

# Residential Life Handbook

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## Introduction to Residential Life

Welcome to Dynamy and our residences! We consider apartment life to be an important component of the Internship Year Program, and we place a high level of focus on your experience in your new home. Accordingly, we firmly believe that the experience you will gain and the lessons you will learn from living on your own will build a firm foundation for a successful year and future.

As part of the program we require that interns live in Dynamy housing while a student of the program. For most interns, residential life is an exciting prospect (with perhaps a little nervousness thrown in!). We want you to make your residence a home, and to work with your roommates to get along as well as possible. Residential and Program staff are here to support you in a variety of ways, but *we do expect each intern to ultimately take responsibility for what goes on in their apartment*. The freedom of apartment life comes with responsibilities, as does any home. We look forward to seeing the growth that is sure to come through your year at Dynamy!

The Dynamy buildings are apartments (not dorms). Each features bedrooms, a kitchen, and living areas. We take pride in our residences and expect that you will treat them with the respect that your home deserves. Residence in Dynamy housing is conditional upon an intern's current enrollment in the Dynamy Internship Year Program. Interns who move out of Dynamy housing will be dismissed from the Program; similarly, interns who are dismissed from the Program will be immediately subject to removal from Dynamy housing.

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The following information and policies will help you meet your responsibilities and help you to enjoy residence life.

### I. RESIDENCE STAFF

#### Resident Coordinator

The Resident Coordinator (RC) lives in a separate apartment at each house, and is present to monitor and promote apartment safety and security, and to be a resource for issues and questions regarding independent living. Resident Coordinators also facilitate weekly house meetings/inspections and at least two weekly activities, such as trips around Worcester, get-togethers with other students, paintball, football games in the park, etc. They are the first line of support within the apartments, and you should seek them out if you have any concerns about your apartment, maintenance issues to report, roommate problems, or emergencies. RC's are not only available resources to you when you need them, but often become a friendly mentor who most students enjoy working with.

### Advisor

An advisor mentors and coaches each student in a supportive learning style. They help you find internships, and communicate with your parents and sponsors. They are also teachers, supporters, voices of encouragement, occasional disciplinarians, and mentors. While they are not technically a part of the residence life staff, they will play a role in helping you through any issues that you may face, and will also push you to get more out of your experience at Dynamy. You should feel free to speak with them about all your experiences at Dynamy, including in your apartment.

### Assistant Director

The Assistant Director (A.D.) oversees residential life by managing the residences and their upkeep, as well as supervising the Resident Coordinators. The A.D., in conjunction with the Resident Coordinator, will foster and facilitate a variety of weekday evening and weekend activities based on intern input and interests. The A.D. will also be involved should any disputes, mediations, and policy violations require their intervention.

### Director

The Director oversees the Program and its staff. The Director is responsible for the overall coordination of the program, and is usually involved should there be discipline issues stemming from incidents in the residences. While they are often not the first staff member to seek out when you have an issue in the residences, you are encouraged to speak with them if you have a question or concern about anything occurring in the residence or program, especially if you feel other staff members have not responded appropriately.

## II. GENERAL RESIDENCE POLICIES & PROCEDURES

### Interns with Disabilities

Interns with disabilities who would like to request residential accommodations must make such requests to the Director as soon as possible. Informal requests for accommodation directed to advisors or other Dynamy personnel are not sufficient, though they are certainly available to help you navigate the process. Appropriate documentation of the disability will be required of any intern making request for accommodation. Request for accommodation should be made as soon as an intern becomes aware that a disability may impede their ability to succeed in the residential aspect of the Program; in this way, the intern and Dynamy can work together to attempt to facilitate the intern's meeting of Program requirements. Information regarding disabilities will be kept confidential to the extent practicable but will be disclosed as necessary for evaluation and provision of reasonable accommodation by Dynamy.

Interns who expect to bring specialized equipment related to a medical condition into a Dynamy residence should inform the Resident Coordinator or Director of the nature of the equipment in order to ensure adequate electrical and/or other facilities.

### Housing Occupancy

Dynamy housing is a privilege that is provided as part of the Dynamy Internship Year Program and is conditional upon an intern's enrollment in that Program. Interns are required to live in Dynamy housing while attending the program, and occupants must vacate Dynamy housing upon termination of Intern status as well.

