



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Damages in Residence Halls

Policy Number [X-XX]

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of Approval]

Revised March 18, 2024

Responsible Office: Housing & Residence Life

1. Purpose

This policy addresses damages to and in residence halls, as well as the process for determining and charging appropriate parties.

2. Scope

Members of the Commonwealth University of Pennsylvania community, including students, faculty, and staff.

3. Definitions, Roles and Responsibilities

3.1. **Definitions** [Define any terms used in the policy that have a specialized meaning, with the Term in bold, followed by a colon and the definition in plain text]

3.1.1. **Agreement:** the Commonwealth University Housing/Food Service Agreement; a legally binding document signed by the resident to secure on-campus housing for the academic year

3.1.2. **Damages:** Not normal wear and tear in a residence hall, room, suite, or apartment

3.1.3. **Room Condition Report:** an inventory of the furniture present in the room, listing the condition of each item, as well as the condition of the physical room itself

3.2. Roles and Responsibilities

3.2.1. Housing & Residence Life staff - conducting inventories of rooms before and after Agreement periods, noting any damages or necessary cleaning; receiving and determining appeals for damages.

3.2.2. Facilities - conducting inventories of rooms at the end of Agreement periods, noting any damages or necessary cleaning.



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4. Policy

- 4.1. Prior to the beginning of occupancy, an inventory will be taken by the Housing & Residence Life staff. Any visible damages not attributed to wear and tear will be noted on a Room Condition Report, which will be made available to assigned residents upon check-in. The student is responsible for keeping the room, furniture, and fixtures in good condition. Students are expected to maintain their room in an orderly, safe and sanitary condition at all times.

At the end of the Agreement period or when a student vacates the room, the Housing & Residence Life staff will conduct a final inventory and compare it to the initial Room Condition Report. The student(s) assigned to that room will be charged for any damage or cleaning necessitated as determined by the Housing & Residence Life Staff and/or the Facilities Department. Damage charges for public and common areas will be split among all residents of the floor or residence hall unless the responsible individuals are identified. If an occupant is charged a damage fee, the student has 30 days after the last day of the academic semester of the fee assessment to appeal, in writing, the assessed damage fee to the Housing & Residence Life office at their campus.

5. Procedures, Standards, and Guidelines

- 5.1 [Procedures, standards, and guidelines may be issued, revised or rescinded by the President (or designee). Links to forms, procedure instructions, etc. may be linked here.]

5.1.1 Guide to Campus Living

5.1.1.1 Bloomsburg: <https://www.bloomu.edu/documents/guide-campus-living>

5.1.1.2 Lock Haven: <https://lockhaven.edu/enrollmentmanagement/handbook/index.html>

5.1.1.3 Mansfield: <https://www.mansfield.edu/residence-life/upload/Guide-to-Campus-Living-2023-2024-Commonwealth-University---Mansfield-1 -002.pdf>

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.



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7. Additional Information

6.3 Supporting Documents

6.3.1 Guide to Campus Living

6.3.1.1 Bloomsburg: <https://www.bloomu.edu/documents/guide-campus-living>

6.3.1.2 Lock Haven: <https://lockhaven.edu/enrollmentmanagement/handbook/index.html>

6.3.1.3 Mansfield: https://www.mansfield.edu/residence-life/upload/Guide-to-Campus-Living-2023-2024-Commonwealth-University---Mansfield-1_-002.pdf

6.4 Housing Contracts

6.4.1 <https://www.bloomu.edu/documents/housing-dining-agreement-fall-spring>

6.4.2 <https://www.mansfield.edu/residence-life/upload/1-2024-2025MUHousingAgreement1.pdf>

6.4.3 https://lhup.datacenter.adirondacksolutions.com/LHUP_THDSS_PROD

6.5 History

6.5.1 Issued by: Boyd F. Buckingham, V.P. for Administration

6.5.2 Re-issued 4/01: Sharon K. Meyer, Vice President Administration and Finance

6.5.3 Approved by GAC January 31, 2001

6.5.4 Approved by Forum April 4, 2001

6.5.5 Effective Date – [Date Approved by the University Senate or Issued by the Office of the President as an Interim Policy]

6.5.6 Revised – March 18, 2024

6.5.7 Next Review Date - [Date of Revision]

6.6 Related Policies

none

6.7 Contacts for Additional Information and Reporting

Bloomsburg Housing	buhouse@commonwealthu.edu	1-800-287-7543
Lock Haven Housing	housing@lockhaven.edu	1-570-484-2317
Mansfield Housing	housing@mansfield.edu	1-570-662-4934