
Townhouse Living



Hiram College
2019 - 2020

Dear Townhouse Residents,

On behalf of Hiram College, I would like to welcome you back for the 2019-2020 school year! I hope you enjoyed your summer and are looking forward to another year at Hiram. I am excited to be working with you to help make this a safe, fun, and successful living experience for all.

Living in the Townhouses provides a realistic, independent living experience. As such, our policies have been crafted to resemble those of real apartment complexes. Keep in mind that living in the Townhouses is a privilege and should be treated as such. You will be held to the standards that you signed when you accepted your Townhouse; said standards are found on page 11 of this manual. Should you be found responsible for excessive damage or filth to your unit, your right to suite, apartment-style, or other privilege housing may be revoked for the upcoming year(s).

In this brochure I have provided information which may be helpful throughout this year. Please do not hesitate to contact me with questions. I can best be reached at TownHouses@hiram.edu. This email address will be the primary form of communication with you. I look forward to making it a great year!

Sincerely,
Tessa Conville
Townhouse Manager

Numbers to know

Residential Education Office

330-569-5232

Bates Hall- Residential Education Office

Townhouse Manager

330-569-6200

Townhouses@hiram.edu

East Hall

Campus Safety Services

Office: 330-569-5188

Hours: 8am - 5pm

Kennedy Center– 2nd floor

Officer on duty: 330-469-4119

8am - 3am weekdays

5pm - 3am weekends

Hiram Village Police, Fire, and EMS

911

Maintenance Emergency

Resident Director on Duty: 330-569-4025

Contact this number for maintenance emergencies only when the office is unavailable. *A maintenance emergency is defined as extremely cold temperatures due to lack of heat, plumbing issues causing flooding in the building, or an exterior door that is broken and cannot be locked.*

Hiram College Announcements Phone:

330-569-5959

What to do in case of...

Lockouts During Normal Business Hours (M-F, 8:30am - 5pm)

Sign out a temporary key from the Residential Education Office to be returned within 24 hours. Failure to return the key will lead to a lock change at your expense (\$75.00).

Lockouts After Business Hours

Contact Campus Safety to sign out a temporary from the Residential Education Office. The temporary key must be returned the next business day. Upon returning the key, you will be charged \$25. Failure to return the key will lead to a lock change at your expense.

Lost or Misplaced Key

Residents should notify the Residential Education Office during regular business hours if their key is lost, stolen, or misplaced. The lock to your townhouse will be changed and you will be charged \$150.

Maintenance Issues

To report a maintenance issue, please fill out [Townhouse Maintenance Request Form](#). In the event that the maintenance request form does not load then please email your maintenance requests to Townhouses@hiram.edu. In your email, be sure to include your building and apartment number, and the issue with as much detail as possible.

After hour maintenance emergency

If you have a maintenance emergency that must be handled immediately contact the Resident Director on Duty at 330-569-4025. A maintenance emergency is defined as extremely cold temperatures due to lack of heat, plumbing issues causing flooding in the building, or a door that is broken and cannot be locked.

Noise Complaint

The first step in dealing with excessive noise is to contact the resident(s) making the noise. If issues with excessive noise continue, contact Campus Safety or Hiram Police for assistance.

Miscellaneous Townhouse Information

Parking

Each resident receives one parking spot near their Townhouse. Spots are assigned based on unit number. The parking permit is obtained by registering your vehicle at hiram.thepermitstore.com. This permit is only good in the Townhouse parking area. If you wish to designate your spot to another student, you must see Sam Adams in Campus Safety.

Visitor parking

All visitors must display a visitor parking permit which can be obtained from the Residential Education Office. Visitors must park in the designated visitor parking spots. Anyone not following these requirements is subject to parking tickets.

Snow removal

Hiram College will plow the driveway and road. You will be responsible for shoveling your parking spot along with the walkway in front of your Townhouse.

Trash removal

You are responsible for removing the trash and recyclables from your Townhouse and surrounding yard. The dumpster is located on the Southern end of the parking lot. Cardboard and paper can be thrown into the green dumpster. Trash should not be left outside of any unit unattended.

1st offense: written warning.

2nd offense: fine of \$25 per bag.

3rd offense: fine of \$50 per bag and referral to citizenship education.

4th offense: fine of \$100 per bag and possible eviction.

Laundry

If you have issues with a malfunctioning washer or dryer you can notify the townhouse manager or simply download the CSC ServiceWorks app. After downloading the app, just scan the barcode on the front of your malfunctioning unit and a work order will be created automatically.

Bunking/Lofting Pins

Please contact the townhouse manager.

