with us to conserve water, recycle and cut down on our use of electricity.
5. You will work within our system to make any changes you feel are necessary.

In all of these matters, students are responsible for the behavior of any guests or visitors, including students from the other Claremony Colleges, who are present in a building at their invitation, and penalties may be assessed on the hosts for violations committed by guests or visitors. Furthermore, groups sponsoring events may be held responsible for violations committed by those attending their events; such violations will be referred to the appropriate disciplinary bodies for adjudication, which may result in monetary fines, restriction on future activities, or removal of official registration of the organization.

Visitor and Guest

A visitor is anyone who is visiting a Pomona student and who is not themselves a Pomona student. A visitor is allowed to stay on campus for up to five consecutive nights and not more than a total of seven nights per semester. A student may host no more than two visitors at a time. **For the 2022-2023 academic year only members of the 7C community may be in residence halls except for when students move-in or move-out of buildings.**

The following regulations apply to visitors on campus and in the residence halls.

1. Visitors on campus must conform to the rules of the residence halls and the provisions of the Pomona College Student Code. If a visitor violates College policies or disturbs other residents of the hall, visitor privileges may be revoked.
2. Students are responsible for the conduct of their visitors. A student host may be charged when their visitor violates the Student Code.
3. Visitors are not allowed to sleep in lounges or other common areas.
4. Any student hosting an overnight visitor on campus must register the visitor with Housing and Residence Life (or the Office of Admissions if the visitor is a prospective student). A Visitor Pass will be issued, which must be always in the visitor's possession and shown upon request.
5. If the visitor does not plan to stay overnight but wishes to attend a College event, event passes are available from the Campus Center and the Office of Housing and Residence Life.
6. Students in shared rooms must obtain the written consent of their roommate before registering with their visitor. Cots and linens are available for visitors staying in student rooms. Students may contact the Housekeeping Office to arrange for this service (proof of visitor registration will be required). A cot, pillow, and linen, which includes two sheets, a blanket, and pillowcase, are available for \$5 per night.

If the resident desires to have an overnight visitor or guest on the premises, the following shall apply:

- If the premises are occupied by more than one person, the approval of all occupants of the premises shall be required prior to the resident's permitting an overnight guest to stay in the premises, and the overnight guest/visitor may only occupy the resident's room during the visit.
- An overnight guest/visitor may not stay on the premises for more than five (5) consecutive nights and no more than a total of seven (7) nights per semester. If any student or their guest occupies a room or residence without authorization, it may impact

their room draw number for unauthorized occupancy for each day or portion thereof until the space is completely vacated. Pomona students who are found occupying an unauthorized space may go through the judicial process and receive the appropriate sanctioning. This includes unauthorized occupancy any time before or after contract dates, termination of occupancy dates, after eligibility for housing has ceased, or during the housing closure period.

Access to Residence Halls by College Officials

Residence hall rooms are Pomona College property. The College reserves the right of access to student rooms. Reasonable effort, where appropriate, will be made to notify the occupant of a residence hall room in advance when a representative of the College seeks access to a student's room. However, for health, safety, inspections or security reasons or to determine compliance with Pomona College policies, access to student rooms by college staff (including RAs) may occur without notice. The College reserves the right to remove items that violate residence hall policies when they are found in student rooms.

SAFETY & SECURITY

Safety Conditions:

No person shall create safety or health hazards in any residence hall. Examples of prohibited behavior or items include, but are not limited to:

1. Propping open outside doors, unlocking lounge windows.
2. Using unauthorized doors, windows or balconies to enter or exit buildings.
3. Excessive accumulation of garbage or filth in rooms, lounges or balconies.
4. Excessive accumulation of furniture indoor and outdoor residential spaces.
5. Furniture/bedding supported by cinder blocks.
6. Any trash/storage containers, furniture, personal items, cannot block fire equipment or exits from a living space (including doors and windows).
7. Weights (above 20 pounds) or weight benches in student bedroom/suites.
8. Satellite dishes on the roof, balcony, or outside windows.
9. Mopeds, motorcycles, or other gas-powered vehicles inside the residence hall or within 25 feet of the exterior of the building.
10. Throwing or pushing objects off balconies or out of windows or using such as a means of access/egress.
11. Using balcony for storage, barbecuing, placement of college furniture, garbage or recyclable items, etc.
12. Playing sports or using equipment that is considered, or could be considered, equipment inside of the Residence Hall. This includes in a student's room in the hallway, main lounge, floor lounges, kitchens, or any other area in the Residence Hall.
13. No item (I.e table, flat board surface or any similar item) beyond 3ft may be allowed in residence halls.

