

RESIDENTIAL LIFE

Washington College educates its students in the broadest sense. Living in a residence hall augments learning gained in the classroom. Living on campus also provides students with many opportunities to create rich and rewarding relationships with other students, especially those formed by involvement in social and educational activities outside the classroom. Students have a unique opportunity to shape their community while living and learning with peers.

All students have the right to expect that residence halls will be reasonably quiet and well maintained. The College recognizes that a student's residence hall is his/her "home away from home" and should be treated as such. The College assumes the responsibility for maintaining the buildings, and students must assume responsibility for the reasonable use of these facilities and for establishing a positive atmosphere where all students may study, sleep and live. Students who violate the spirit of the residence hall system or violate the rights of other students are subject to disciplinary action.

All matriculating, full-time students are required to live on campus during their enrollment. Fourth-year students with senior credit standing, a minimum 3.0 cumulative GPA, and good social and academic standing, both on and off campus, are eligible to apply for an exemption to this requirement.

Visit the Residence Life website (<https://www.washcoll.edu/campus-community/housing-and-dining/>)

On-Campus Residential Life Policy

Residential Students need to refer to the **Guide to Living on Campus** for all policies relating to living in the residence halls.

Residential Life Staff

Residential Life is staffed with professional and paraprofessional student staff who provide supervision, guidance, and support to individual students and to floor and hall communities.

Director of Residential Life: Amy Sine

Responsibilities include overseeing all day-to-day activities of the area to include room assignments, collaboration with other areas of the college to include Public Safety Student Engagement, B & G and other areas that impact the student experience. Amy assists in student conduct, resolving lower-level policy violations. Amy supervises both professional and paraprofessional staff.

Community Coordinators: Shelly Zaid-Kunz, Asha Clements-Elliott, Sam Flint

Responsibilities include supervision of RAs, support of residents and helping to foster communities within the buildings, to include policy enforcement. They also support the office of residential life in assisting with administrative duties.

Senior RAs are experienced, upper-class student leaders trained to provide additional support and supervision to RAs and supervision to a portion of the RA staff. They assist in major departmental programs and initiatives.

Resident Assistants (RAs) are assigned to a floor or a residence hall. The RAs help build a community within the residence halls by getting to know residents, upholding policies, and planning floor and hall activities. RAs understand the College's mission, procedures, policies, and the Honor Code and are instrumental in working with residents to shape community standards and respectful behavior.

Desk Staff are student staff who assist Residential Life in the RA offices, in particular with lockouts and administrative support.

Solicitation and Commercial Activities

Selling, canvassing, or campaigning door to door in the residence halls is not permitted. Students are not permitted to operate a business or maintain property inventory for a business from a residence hall facility. This includes businesses operated via the internet (ex. eBay, Etsy) or phone.

- I. **Purpose:** Washington College is committed to preparing its students for rich and fulfilling lives by providing opportunities to challenge and inspire their entrepreneurial spirit and curiosity. To that end, Washington College students, who are the owner of a commercial business, are permitted to operate their commercial business on college-owned property as described in the policy and procedures below.
- II. **Policy:** Washington College students, who are the owner of a commercial business, are permitted to operate their commercial business on college-owned property as described in this policy.

Washington College will not be responsible/liable for the property/inventory of the student-owned and operated business. The student-owned commercial business must be clear in its business-related communications/materials that Washington College is a complete and separate entity from the students' commercial-owned business.

The following standards are required to operate the student-owned commercial business on campus property:

1. Annually apply to the Dean of Students;
2. The student business owner must have and provide proof of a “Business Owner Policy”;
3. The student business owner must provide insurance coverage for the commercially owned business. The student must name Washington College as an additional insured on the certificate of insurance. Please see Section IV: Insurance Requirements listed in this policy;
4. An email other than the student’s Washington College email address must be used for any and all electronic communications related to the student-owned commercial business;
5. A disclaimer must appear on any of the student-owned commercial business communications (written, verbal social media, electronic email, etc.) stating that the commercial business is not associated in any way with Washington College;
6. All activities related to the student-owned commercial business must comply with all federal, state and local laws and other institutional policies;
7. If the activities derived from the student-owned commercial business impact College operations in a negative way, the College has the right to suspend or terminate the student-owned commercial business;
8. It is not permissible to use any Washington College logos, branding, letterhead, etc. for the student-owned commercial business; and
9. Any violations of this policy will be referred to student conduct.

III. Procedures:

The following procedures, in addition to the requirements above, are to be followed prior to operating a commercial business on college property:

1. **Application:** any student wishing to operate their commercial business on college property must submit the “Student On-Campus Enterprise Registration Form” no later than 60 business days prior to their desired start date on campus. Please see Section V for this form. The Business Owner Policy must be submitted with the application.