Interns must also vacate Dynamy housing during any period designated by Dynamy as a vacation period, which are stated on the yearly calendar. The Director will determine storage policies for personal belongings during established vacation periods if they should be necessary.

### Room Assignments

Dynamy will do its absolute best to match you with compatible roommates and housemates. We base our assignments on your Housing Questionnaire and getting to know you during our first week together prior to the Adventure Challenge, so it is extremely important that you are open and honest about yourself on your housing form. House and room assignments will be made while you are on the Adventure Challenge.

We would be remiss to say that roommate conflicts never happen, but it is our expectation that each intern will try their best to get along within the apartment by recognizing different perspectives, approaches, etc. We expect you to address difficulties with other apartment residents in a respectful and productive manner, and we will help mediate such conversations when necessary. We understand that conflict and difficulty will arise – it is a natural part of learning to live with and sharing living situations, especially outside of your immediate family - but we stress the importance of dealing with such moments in the most productive manner possible. Direct, honest and respectful communication between roommates is extremely important, just as listening to your peers' perspective is vital, and will go a long way towards ensuring a happy and comfortable home at Dynamy.

While it is rare that room switches are required, Dynamy reserves the right to reassign interns at any time. Interns may not switch assigned rooms or residences without written permission from the Director and may not sleep or maintain residence in common spaces without receiving prior permission.

### Apartment Use

There are times, though infrequent, that Dynamy Internship Year Program may conduct program activities/meetings in the residences. Some examples are house and apartment meetings, breakfast advising, informational meetings, tours for prospective students and families, etc. Should such activities occur in an apartment, ample notification to the residents from that apartment will be given.

### Meetings and Activities

Each house and apartment will have weekly required meetings, such as house and apartment meetings, and inspections. All interns that reside in the residence are required to attend, and meetings are often limited to apartment/house members only. The day and time of the

meetings will be determined with your RC in order to ensure that everyone is able to attend. If you cannot attend a meeting, it is imperative that you communicate this with your RC and get their permission to miss the meeting. If you are sick, you should make an effort to attend and if you are unable to do so, it is your responsibility to obtain the information that you missed from your Residential Coordinator.

There will also be optional evening and weekend activities coordinated by the RC's and other Dynamy staff. We do our best to incorporate activities that are requested by students and that will fit the wide variety of interests that our interns have – if you have ideas and suggestions, please share them! While we certainly hope that you will choose to participate, we do expect that interns will take part in a base number of activities each semester, and as such, will require interns to attend a minimum of 5 activities for Fall and Full-Year students or 7 activities for Spring-only students.

### Vacation Periods

1. Dynamy's vacations are shown on the yearly calendar. They include 1 week in November for Thanksgiving; 4 weeks at the end of December/beginning of January; and 1 week in March. Interns are responsible for checking the calendar and planning accordingly.
2. Interns may not stay in Dynamy residences during vacation periods.
3. Interns are expected to respect vacation dates and to not leave early or return late from vacations. Interns must vacate Dynamy housing no later than 12:00 p.m. on the day of the start of the vacation period and may return no earlier than 9:00 a.m. on the last day of a vacation period.
4. We expect that you will communicate your travel plans with your advisor and resident coordinator.

### Energy

We ask that you do your best to conserve energy. In addition to keeping windows closed during the heating season, we also encourage you to cover windows with curtains to help retain heat in the winter, and otherwise make efforts to conserve energy. Please do not leave lights, radios, fans, etc. on when not in use or when you are not home.

In compliance with recognized conservation guidelines, our thermostats are set for 70 degrees during the day and 64 degrees overnight. Because of the added electrical expense and increased fire hazard, *electric space heaters, electric blankets and air conditioners are not permitted in any Dynamy residence.* We also ask that you conserve water, electricity, and gas as much as possible by reporting dripping faucets, turning off lights when you leave a room, etc. Costs for these utilities that are deemed by Dynamy to be excessive will be passed on to interns, if necessary, and repeatedly leaving windows open without approval from staff may result in a \$10 fine.