Note: Upon check-out, students are required to remove all personal property from common areas in the residence halls. The custodial staff will discard all personal property left beyond 24 hours in common areas.

Residents may not engage in any activity that will injure, deface, or damage any part of the Residence Hall facilities. This includes posting signs or advertising notices in non-approved areas. Residents may not install or use outside satellite dishes, heavy electrical equipment (i.e. washers, dryers, air-conditioners), or personal locks.

Health and Safety Inspections

College housing spaces must be kept clean and free from dirt, grease, garbage and trash. Proper care, cleaning, and use of community area and facilities, including stairs, stairwells, laundry rooms, and grounds are a residents' responsibility.

In order to ensure a clean and healthy living environment for current and future residents, health and safety inspections will be conducted up two times a semester as well as over Winter Break. All residents will be given one week notice to coordinate cleaning efforts within their bedroom space and in the common living area. The HRL staff has the authority to enter room/suites regardless of whether or not residents are present. These inspections are for preventive and corrective actions. If a resident's room does not meet suitable standards, residents will be given 24 hours to address the issue. In the course of conducting the inspection any prohibited items are found, they may be confiscated and will not be returned. Students may face judicial sanctions. The following areas will be inspected during the safety inspection.

1. Fire safety issues
2. Policy Violations
3. General facilities issues

Fire Safety

No person shall refuse to observe any safety regulations or procedures. All persons must evacuate the residence hall during a fire alarm. Fire Safety, Campus Safety/ HRL staff may enter rooms during fire alarms to ensure compliance with evacuation procedures. No person shall tamper with, or otherwise misuse fire-fighting equipment including but not limited to: fire extinguishers, fire hoses, fire alarms, fire doors, pull stations, heat smoke detectors, and exit signs. Examples of prohibited behavior or items include, but are not limited to:

1. Candles and Open Flame/Combustion Devices Open-flame devices, except for cigarette lighters and matches, are prohibited in residence halls. Candles for religious services and birthday parties must be approved in advance by either the Housing and Residence Life professional staff.
2. Any electrical wiring that is frayed, broken, or taped. HRL staff reserve the right in these cases to ~~are~~ remove items immediately from the Residence Hall
3. Failing to evacuate during fire alarms.
4. Surge protectors that are plugged into other surge protectors (they must only be plugged into the wall).
5. The use of gas, alcohol or other flame-producing appliances is prohibited. Charcoal fire, gas stove or barbecue grills are prohibited indoors or on balconies.
6. Residents must monitor their cooking at all times as to prevent unnecessary fire alarms or fires caused by unattended cooking.
7. Natural holiday trees are prohibited from the Residence Halls. Non-natural holiday trees are permitted and must be less than 4 feet tall.
8. No furniture may be placed in the interior hallways of the residential buildings.

Members of the housekeeping staff may enter a student's room as part of their cleaning responsibilities. Student requests for repairs constitute an invitation for room entry for that purpose. No representative of the College will normally enter a room without knocking.

Air-Conditioning Units

Students may not install air-conditioning units in windows, or, use stand-alone air-conditioning units. Exceptions to this prohibition will be made only for students who have a formal accommodation that requires air-conditioning. Students who believe they have a condition to merit accommodation work with Accessibility Resources and

Services (disabilityservices@pomona.edu), located in the Dean of Students Office. The student's accommodation is approved through the Dean of Students Office, the student can purchase an air-conditioning unit that meets specifications set by the Office of Facilities and Campus Services. Facilities will then be responsible for proper installation of the unit. The need for air conditioning should be reported to Campus Life prior to Room Draw. In the case of new students, they must notify Housing and Residence Life one month prior to move-in.