The application will be reviewed by the Dean of Students in conjunction with the Director of Residential Life. The student will meet with the Dean of Students to review and discuss the details and scope of the student-owned commercial business. No later than fourteen (14) business days after the meeting the student will receive a written response (approval or denial) from the Dean of Students. If the business is denied, a detailed reason for the denial will be included in the written response to the student owner. The student can re-apply if the reason for denial has been adjusted.

2. **Signed waiver:** If the student has been approved to operate its commercially owned business on campus property, the student must review and sign the “Student Enterprise Waiver” (see section VI). The waiver must be submitted to the Dean of Students prior to operating the business. A copy of the signed waiver is provided to the student owner and the original waiver is kept on file with the application.
3. **Insurance:** Once the application has been approved, and the waiver has been signed, the student owner must submit the Certificate of Insurance to the Dean of Students no later than fourteen (14) business days prior to the start of operating the business on college property.
4. **Record Retention:** The application and the signed waiver are kept on file with the Dean of Students for five years.
5. At the discretion of the College, the student may be audited for compliance with this policy at any time. The College has the right to dissolve the agreement at any time.

IV. Insurance Requirements

Listed below are the minimum insurance requirements for running a student-owned commercial business on Washington College owned-property:

General Liability:

General Liability	Insurance Requirements
Each Occurrence	\$1,000,000
Personal & Advertising Injury	\$1,000,000
General Aggregate Limit	\$2,000,000
Products/Completed Operations Aggregate Limit	\$2,000,000
Damage to Premises Rented to You	\$500,000
Medical Expense Limit	\$5,000
	ISO form CG 00 01 or equivalent
	Aggregate limit to apply per location
	Coverage must be on Occurrence form. "Claims Made" is not acceptable.
Additional Insured Entities:	Lessors and related entities and their respective officers, directors and employees must be named as Additional Insured
Additional Insured Endorsement Form Required:	CG 20 11 01 96 Additional Insured-Managers or Lessors of Premises
	No other form is acceptable.
Auto Liability:	ISO form CA 00 01 or equivalent

Combined Single Limit	\$1,000,000
Includes Owned, Non-Owned, & Hired Autos	
Workers Compensation:	Statutory Benefits for All Employees
Employers Liability Limits	
Each Accident	\$1,000,000
By Disease - Policy Limit	\$1,000,000
By Disease - Each Employee	\$1,000,000
Waiver of Subrogation endorsement in favor of Lessor and related entities and their respective officers, directors and employees.	
Liquor Law Liability:	If applicable
Each Common Cause	\$1,000,000
Aggregate	\$2,000,000
Aggregate limit to apply per location	
Lessor and related entities and their respective officers, directors and employees must be named as Additional Insured	
Umbrella:	Coverage to be as broad as primary including
Additional Insured's as required hereunder	
Each Occurrence and in the Aggregate	\$1,000,000
Providing Coverage in Excess of:	
General Liability	
Auto Liability	
Employers Liability	
Liquor Law Liability (if applicable)	
Lessee's Property Insurance	Under no circumstances will Lessor be liable for any loss or damage to any property.

Additional Requirements

- All policies must be written with insurers maintaining an A.M. Best Rating of A-IX or better and admitted to do business in the State where the contract is to be performed.
- All coverage required in this contract must be primary and non-contributory to any insurance maintained by Lessor. "Primary and non-contributory" in this clause means that Lessee's policies must provide coverage before any other applicable policy of insurance, deductible or self-insured retention program maintained by Lessor without seeking contribution from other insurance carried by Lessor and related entities and their respective officers, directors and employees.
- No deductible or self-insured retention shall apply to any insurance required hereunder without the express written consent of Lessor. Should Lessor agree to a deductible or self-insured retention, Lessee agrees to be responsible for defense, including all claims and investigation expenses and any loss payments to the extent coverage would have been provided by the insurer had no deductible or self-insured retention applied to such insurance.
- Each policy must be endorsed to require at least 30 days' notice of cancellation (10 days for non-payment of premium) to Lessor. If, after reasonable effort, Lessee is unable to secure such endorsement, Lessee must provide Lessor written notice of any cancellation within 3 working days of any written or oral notice of such cancellation.
- Lessee waives all rights against Lessor to the extent of any insurance carried or required to be carried under this agreement. Policies of insurance must be endorsed, as needed, to provide such waivers. Such waivers will be effective as to a person or entity even though that person or entity would otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged. Such waiver shall also apply to the extent that any deductible or self-insured retention applies to any such policy and to the extent that the insured party is underinsured.
- Neither failure to monitor compliance with these requirements nor failure to identify a deficiency from evidence provided will be considered a waiver of such requirements.
- Failure to obtain and to keep in force any of the required insurance coverage shall be deemed to be sufficient cause for termination of this contract for default.
- Lessee's liability shall not be limited to the limits of any required insurance.
- Lessor shall not be liable for payment of any premiums under any required policies of insurance.
- Lessor reserves the right to require complete copies of all required insurance policies at any time. If requested, copies must be furnished within 10 working days from the date of the request.
- All subcontractors will be required to comply with the above requirements as well. However, limits required may be lower at the discretion of the Lessee.