### Quiet Hours

Quiet hours begin at 10 p.m. on weeknights and midnight on Friday and Saturday nights; any activities should be quiet enough that your neighbors cannot hear you. For health and safety reasons, Dynamy ***requires*** all students to be in a Dynamy residence at or before midnight, with exceptions only for specific events such as concerts, a movie premiere, etc., in which the student has received prior approval from a Dynamy staff member. Students should not be going for walks, drives, etc. after midnight for the safety and well-being of all students. **If you will not be back to your apartment by midnight, it is your responsibility to receive approval from a Dynamy staff member in advance and notify your RC in advance.** If the program staff feel that an intern is not acting responsibly with their sleep schedule and/or if safety is compromised, staff members will intervene with support strategies as well as disciplinary action when necessary. One of the hardest things about learning to live successfully with new roommates is meshing your expectations with each other, especially when they have different working or sleeping hours. Due to this, we ask that interns be respectful of other residents and neighbors even before quiet hours. As such, we expect that a request to be quiet at any time will be respected.

### Security

Worcester experiences the same kinds of crime problems that are common to any large urban area. Crimes against property and crimes involving personal violence do occur. By observing certain precautions, the chances of encountering many of these problems may be reduced.

Interns should exercise caution when walking after dark. For example, it is not advisable to walk alone along dark and/or unfamiliar streets after dusk, openly display large amounts of money or valuables, or leave belongings on the dashboard or seats of your car. Do not hesitate to report suspicious people or events to police and to Dynamy staff. Likewise, if an intern becomes aware of the occurrence of a crime, he/she must notify the Worcester police and Dynamy staff immediately.

All residences doors (front and back) should be locked at all times; when no one is home windows should be locked as well. Statistics have shown that most break-ins are of the opportunistic variety (i.e., occurring when an open or unlocked window or door provided an easy opportunity for a burglar to gain entrance).

Each building is also secured with door locks accessible only with registered keys. Each building resident receives one registered key. Building security is compromised if one or more keys cannot be accounted for. Interns may not reproduce keys without proper authorization, and we do recognize that on rare occasions keys may be lost. If this is the case, please immediately speak with a staff member, as they can obtain a new set for you. Loss of keys may, however, necessitate re-keying the doors and purchasing a complete set of new keys to fit the new lock, and because of the expense entailed, interns will be charged \$50 for each lost key. Interns who fail to return all keys upon leaving the Program will also be charged a minimum of \$50 per key.

Dynamy assumes no responsibility for personal property left in residences at any time and does not provide tenants' insurance for damaged or stolen property. Please store and monitor your personal property carefully, as theft is a serious matter, and interns have been victims of property theft at times in the past.

We suggest that interns mark valuables with an electric marker. Also, we advise that you check with your parents about extending their homeowners' insurance policy to cover valuables in your Dynamy residence or that you obtain renters insurance.

### Fire

Fire is always a possibility in any building or residence, but taking certain precautions can minimize the risk. In order to minimize risk for both the buildings and intern's safety, Resident Coordinators will go over all expectations, as well as go over each building's specific evacuation plan and meeting spots. They will also conduct random monthly fire drills so that in the case that a fire or emergency should happen, all residents will be well-versed in how to react. All interns are required to attend and pay attention to fire drills and to follow the instructions of Dynamy staff. Should you spot any fire hazard in the building, please notify the Resident Coordinator or a member of the Program team immediately. Dynamy has been the victim of careless fires in the past, so please be sure to take preventative measures.

In the event of fire, you must call the Worcester Fire Department first and then the Dynamy staff. Fire extinguishers are located in each apartment and are for emergency use only. We consider the non-essential discharge of fire extinguishers to be extremely serious misconduct. Any discharge of a fire extinguisher must be reported to the Resident Coordinator or Director immediately; otherwise, it will be considered non-essential use and subject to discipline and fine.

Anyone discharging a fire extinguisher when not in danger of fire will be assessed a \$50 fine. Similarly, anyone disconnecting or otherwise tampering with a smoke alarm will be assessed a fine of \$50. Any student creating open flames in the residence (candles, using lighters, smoking etc.) will be subject to a fine of \$25. In addition, any intern engaging in such activities will be subject to disciplinary action up to and including suspension and/or dismissal from the Program.