All other air-conditioning units are prohibited and will be removed by the College. Such units will be stored for one semester; units that are removed and stored but not retrieved by their owners will be discarded at the end of the semester during which they were removed.

Students who wish to have air-conditioning but do not have a qualifying medical condition should do their best to secure a room during room draw in Mudd-Blaisdell, Dialynas, Sontag or Oldenburg during Room Draw and/or the Oldenburg application process.

Common Areas

All students are expected to keep the common areas (hallways, lounges, common rooms, kitchens, bathrooms, etc) of the residence halls in a reasonable state of cleanliness. When an excessive mess is found the area housekeeper will contact Facilities and/or the Office of Housing and Residence Life. It is, first and foremost, the responsibility of the residents of the residence hall to clean it up. In the case of a hallway, the smallest identifiable group of residents has the responsibility of restoring the area to reasonable cleanliness.

A 24-hour period will be given to affect the clean-up. At the end of this time period, if the conditions are not up to standards, a fine will be assessed to each person responsible for the clean-up task. If no people are identified, the clean-up costs may be charged to those residing in the smallest identifiable space where the mess occurred.

It should be noted that in some cases this means that students not directly responsible for the mess will be held responsible for the cleanup if no individual or group can be identified.

If you want to use any residential space for an organized event (social, academic, co-curricular), please contact housing@pomona.edu or the Residence Life Coordinator for the building. This includes, but is not limited to, spaces such as Mudd Ballroom, Sontag Roof Garden, or Walker Lounge.

Cooking and Appliance Use in the Residence Halls

Fire safety standards make it necessary to prohibit the use of cooking appliances that use heating elements. Students may bring their own microwave oven and mini-fridge (3.1 cubic feet or smaller), but full-size refrigerators are prohibited.

The College is committed to sustainability and encourages students to use energy efficient appliances and practices. In selecting lamps, energy-efficient lighting is preferred, such as LED and CFL bulbs. The use of surge suppressor/power strips with on/off switches is recommended to reduce phantom power consumption. In support of the College's ongoing efforts with regard to sustainability and energy conservation, students living in Dialynas and Sontag Halls are NOT permitted to have individual room refrigerators.

Because of energy usage in Southern California, especially during warmer months, campus residents should anticipate occasional power outages. The College, therefore, strongly recommends that students use Uninterruptible Power Supply (UPS) devices to protect personal computers from being damaged by such outages. The College will not be responsible for damages to computers or other personal property resulting from outages or blackouts.

Damages in residence halls

Common areas

It is the obligation of every student living in or visiting the residence halls to not damage or allow their guests or visitors to damage any College property. It is the policy of the College to charge individuals responsible for damages which occur or for items which are lost from the residence halls. Charges reflect the cost of replacement and/or repairs. Furthermore, it is the policy of the College to attempt to establish financial responsibility for damages which occur in public areas of a residence hall for which individual responsibility cannot be ascertained. Costs for acts of unclaimed vandalism may be charged back to those residing within the smallest identifiable space where the vandalism has occurred, and residents will be held responsible for damages caused by their guests or visitors.

Individual Student Rooms

All damages and losses which occur within an individual student's room beyond the range of reasonable wear and tear are charged to the resident(s) of the room. The room condition form completed at the beginning of each resident's occupancy protects the student from being held liable for previously existing conditions. Residents are responsible for ensuring that their space remains sanitary at all times. It is assumed that when residents have checked into a room, they are then responsible for all damages and/or losses which may occur during their occupancy.

Costs for acts of unclaimed vandalism may be charged back to those residing within the smallest identifiable space where the vandalism has occurred. Appeals may be made through Housing and Residence Life.

At the end of the academic year, charges are assessed for room damage and loss through year-end inspection and check-out procedures. These charges are placed on the student's bill. For students not returning the following year, the charges are deducted from their fees or deposit, and if the charges exceed the amount of the fees or deposit, the difference is billed to the student.

Individual and Common Room Furnishings

Residence hall room furniture may not be removed from a student's room. Common area furniture must remain in common areas and may not be removed or relocated. If furniture is discovered by HRL or Facilities staff outside of a residence hall room, the resident will have 72 hours to move it back. If they fail to do so the furniture will be moved and the resident will be fined.