12. Lessee shall give prompt notice to Lessor in the event of any accident or occurrence on the premises or related in any way to this contract
13. Limits required may be purchased in any combination of primary and excess to achieve the required total limits.
14. **Documentation to be submitted prior to the start of the work and at each insurance renewal or replacement until insurance is no longer required**
 - a. Certificates of Insurance evidencing requirements above
 - b. Copy of Additional Insured endorsement
 - c. Copy of Waiver of Subrogation endorsement on Workers Compensation policy

Expectations for Off-Campus Behavior

Washington College students can contribute greatly to the Chestertown community when engaged in positive activities and respectful relationships with neighbors.

As members of the Chestertown community, Washington College students are expected to comply with all local ordinances and town, state, and federal laws. Students are also expected to demonstrate responsible citizenship off campus and behave in a manner that is considerate of their neighbors. Neighbors have a right to the peaceful enjoyment of their property and to protect their property investment. Any student who engages in disruptive, disorderly, or destructive behavior off campus will be held accountable by Washington College.

If a citation is issued or a nuisance call/complaint is made regarding an off-campus house owned, rented, or leased by Washington College students, the tenants of the residence will be held accountable by the Washington College Honor Code in addition to the civic authority. All tenants, whether present or not at the incident resulting in a neighbor complaint or a police or Public Safety response, are responsible for behavior that takes place at their dwelling.

Individual Student Behavior

Any off-campus student who repeatedly violates community standards or is involved in a single serious incident may be required to move into on-campus housing with all associated costs being the student's responsibility. Students who already reside on campus will be held accountable for behavior off campus.

Maryland Social Host Liability Law

As of July 5, 2016, the Maryland Court of Appeals has ruled that adults (18 and over) who knowingly and willingly furnish alcohol to someone under 21 will be held culpable. "Alex and Calvin's Law," a bill that has stiffened the fines and jail time for adults who provide alcohol for underage guests, was also passed.

All students hosting a party, gathering, or individuals—either on campus or off—should be aware of the presence of alcohol when guests under 21 are present, control access to alcohol provided by host, and take steps to ensure the safety of underage students.

Hosts are strongly encouraged by Washington College to monitor the behavior of all guests and take appropriate action to minimize behavior that will impact the host, the guest in question, other guests, and the neighborhood.

Chronic Nuisance Properties

Any off-campus student who is a tenant of a house deemed a chronic nuisance property by the town or College will be required to move into on-campus housing with all associated costs being the student's responsibility.

In accordance with Chestertown Ordinance:

59-4, Conditions Constituting a Nuisance

- a. A disorderly house nuisance is a dwelling, as defined in this chapter, where any of the following has occurred within a 365-day period.
- b. Two or more calls for police service that result in criminal arrests, criminal citations, criminal indictments, criminal warrants, criminal summonses, civil citations or civil summonses arising out of separate and distinct facts and disturbances (as defined by the statutes of the state and/or the ordinances of the town or of the county) which occur at a dwelling or on property in close proximity to a dwelling;
- c. Two or more violations of Chapter 45 of the Town Code relating to alcoholic beverages arising of separate and distinct facts and circumstances;
- d. Two or more violations of Chapter 68 or Chapter 117 of the Town Code relating to nuisances, arising out of separate and distinct facts and circumstances;
- e. Two or more violations of Chapter 54, Chapter 135 or 159 of the Town Code relating to property maintenance, arising out of separate and distinct facts and circumstances;
- f. Two or more violations of Chapter 170 of the Town Code relating to zoning, arising out of separate and distinct facts and circumstances; or
- g. A combination of two incidents from any of the above categories, arising out of separate and distinct facts and circumstances.

Policy and Expectations

A. General care and upkeep of the residence

Care and maintenance of a rental property is expected to be consistent with and blend in with owner-occupied homes in the neighborhood. Since many student-rented houses are in the historic district, this is particularly important.