### Parking

Dynamy is not responsible for intern vehicles or the contents of such vehicles, whether they are parked on or off Dynamy premises. Dynamy recommends that interns keep their vehicles locked at all times and valuables out of sight. Dynamy also does not guarantee parking on our property or at the residences; it is generally readily available on city streets around the residences.

### Bicycles

Many Dynamy interns utilize bicycles as a mode of transportation and find it a great way to get around Worcester. While we certainly encourage their use, interns may not store bicycles in

hallways, entryways, stairwells, porches, residence common rooms, or any area which creates a nuisance or hazard to other residents. Each residence will designate one or more specified areas for common bicycle storage.

Dynamy assumes no responsibility for bicycles left on Dynamy property, including in designated areas. Dynamy suggests that interns lock their bicycles, electrically mark and/or security code their bicycles in an effort to deter theft and/or expedite recovery.

### Bulletin Boards/Social Media

Each building maintains a bulletin board for the use of Dynamy staff and interns, and is a central location that we use to notify interns of upcoming events, activities, or remind them of looming deadlines, etc. Dynamy considers the bulletin boards an important means of communication and encourages all interns to check the bulletin board at least once daily. Interns are not permitted to remove postings from bulletin boards. Limited use of the bulletin boards by interns is permitted; such use is limited to postings which are expected to be of interest to other interns. Postings on bulletin boards must be professional and respectful.

Dynamy also will use the Slack messaging app to communicate information to your class. Only people in your class can have access to this information. Dynamy staff will often post reminders about upcoming events, inspections, and other key information. As a student, you are responsible for knowing the information located on tSlack. It is crucial for students to be respectful when posting to Slack. Any posts that staff deem inappropriate will be removed and may result in disciplinary action.

### Lockouts

Because the main doors to our houses automatically lock behind you, lock outs are a reality and often happen to the best of us. The same can be said for an apartment or room should you forget your keys rushing out the door to work, and your roommates lock up while you are gone. We definitely understand, and in the event that a student is locked out of a residence or an apartment, they should immediately contact the Resident Coordinator, another staff member, or even a fellow student. While we are generally available to assist you in a timely manner, repeated lock-outs often raise questions about where your keys are. As such, please note that leaving windows or doors unlocked to gain entry, either for yourself, fellow interns or other visitors, is strictly prohibited as it causes security concerns for your fellow roommates. You will be subject to a fine after your third offense of locking yourself out.

### Pets

Interns are not permitted to keep pets in the Dynamy apartments, with the exception of fish. Other small pets that can live in a contained environment may get special approval as well if there are extenuating circumstances. Interns may keep fish or get special approval noted above with written approval from the Director and the payment of an additional deposit. You must also have a plan to arrange for the care of your fish/pet while on Program vacations. Also, while

we love your animals from home and hope you are able to visit them while at Dynamy, they may not come into the residences at any time, however short the visit may be.

### Mail

Mail can be delivered to an interns' residence but it is recommended that all mail be delivered to the main office building (27 Sever St.) to ensure it is not lost. We recommend having all packages sent to 27 Sever St. and staff will inform you upon the arrival of any package. Packages delivered to 27 Sever St. may only be picked up during business hours, if this is unable to happen due to your work schedule please talk with your advisor to come up with an alternative plan to get your package/mail. Mail is not delivered on the weekends. Any packages from unknown senders will be required to be opened by the intern, in the office in the presence of a staff member, as part of our safety protocol. Packages from family and legitimate businesses (i.e. J. Crew, American Eagle, EMS, etc.) are exempt from this.

### Closing/Final Move Out Procedures

All students are expected to be fully moved out of their apartments by **NO LATER THAN 3PM** on the day of graduation. In order to make this process run more effectively, each student will be required to sign up for a designated move out time individually. At this time, the Residential Coordinator will ensure all belongings are emptied from the student's room and all areas are cleaned. At this time, the student will also return their keys and lock boxes to the Residential Coordinator. Any items not returned at this time, will result in a fee coming out of the housing deposit. After completing this final inspection, each student will be required to sign a form stating they have moved out and will have details on the state of their room/apartment upon move out.