The College provides every resident with a single bed, a study desk, a dresser, a chair, a recycling bin, and a wastebasket. Fire and safety codes require that all corridors and exits are unobstructed, therefore, furniture and other items are not allowed to be placed in hallways or common areas. Students provide their own study lamps (CFL or LED bulbs/lights are preferred), linens, and in some cases, bookshelves. Lofts are prohibited. All rooms have window shades or blinds. Blinds should not be removed by students.

Common area furniture is not to be removed from common areas (including lounges, courtyards, kitchens, academic buildings, etc.). If furniture from a common area is found in an individual's room or moved in such a way that it obstructs emergency evacuation procedures, a minimum fine of \$150 will be levied along with an additional fine of \$25 a day until the furniture is returned to the common area.

Lock Outs

All students should lock their doors when leaving their rooms and carry their room keys with them, even if only to walk down the hall to a friend's room. Not only is this a good safety and security practice, it also prevents you from locking yourself out of your room. Lockouts are handled by Campus Safety or Resident Advisors. Lockouts are no charge if they occur between 8:00 a.m. - 5:00 p.m., Monday through Friday OR between 6:00 p.m. and 2:00 a.m. Sunday through Saturday.

Any other lockouts will be charged \$35 to the student account. During the first three weeks of the semester there is no charge for lockouts.

Modifications to Residence Hall Rooms and Areas

Students may not install equipment and make significant alterations to a residence hall room, common area or exterior area without prior permission. This includes, but is not limited to large outdoor decorations, tarps, canopies, lofts, etc.

Move-In and Move-Out

When moving into a residence hall, students must check-in with the Office of Housing and Residence Life. A student will be considered to have taken possession of and responsibility for a campus room when they receive a room key, resides in the room, or places belongings in the assigned room. A student also is considered to occupy a room if they fail to notify the Office of Housing and Residence Life by the tenth day of the semester that they do not intend to occupy the room which has been drawn or assigned.

Occupancy of any room is limited to the student(s) assigned to that room. A student may not transfer, sublet, loan or assign the room to another person under any circumstances. This includes room within a suite. A student not assigned to a room may not take up residence within it. Students who change room assignments without notice and/or permission of the Office of Housing and Residence Life will be required to return to their original room and could meet with a member of the HRL staff or a Student Code Administrator.

There is the three-week room freeze at the beginning of semester starting with the first day of classes.

The Office of Housing and Residence Life must approve all changes in room assignments. Rooms and roommate assignments are contracted for the academic year. Students who feel their living situation is not satisfactory should consult with their Resident Advisor and/or Residence Life Coordinator. A room change can be considered in cases of roommate conflicts after those wishing to make a change have made a sincere effort to resolve their differences. Residents may not attempt to force a roommate to move out of the room or prevent a new roommate from moving in. Students may not intimidate others within the hall or prevent their reasonable use of facilities.

It may be necessary for anyone changing rooms for the second semester of the academic year to pack and store their belongings during the Winter Break so that both the old and the new room can be cleaned. Student room fees cover the academic year, which does not include the winter vacation period. When the campus is closed during Winter Break (usually mid- December through early January) the residence halls are closed and students are not permitted to stay in their rooms. Use of residence halls during this period can result in fines and other sanctions.

Students are encouraged to inform a Resident Advisor, Sponsor, roommate or neighbor if they intend to be away from the hall overnight or for a weekend. Such information is important in reaching that individual should an emergency arise. In case of a longer absence (a week or more), students should contact their class dean in the Dean of Students Office who can be helpful in notifying faculty members and resolving other problems that may arise.

When moving out of a residence hall, students are required to return all keys to HRL. Failure to do this will result in a lock change and the student will be responsible for the costs (\$75) of said change.

Noise Policy

Student rooms are designated spaces to study and to sleep. For that reason, students should not create persistent or excessive noise audible to surrounding residents. Mutual respect is the expected standard. If someone is disturbed by noise, they have the right to request a decrease in the level of the noise and the student receiving the complaint is expected to respond by decreasing the volume of noise. Noise should be kept to a minimum, regardless of time of day or established quiet hours.