B. Behaviors that may be illegal, disruptive, and/or disrespectful.

Students should be particularly aware of the following behaviors.

1. *Use and misuse of alcohol*
 - a. Use or possession of alcohol by underage students
 - b. Providing or distributing alcohol to underage students and non-students
 - c. Carrying open containers of alcohol on sidewalks and streets
 - d. Possession or use of fake IDs
 - e. Excessive noise associated with the service of alcohol to large groups
2. *Noise and/or disruption while traveling in and through a neighborhood*

Chestertown is a pedestrian-friendly town, and the proximity of the college to the center of town and other amenities encourages walking. As students travel through the various neighborhoods in town, they should conduct themselves in a manner that does not disrupt the area. Noise, littering, public intoxication and urination, etc. disturb and create an unsafe environment for residents.

The following behaviors may be disruptive and/or illegal:

- a. When people travel in large groups, they typically become louder. Excessive noise associated with travel in large groups adds to the nuisance level. Conversing with raised voices, yelling, and screaming at any time of day or night are disruptive.
- b. Public urination
- c. Littering
3. *Parties at student-owned or rented houses*
Students hosting parties at off-campus houses are responsible for the size of the party, the activities occurring at and associated with the location, and the impact on the neighborhood, particularly in regard to noise, trash, and vandalism.

Parties at student houses can generate disturbances in the neighborhood and surrounding areas. In particular, excessive noise is often generated by people on the porch and/or an outside area of the house, and by large groups traveling to and leaving from the party.

“Progressive” or “around-the-world”-type parties involving alcohol can, by their nature, be especially disruptive to neighborhoods. Any housing location participating as a host “stop” can be held accountable for planned excessive disruption to the neighborhood and the surrounding area.

4. *Noise*

Students who reside off campus, as well those who reside off campus but are traveling through a neighborhood, must abide by all Chestertown ordinances regarding noise. Specifically:

117-5: Noise generated from sources used for entertainment purposes or group noise purposes.

- a. Prohibited noise:
The noise created by groups or individuals in a building or other structure or outside a building or other structure on public or private property and the sound can be heard more than 50 feet away from the building or structure beyond the boundaries of the property surrounding such building or structure, whichever is greater or measuring above 65 decibels in the daytime or 55 decibels at night. Noise generated by altercations, parties, social events, rallies, meetings or other celebrations are included in this section to the disturbance of the citizens residing in the area.
- b. Presumptions:
Where the source of the prohibited noise, as set forth in division (4-A) of this section, is located in a building or other structure, the owner, occupant, resident, manager or other person in possession of the premises shall, if present, be presumed to have permitted the noise in violation of this section in the absence of evidence to the contrary.

5. *Trash/Litter*

Students, either living off campus or passing through residential neighborhoods, are expected to follow town ordinances regarding garbage and litter. For off-campus student rental or student-owned properties, it is expected that residents will collect and dispose of garbage as required by the town and maintain a property free of loose garbage, recyclables, or litter. This includes storage of items on porches, yards or driveways.

Ordinance 85-1, Trash: Waste material or objects, including bulk trash and garbage, that has been discarded or apparently discarded by its owner and its existence on public and private property is subject to penalties prescribed in this and other town ordinances.

- a. Cans, bottles, cups, food containers and food should be disposed of in trashcans or recycled as appropriate. Improper disposal of food waste, including pizza, wings and their containers, invites pest animals to infest that home, yard and surrounding areas.
 - b. Residents should not store trash on porches, including household trash and indoor furniture such as couches and recliners.
6. *Other*
- a. Vandalism to public and private property: Students who engage in vandalism of public or private property off campus will be held accountable.
 - b. Vehicles: Students living in or visiting need to follow all parking restrictions. Students should be aware that parking in some neighborhood streets is for residents only. Even on streets without such restrictions, students should be aware that the vehicles of their guests regularly parked on the street may be problematic for their neighbors. Also, at no time can one or multiple vehicles impede traffic or be parked in such a manner as to block the passage of another vehicle, including emergency vehicles.

Ordinance 160-5, (A) All vehicles within the town shall be driven and parked on the right-hand side of the street, unless a street or avenue is designated by a sign to be for one-way traffic. At any time that it shall become necessary, the Mayor and Council may mark and designate areas which may become congested for parking restrictions, banning parking altogether if necessary. No automobile or other vehicle shall stop in any street, avenue, or highway in a manner so as to hinder or delay traffic or passage, and the Police Department is empowered to enforce this provision by impounding the vehicle.