

Residence Halls - Rules & Regulations for CAMES summer Arabic students

*Please read the rules and regulations for CAMES summer Arabic students residing in the AUB dorms carefully before signing below. **Signing this form indicates that you have read the Residence Halls - Rules & Regulations and that you agree to abide by them. Please note that violations of these Rules & Regulations might result in serious consequences such as fines or expulsion from student housing without any refund. Also note that students who reside in the dorms on AUB campus must abide by [AUB's Student Code of Conduct](#) at all times.***

Opening hours

Each residence has a reception desk with coverage 24/7 shared between staff and students. An exception may take place during the extended holidays when there are not enough student monitors to cover. In these cases and for security purposes, the main door shall remain closed. A special set of rules governing the work and conduct of receptionists is available. If you have any complaints in this regard, please make sure to report it to the Head Resident.

Room Cleanliness & Personal Hygiene

Always keep your room neat and clean. Living as part of a community makes personal hygiene a must and a necessity.

Cleaning & maintenance services

Cleaning services are conducted by the janitorial services department on campus and involve cleaning of rooms, common areas, hallways and bathrooms via a schedule which is available at the reception where your preferred timing can be added. For maintenance and repair works in the room, please inform Student Housing.

Laundry Service

Every dorm has a free laundry service including washing machines and dryers which are operated according to a weekly schedule. Every resident who makes use of this service must respect the laundry schedule and procedure. As a community concerned with saving energy and water resources, every resident is required to use this service responsibly. Every resident is responsible for his/her personal belongings while using this service.

Room keys

The room keys are given the student upon check-in. Responsibility for these keys lies with the student alone. They may not be copied or given to anyone under any circumstance. Unauthorized duplication of these keys is strictly prohibited and will result in disciplinary action and a financial penalty. Room keys must be returned to the housing staff concerned immediately upon check-out. The housing staff will provide students with a check-out card as proof that the keys were returned. **A charge of 60,000 LBP (\$40) will be deducted from the \$200 deposit in the event of losing/not returning the keys.**

Locked Out

Each dorm is equipped with spare keys to be used only by the authorized student housing staff in the event that a student is locked out. A register is kept at each dorm in which the name of each student who is locked out will be recorded. A charge will be imposed on students who get locked out of their rooms more than three times a month. **Any attempt to enter a dorm room through the windows or balconies may result in the student's immediate expulsion from the dorms without a refund.**

Security

Student must take precautions to ensure that residence halls are protected from a security breaches. These precautions include locking doors, forbidding unidentified persons from accessing your residence hall, and immediately reporting security concerns to the Protection Office or to student housing.

Electrical Equipment

Students may have the following items in their rooms: fridge, radio/CD player, desktop or laptop, printer, hair dryer, microwave, TV, and percolator. Due to the limited space in the room, students occupying double rooms are

required to consult with their roommates before they bring in furniture or equipment. Any equipment or item that may disturb the residents or cause a safety hazard is not allowed. This includes but is not limited to: electric heaters/skillets, toasters, fryers, grills, halogen lamps, gas containers, irons, sound system, and the like. Student Housing reserves the right to confiscate any equipment/tool that may represent a fire threat or may cause disturbance.

Room Entry for Inspection and Repairs

As the privacy of the residents is a priority, no Student Housing staff or RA may open a resident's room to any guest - whether friend or family - for any reason. Student Housing personnel are authorized to enter dorm rooms upon a student's request for maintenance, repairs and delivery of room equipment. Student Housing personnel are also authorized to inspect dorms rooms twice a month to investigate any safety issues or breaches of the student housing regulations.

Balconies and Common Areas

All balconies and common areas must be kept clean, neat and orderly at all times, and may not be used for cooking, storage or drying of items. University furniture is provided for indoor use and is not permitted to be used outdoors.

Lost or Stolen Items

The University shall not be liable for lost, stolen or damaged items of personal property, no matter how caused.

Visitors & visiting hours

The residence halls are open to guests between 7:00 am and 12:00 midnight. Residents may receive visitors **(of the same sex)** in their rooms for up to two hours at a time, preferably in mutual understating with the roommate. Visitors **must leave** the dorm premises by 12:00 midnight, otherwise a guest penalty amounting to 50,000 LBP (\$33) will apply. **Visitors of the opposite gender are only allowed in the lobby of the residence hall. Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Guests

CAMES summer Arabic students may not have overnight guests in their rooms since they are temporary residents in the dorms. **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Quiet and Courtesy Hours

Quiet hours are from 10:00 p.m. till 8:00 a.m. During the final examinations period including the reading interlude, a 24-hour quiet period must be observed. Courtesy hours are in force 24/7. This means that whenever a request to be quiet is made, it must be respected.