Quiet Hours are from midnight to 8:00 a.m. Sunday through Friday and 2:00 a.m. to 10:00 a.m. Friday and Saturday. All other hours are "courtesy hours," during which the halls must be quiet enough for residents to study or sleep. In addition, all residence halls

will maintain quiet hours from midnight on Wednesday preceding final exam week until 8:00 a.m. on the Saturday of final exam week. There are no registered social events with alcohol allowed in the residence halls at any time, including during Substance-Free Opening, Finals Week (Fall and Spring), and Senior Week.

If a resident is bothered by noise, that person should ask the individual causing the noise to reduce the volume. However, if, for any reason, the resident cannot speak with the student causing the disturbance, the student may contact

- the RA on-duty,
- campus safety,
- or Live Safe's reporting feature

for assistance. If the resident, guest, or visitor does not decrease the noise level and the RA or complainant must ask a second time, the person's conduct may be documented by the RA, which will result in a conversation with the Residence Life Coordinator.

Students who repeatedly violate the noise policy may be removed from the residence halls at the discretion of the Dean of Campus Life.

Off-Campus Housing

All first-year and second-year students are required to live in a residence hall. Third and fourth-year students who wish to live off-campus **must** fill out an off-campus housing application and receive written approval from the Office of Housing and Residence Life. No student should sign a lease before receiving written approval.

Students who are married, have children, are age 25 or older upon admission to the college are automatically granted permission to live off-campus but must still fill out an off-campus housing application. A few additional applications from seniors, and sometimes juniors, are approved each year.

Off-campus students are subject to the Pomona College Student Handbook.

Personal Property

The College does not assume responsibility for loss or damage to personal property belonging to students. All items are brought and kept on campus at the student's own risk. Parents and students should inspect insurance policies and determine whether the limits are sufficient to cover the student's belongings while away from home. If current insurance is not sufficient, the parent or student should increase coverage.

Students should avoid keeping valuable items in the residence halls and storage rooms. Students should lock their doors when leaving their rooms and carry room keys at all times. Unfortunately, theft does occur. All students should be aware of strangers in the halls and report suspicious behavior to a Resident Advisor (RA) or to Campus Safety. Students should keep their rooms locked when they are away from them and when they are sleeping.

Bicycles

The College is not responsible for lost or stolen bicycles. Bicycles may be kept in a student's own room or in a bicycle rack (or other authorized bike storage) during the academic year.

Bicycles may not be locked to trees, handrails, poles, fences, benches, or kept in hallways, stairwells, or trash closets. They also may not be stored in any other areas in which their storage can impede an emergency evacuation, prevent individuals from making use of access ramps and similar structures, or inconvenience the Housekeeping Staff. Bicycles will be removed from these locations and impounded without notice; the locks will be cut and rendered unusable. To retrieve an impounded bicycle, you must provide ID and a detailed description of the bicycle to the Facilities Department. If unclaimed after two weeks, impounded bicycles will be offered to the Green Bikes program. Bicycles left outside on campus over the summer will be removed from bike racks and may be donated to the Green Bikes program.

Bicycles left outside on campus over the summer will be donated to the Green Bikes program.

Storage

The College does not assume responsibility for loss or damage to personal property belonging to students, whether stored or in a student's room. The College does not offer on-campus storage beginning in the 2021-2022 academic year.

You may not store items in hallways, stairwells or common rooms. Students will be given 24 hours to remove personal items in these areas or they will be removed by Facilities without guarantee of return.

Pets in the Residence Halls

Animals in the residence halls create sanitation problems and/or adversely affect the health of others living there. Under no circumstances are students permitted to have animals in the residence halls. Only two (2) completely and consistently caged, nonpoisonous pets that are [legal in the state of California](#) are permitted and then only if they do not adversely affect other residents. Housing and Residence Life must give permission and issue a permit for any animal kept in the residence halls. Farm and exotic animals are not permitted in residence halls.

