

## Policy and Procedure

<b>Department:</b> Residential Life and Housing and Auxiliary Services	<b>Section:</b> Living at Creighton
<b>Title:</b> Community Damage Fines	<b>Effective Date:</b>
<b>Authored by:</b>	<b>Approval Date:</b>
<b>Approved by:</b>	<b>Revision Date:</b>
<b>Type:</b> Student Policy	

**Purpose:** Outline the responsibilities of residents living in community spaces.

**Scope:** This policy applies to all shared/common areas within the residence halls, including but not limited to neutral zones, hallways, shared restrooms, and other spaces.

**Policy:** Courtesy of other students in the residence hall is expected 24/7. The common area is for all students and may not be vandalized or mistreated.

If the University cannot determine who is responsible, any and all residents sharing that common area will be collectively responsible for any charges incurred; this includes additional services or charges deemed necessary to prevent further damages from occurring. In these cases, charges will be divided equally based on occupancy at the time of the damage.

**Procedure:** Students should contact the Resident Advisor of floor or speak to the Desk Receptionist if damage or vandalism occurs. If community damage occurs, the Resident Director of the building will notify the impacted community of the damage/vandalism, requesting any information to be presented to the Resident Director within five business days. If after the notification and investigation period a responsible party is not determined, the community will be notified via email about charges that will be applied to their end of year move-out process.

**Accountability/Follow-up:** Individuals who intentionally cause damage, theft, or other loss of service in common areas of a residence hall will be charged with the cost of repair, replacement, or restoration of the property or special service. Students will be referred to the Office of Community Standards and Wellbeing.