Loitering

Loitering near and around the student residences areas after midnight is not allowed. These areas are residential and therefore causing disturbance is not allowed under any circumstance.

Pets

Residents are not permitted to keep or take care of pets or animals within the residence halls, even temporarily. Guests may not visit the accommodation with pets or animals. Reported cases will be subject to disciplinary action.

Security

Always make sure to lock your door upon leaving your room and immediately report any security concern.

Damage and Replacement Cost

Students will be held financially accountable for damages, lost property or extraordinary service or administrative costs that they or their guests cause to residence facilities whether through accident, neglect or intent. In addition, they may be subject to disciplinary action. When responsibility for the above cannot be ascertained, the charges will be distributed equally among the residents in the unit, floor, or building.

Late arrival Sign-in/Campus & Residence Halls Access

All residents entering campus after midnight are required to sign their names at the AUB gates and in the halls. Students must cooperate with the security officers and night staff as it is their job ensure the residents' safety and wellbeing. Residents must carry their AUB ID card at all times to avoid delays in accessing campus.

Curfew Policy

CAMES summer Arabic program students are exempt from the dorms curfew policy.

Smoking

In accordance with university policy, smoking is not allowed anywhere on AUB campus. This also applies to the lobbies, rooms, bathrooms and balconies of all AUB residence halls. Residents found in violation of this policy will be subject to disciplinary action in accordance with the [Student Code of Conduct](#), in addition to other measures at the discretion of Student Housing. **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Alcohol

The possession or consumption of alcohol in the dorms is strictly forbidden. Storage of alcoholic beverages in dorm rooms on campus is not allowed. **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Drugs

Distribution, possession, storing, transferring, selling or attempting to sell, delivering, using or attempting to use, any illegal drugs, narcotic or hallucinogenic, is strictly prohibited. Any involvement, whether direct or indirect, in any illegal drug or drug related activity is prohibited. **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund, disciplinary action and referral to the Office of Narcotics of the Internal Security Forces.**

Gambling

All forms of gambling are prohibited in the residence halls. **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Harassment and Bullying

Bullying and harassment are unacceptable forms of behavior in the residence halls. The use of power and aggression to control and distress others is strictly prohibited. This exclusion applies to all forms, whether verbal, physical, or non-verbal, in person or via electronic media (texting, social media, online chatting, etc.) **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Conducting sales/promotion of commercial products

To respect the privacy of residents, marketing saleable products or services within the student residences whether by sales agents or residents themselves is not allowed. Any resident who invites such personnel or conducts such activities will be subject to disciplinary action. Posting any commercial announcement/poster is prohibited anywhere in the student residence halls unless verified, approved by the office of Student Affairs or Public Relations office.

Posters

Religious and political posters or pictures are not allowed to be taped or tacked to doors, window casing, or furnishings.

Combustible substances/explosives/ fireworks/ firearms

For the safety of the student residence community, the possession of any items falling under this category is strictly prohibited. **Violation of this rule may result in the student's immediate expulsion from the dorms without a refund.**

Candles/Incense

Lit candles, incense and the like represent a serious safety hazard for the entire student residence community and are therefore prohibited.

Cooking

Cooking inside the dorm rooms is not allowed under any circumstance. All residence halls are equipped with kitchenettes where cooking may take place. Residents are required to be extremely cautious and responsible when handling the stove. For safety reasons toaster ovens, toasters, grills, steamers, open flame cooking devices or heating units, halogen lamps, hookahs and dartboards are prohibited in the residence halls.

Delivery

All residents who make food request deliveries or other are required to pick up their orders from the gate that is nearest to their dorm. Unauthorized delivery personnel are not allowed inside campus as per the instructions of the Protection Office. Delivery boxes should be immediately picked up and should not be stacked at the reception desk. The receptionists are not responsible for receiving nor storing any deliveries.

Fire Safety/ Fire Evacuation/Fire Protection Equipment

Any deliberate action which may endanger the safety of the residence community is punishable by law and by the university administration. Also any deliberate attempt to set the fire alarm is prohibited and will result in disciplinary action and expulsion. All the residence halls are equipped with certain equipment including fire extinguishers, exit lights, and alarm systems which are designated to ensure the safety of the residents in case of fire or electric cut-offs. As such, tampering with or causing damage to such equipment is prohibited and will result in disciplinary measures. All residents must evacuate the residence hall once the fire alarm sounds; otherwise, a fine along with disciplinary action will be imposed. Attempting to play with fire or set fire to furnishings, personal property, university property or equipment is also strictly prohibited and subject to legal action as well as university disciplinary measures.

I certify that I have read and understood the **Residence Halls - Rules & Regulations for CAMES summer Arabic students** above and that I will comply accordingly.

Name: _____

Signature: _____

Date: _____