Students should meet with the Accessibility Resource Services in the Dean of Students Office if they believe they may be eligible for an accommodation for a service animal or an emotional support animal (ESA). This process must be completed and formally approved prior to bringing an ESA on campus. Please read the policy here: <https://www.pomona.edu/accessibility/student-accessibility/accommodation-services/service-and-support-animals-campus-policies-and-procedures>

If a pet is found in a residence hall that is not permitted the owner will go through the Pomona College conduct process as outlined in the Student Code of Conduct. The animal must be removed within 24 hours. If the situation is not corrected after a reasonable amount of time, the College retains the right to remove and rehome the animal. The student will also lose the right to house an animal in their room for the remainder of their time at Pomona College.

In compliance with California state law, animals are not allowed in areas where food is served. This policy is strictly enforced in the College's dining halls, The Sagehen Cafe, and in the Coop Fountain.

Any person(s) found neglecting, abusing, teasing, tormenting, or inflicting any type of cruelty to an animal on campus will be held accountable by the College through the Dean of Students or by the Judiciary Council. The animal can be removed from a student's room and rehomed when these concerns are present. Penalties for violating this policy may include mandatory community service, fines, suspension of on-campus privileges, suspension or expulsion from the College. Students may also be held legally accountable for violation of state law prohibiting cruelty to animals.

Prohibited Items/Actions

Hammocks are prohibited in residence halls and may not be attached/hung on trees and other structures, i.e. light poles, railings, balconies, etc.

Satellite dishes are not to be installed by residents or any outside vendor on any Pomona College building without written permission of the Vice-President of Student Affairs/Dean of Students.

The use of roller-skates, roller blades, skateboards or bicycles in any campus building is prohibited. In addition, students are not allowed to play sports (e.g., frisbee, hockey, soccer, football, etc.) inside campus buildings, including residence halls.

Windows, balconies, ledges or rooftops of any campus building cannot be used for social gatherings or as entrance or egress from a room. Throwing items out of or off of any of these locations is also prohibited.

Propping Doors

The external doors to the residence halls are locked to prevent the intrusion of unwanted and possibly dangerous individuals.

Student IDs/Keys?

Each student is given a student ID card that will open all card-keyed residence hall doors. Students are not allowed to prop residence halls doors open. Propping doors endangers the safety of every hall resident. Any student found propping a door will be fined. In the event of theft, damage or loss, new ID cards may be obtained at the Office of Housing and Residence Life in the Smith Campus Center. Lost cards should be reported promptly so that they be de-activated, further protecting students from intrusion.

All Pomona students are issued a college ID. It is the expectation that students have their ID on them at all times. The Pomona ID allows you to eat in the Dining Halls across all 5Cs, enter Pomona College residence halls, and allow you entrance into 5C social events. (Students 21 and older may use their ID in order to drink alcohol at 5C events.) Students may not loan or give their ID to another individual, whether it be a student, visitor or guest.

If asked by a college official, including RAs and Campus Safety, Pomona students are required to present their ID. The first replacement ID is free, any other copies will cost \$10.

Room Draw/Selection

Room selection is conducted by Housing and Residence Life each spring for the following year. Room Draw policies and procedures may be modified from year to year.

Detailed instructions on the room selection procedures and policies are sent to all students at the appropriate times during the year. (Again we should just link to the detailed policy.) Policy on Students with Dependent Children

The spaces available for such use will be determined annually by the Office of Housing & Residence Life.

Nothing in this policy shall be understood to constitute an exception to the College's policy prohibiting cohabitation.

Room Condition Reports

Room Condition Forms, which describe the condition of the room prior to occupancy, are provided for students when they move into rooms. They are used at the end of each semester to evaluate any damage which might have occurred during that time. Students will receive notice from the Office of Housing and Residence Life when these forms become available online.

At move-in, If the level of maintenance of a particular room is not adequate, or if any college-issued item needs to be fixed, students may fill out a work order online https://my.pomona.edu/ICS/Facilities_Service_Request.jnz.

Students may also contact Maintenance at extension 909-607-2236.

Room Repair/Work Order

In case of repairs or general maintenance, students may fill out a work order online (link). Students may also contact Facilities and Maintenance at 909-607-2236, or x72236.

The College is committed to maintaining safe and attractive residence halls. Each residence

hall is periodically renovated and refurbished between renovations. Students are encouraged to decorate and personalize rooms through the addition of rugs, lamps, pictures and other enhancements. However, in order to prevent damage that requires excessive maintenance, limits are set on student enhancements.