Additional Townhouse Information

Electrical box

Each Townhouse has its own electrical box located just outside of the first floor bathroom. All breakers are labeled accordingly. Red surge protected outlets can be found in each room and are suggested for computers. There are two GCF outlets in the kitchen.

Roommate Leaving

Residents are responsible for maintaining full occupancy within the Townhouse (four residents per unit). If an opening should occur, someone from the Residential Education Office will communicate with the remaining occupants about options and obligations. These can also be found in The Hiram College Townhouse Lease Agreement.

Garbage Disposal

The garbage disposal has a safety mechanism that will automatically shut the disposal down if something is ground that should not be. Once triggered, the safety will need to be reset. There is a reset button located on the bottom of the disposal under the sink. If the problem continues after resetting it, please follow the Maintenance Request Protocol.

Light Bulb Replacements

Hiram College will change light bulbs for Townhouse lights. Please follow Maintenance Request Protocol. It is the residents' responsibility to change the light bulbs in any personal lamps.

Internet Issues

Contact the Dray Computer Center Helpdesk for internet assistance at 330-569-5313.

Fire Extinguisher

Fire extinguishers are checked regularly and are located under the sink in the kitchen. The fire department is **not** automatically called when the smoke detectors go off in your unit. In the event of a fire, please contact the fire department.

Emergency Protocol

Fire

1. If fire or smoke is present, evacuate the building and call 911. If a burning odor is detected, call 911.
2. If you can control the fire without personal danger, you may take action with available firefighting equipment. If not, leave the area and call 911.
3. Never allow the fire to come between you and an exit.
4. Evacuate all persons from the danger area. Close doors behind you to help confine the fire.

Medical Emergency

1. Contact EMS if needed by calling 911.
2. Contact Campus Safety by calling 330-469-4119.
3. Notify the Health Center if applicable by calling 330-569-5418.
4. Unless trained, do not attempt to render any first aid before trained assistance arrives.
5. Do not attempt to move an injured person unless that person is in imminent danger of further injury.
6. Provide quiet reassurances to the sick or injured person.
7. After EMS arrives, remain with the responders to assist with any pertinent information about the incident.
8. Find out where the victim will be taken if they are transported.
9. If the victim is a Hiram College student, contact the Dean of Students' Office at 330-569-5233 during business hours or Campus Safety at 330-469-4119 after normal business hours. In either case, please give the student's name, a description of what happened, and where the student is being taken.

Psychological Emergency

A psychological crisis exists when an individual is threatening harm to self or others, is out of touch with reality, or is exhibiting uncontrollable behavior and/or hallucinations. Provide comfort and assistance to the person, if possible. Do not put yourself in danger if the person is violent or if blood/bodily fluids are evident.

Continued on next page

Emergency Protocol (cont'd)

Psychological Emergency– Emergency Protocol

1. Call Campus Safety at 330-469-4119 or 911.
2. Someone should remain with the person. Remain calm and soothe the person as much as possible.
3. If possible, someone should meet the ambulance at the entrance of the building and guide them to the location of the individual in crisis.
4. Provide responding personnel with as much useful, relevant, and important information as possible. Indicate any information you may be aware of (changes that have occurred in that person's life, behavioral changes, medications taken, etc.)
5. If transported from campus, ask where the person will be taken and relay this information to Campus Safety at 330-469-4119.
6. Encourage other involved parties, including yourself, to seek counseling or other resources following the event.

Shelter in Place

The Shelter in Place emergency text message will be sent to campus in times of severe weather or campus emergency.

1. Stay in a safe location
2. Close/lock all doors, windows, and window coverings
3. Turn down cell phone volumes
4. Remain in that safe location until further notice or clearance is given

Tornado and Severe Weather

1. Move to the designated storm shelter (1st floor restroom)
2. Distance yourself from glass, mirrors, windows, and other non-secure objects of the room by moving to inside corners of the building
3. Stay alert for possible rapid changes in weather
4. If possible, monitor a weather/news network
5. Stay in the shelter until the "all clear" or other instructions from emergency responders or Hiram officials have been given.

Important Townhouse Regulations

In addition to your Townhouse lease, you also signed Additional Regulations to ensure enjoyment for all residents. Below are the additional regulations to which you agreed.

Pets-

Only ESA/Service animals that have been granted permission via the Health Center are permitted on campus. Residents will have 24 hours to remove any unauthorized pets.

Unauthorized personnel-

Hiram College vendors (laundry, pest control, etc.) will be escorted by a staff member of the College and can provide a badge or other credentials if requested. Do not allow unauthorized persons into the building.

Resident improvement-

Residents must notify Residential Education of any damages in their Townhouse. Residents are not permitted to fix or have others fix any damages in the Townhouses. Likewise, residents are not permitted to make any alterations or additions to the premises.