Students are urged to report broken windows, locks, and doors to Facilities via filling out a work order online, RA's or Housekeeping Staff in order to ensure the safety of residents.

Students are not permitted to paint individual rooms or common areas. They may not install equipment or make significant alterations to a residence hall room or common area without prior permission. The cost for repainting a residence hall room is \$100 per wall.

The College issues all students with a roll of blue tape (aka painter's tape) to affix posters, art, and other decorations to walls. The blue tape can be obtained at the Housing and Residence Life Office. Students are charged for excessive wall or surface damage. Students may have decorations on 33 -50% of walls can be covered by decorations. Ceilings, smoke detectors, pipes and fire safety equipment are not permitted to have decorations affixed.

Smoking

Smoking and vaping is prohibited in all Pomona College residence halls. Prohibited smoking includes the use of "Hookah," water pipes, e-cigarettes and other electronic nicotine delivery systems, as well as any other vapor emitting devices, with or without nicotine content, that mimic the use of tobacco products. Smoking is prohibited in any area, including outdoors areas, if it results in second-hand smoke entering a non-smoking area. Smoking is prohibited in any area, including outdoors, if it results in second hand smoke entering a non-smoking area. You must be 20 feet away from any campus building to smoke.

All other spaces within Pomona College on-campus buildings are non-smoking areas. Non-smoking areas include, but are not limited to, all public and common areas, such as hallways, social rooms, stairwells, lobbies, dining rooms, lounges, lavatories, laundry rooms, computer rooms, and offices at Pomona College are smoke-free. Cigarettes, cigars, other tobacco products, hookahs, water pipes, e-cigarettes, electronic nicotine delivery systems and vapor emitting products found to be in violation of these policies will be confiscated and discarded.

Soliciting on Campus

The College does not allow soliciting, promoting, or selling any product or service by anyone from outside of the College. No soliciting is permitted in the residence halls by anyone — student or non-student—when it involves a non-Pomona business or group.

1. Those who are not Claremont Colleges students or personnel who desire to solicit on Pomona College property must first obtain permission from the Director of the Smith Campus Center. Groups granted permission will be allowed to set up a table at the Smith Campus Center. This is the only area in which non-College personnel will be permitted to solicit.
2. Groups granted permission will be given a card indicating the permission and the dates on which the table will be permitted.
3. It should be noted that Sixth Street and College Avenue are public streets and therefore not subject to College solicitation restrictions.
4. In general, it is the policy of the College to allow non-profit groups to make such arrangements. Groups or individuals not in this category will be considered on an individual basis.
5. On-campus student groups desiring to solicit will be permitted to set up tables in certain central areas of the campus or at the Smith Campus Center, after receiving permission of the Director of the Campus Center. In general, only students soliciting for campus organizations and for non-profit groups, or those desiring to sell their own handicrafts or personal property, will be permitted to solicit. Others will be considered on an individual basis.

6. On-campus student groups desiring to solicit in the residence halls for such things as disaster relief efforts must receive permission from the Office of Housing and Residence Life
7. Students who are representatives for businesses or other outside organizations must register with the appropriate office.

Substance Free Opening

All Pomona students should note that Substance Free Opening extends from the arrival of students for pre-semester training through the Sunday after classes begin.

During this period the College does not permit alcoholic beverages to be served or consumed on campus or on Orientation Adventure trips. Possession of open containers is also prohibited. College policies concerning illegal drugs will be strongly enforced as provided by the Student Code. Violations by Pomona students that occur off campus may also result in disciplinary action.

Violations of Substance Free Opening will result in an immediate conversation with a director or dean and be considered a "second offense" of the alcohol and other drug policy.

Vandalism

Students may not damage College property or the property of other students within the halls. Financial responsibility for damage to College property will be assigned to the smallest identifiable population within the residence hall if the specific perpetrator(s) is not identified.

Students found responsible for damage will be charged for the cost of repair and/or replacement of property and, additionally, may receive a fine for the act of vandalism itself. Students found responsible for vandalism may be referred to judicial council.