Noise/Music-

Volume of music and noise must meet the specifications outlined in the village of Hiram Noise Ordinance. Courtesy hours are always in effect. (See attached Village Noise Ordinance on page 14).

Utilities room-

No resident shall interfere with, or have access to the utilities room located directly off the kitchen.

Locks-

Residents are not permitted to change their lock, add a locking device, or install an alarm system. Residents can request to have a lock placed on their bedroom door by contacting the Residential Education Office. The cost is \$250 and needs to be paid in advance. Unauthorized bedroom locks will be removed at the resident's expense.

Additional Townhouse Regulations (cont'd)

Waste of water-

Water should not be left running any unreasonable or unnecessary length of time.

Grills-

Residents are **not** permitted to use grills on the property.

Gas powered transportation-

No gas powered transportation device may be stored in the Townhouse.

Christmas trees-

Live Christmas trees are considered a fire hazard and are not permitted. Artificial trees are allowed.

Soliciting-

Residents are not permitted to solicit any goods or products. If approached by a solicitor, please contact the Residential Education Office.

Obstructing halls and passageways-

Sidewalks and entries should not be obstructed or used for any purpose other than for entrance to and exit from respective rooms or Townhouses.

Nails/ Hooks in walls-

Nothing shall be directly hung on the walls or doors. Command strips or hooks are more acceptable than nails or hooks in the walls.

Apartment Occupancy-

16 TOTAL people. This number includes occupants of the Townhouse.

Social Gatherings-

Partying is at your own risk. The Hiram Police Department and Campus Safety make rounds at the Townhouses. Townhouse Block Parties and blocking off the parking lot is prohibited.

Health and Safety Checks

There will be 2-3 Health and Safety Checks each year. Townhouse residents will be given at least a 24 hour notice before the checks take place.

If the Townhouse is determined unsafe during the checks, residents will be asked to relocate to other available campus housing. If the unit appears excessively filthy or major damages are present, the residents will be required to relocate. If relocation occurs as the result of violations found during Health and Safety Checks, the \$250 housing deposit may not be refunded, as outlined in the Townhouse lease.

Health and Safety Checks often happen prior to the College going on break. Please be reminded that Townhouse residents are not required to leave their housing, nor is there a charge for housing during break for those staying in their Townhouse.



Dining Services

A meal plan for Townhouse residents can be purchased if desired. See below for costs.

For more information or to purchase a plan, go to the Student Accounts Office in Teachout-Price Hall or call them at 330-569-5118.

Hiram Village Noise Ordinance

On July 23, 2007, the Village of Hiram's Council passed Ordinance 2007-14, which enacted Chapter 132.15 of the village code entitled "Unlawful Noise".

Section (b) (3) is entitled "Loud noises and Disturbances" and prohibits yelling, shouting, hooting and the making of any other loud noises on the public streets, or in the making of any such noise at any time or place so as to annoy or disturb the comfort, quiet or repose of persons in any dwelling, hotel, hospital or any other type of residence, or in any office of any persons in the vicinity.

Section (b)(2) is entitled "Radio, Stereo, Musical Instruments" and prohibits the use of these devices in a fashion where sound can be heard on a property or in a dwelling unit other than that in which it is located. This type of regulation has application to tenants in residential areas.

Section (d) of Chapter 132.15 is entitled "individuals Responsible", and provides that no person being the owner, or person in control of the premises by reason of employment, agency, or otherwise, whether such ownership, possession or control, is exclusive or joint, shall permit the violation of this law. An owner or agent for the owner who permits a property to be in violation of this law may be charged for violations by others on the property.

If you would like a copy of the entire regulation, please contact the Office of Residential Education.

Important Dates for 2019-2020

Fall 2019

Townhouse Lease Begins	August 14
Fall 12-Week Classes Begin	August 26
Labor Day- CAMPUS CLOSED (NO CLASSES)	September 2
Fall Weekend	October 4 - 6
Fall 12-week Classes End	November 15
Final Exams	November 18 - 20
Term Break	November 21 – December 1
Fall 3-week Classes Begin	December 2
Fall 3-week Classes End	December 20
Finals	December 21
Winter Break	December 22 – January 12

Spring 2020

Spring 12-week Classes Begin	January 13
Martin Luther King, Jr. Day CAMPUS CLOSED (NO CLASSES)	January 20
Spring Break	March 9 - 13
Spring 12-week Classes End	April 10
Final Exams	April 13 - 15
Term Break	April 16 - 21
Spring 3-week Classes Begin	April 22
Spring 3-week Classes End	May 12
Final Exams	May 13
Commencement	May 16
Townhouse Lease Ends	May 19 at 4pm