All students in a given apartment are required to ensure that all areas are cleaned and all items are removed. If for some reason, the apartment is not cleaned after all students move out, this will result in a deduction from the returned housing deposit for all residents in that apartment. It is also the understanding that any damage/graffiti/etc. to the apartment can result in deductions to the housing deposit for any students responsible. If it is not clear who caused the damage or no students admit to it, all students in that apartment will be charged equally.

## III. PHYSICAL STRUCTURES

### Maintenance and Cleaning

The residents of each building are responsible for devising a system to ensure that general maintenance is accomplished (i.e., cleaning, removing trash, changing light bulbs, etc.). Your Resident Coordinator will go over the expectations with you and your apartment in detail so that everyone understands the expectations, and if you ever have any questions, you should make sure to ask staff. While this responsibility ultimately lies with the interns, your Resident Coordinator and program staff will help you to come up with a plan and support you in carrying it out over the course of the year. Cleaning and personal expectations around it (picking up after yourself, cleaning dishes, etc.) is the most common source of friction within houses, and

we encourage you to be proactive about it. Doing so will only build a more cohesive and happy apartment experience!

Similarly, a building's residents are responsible for maintaining the building's common areas (stairwells, landings, porches, entry-ways, etc.), which will be agreed on at the first building meeting. Repair needs should be reported to the RC who will work with the Assistant Director to make arrangements.

### Inspections

Dynamy staff conducts regularly scheduled inspections of all apartments to ensure that reasonable health and safety standards are being maintained. Dynamy also reserves the right to

enter Dynamy apartments at non-scheduled times whenever deemed necessary by the staff. Inspection will be made to check items including, but not limited to, the following:

- Utilities due for maintenance
- Smoke detectors and fire extinguishers are present and in good working order
- Garbage/recycling bins are emptied regularly
- Dynamy property is not damaged
- No observable unsanitary or unsafe conditions exist
- Basic standards of cleanliness/health are met
- No prohibited items are present

If at any time (either during inspections or during informal visits) the condition of an apartment is found to be unacceptable, the interns in that apartment will be asked to correct the problem within a specified period of time. Failure to correct the problem may result in disciplinary action and/or fines being issued.

### Trash & Recycling

Worcester has a voluntary recycling program for glass, plastic, metal cans, and all paper products. Clean recyclable materials are to be placed in recycling bins for regular curbside pick-up, which are provided by Dynamy. Interns are encouraged to use Worcester's recycling program not only because it cuts down on waste, but because it will also save you money! All other trash (excluding car oil, paints, and similar toxins) must be bagged and disposed of in city trash bags, which can be purchased at our local grocery stores. RC's will cover this process in detail at the beginning of the year, and will help you if you have any questions. It is our expectation that trash and recycling will be taken out weekly by each residence on its assigned night. Failure to do so may ultimately result in disciplinary actions and/or fines being issued.

### Room Furnishings

Intern residences are furnished with a standard allotment of furniture and accessories belonging to Dynamy. This Dynamy property will be inventoried prior to the intern's arrival and then again immediately prior to the intern's departure. Interns will be charged the replacement cost for any furniture or accessory that is missing or damaged upon departure.

Furniture that is provided by Dynamy for common areas is intended for the use of all interns in a residence or apartment; interns may not move such furniture out of a common area without permission of the Resident Coordinator or Director. Interns may, however, buy or bring their own furnishings if they choose to. Past interns have brought everything from bookshelves, foot-lockers, desks, side-tables, and even couches. Please be aware that if you choose to bring additional furnishings, you are responsible for making arrangements to take them home after leaving Dynamy, as we will not be responsible for the removal.

### Repairs

Any emergencies—leaking pipes, gas leaks, etc.—should be reported immediately to the Resident Coordinator, your Advisor, or Director. Non-emergency repairs should be communicated to your Resident Coordinator in a timely manner. Unreported damage can itself result in further damage. Major repairs will be attended to as quickly as possible, and you will be advised if there is some reason for a delay in repairs. Please do not contact any contractors of any kind yourselves- the Assistant Program Director will contact any necessary outside help.

### Alterations

Students are encouraged to decorate their apartments, provided that the apartment can and will be returned to its original condition upon departure.

Interns should contact their Resident Coordinator prior to making any apartment alterations in order to confirm that the alteration is acceptable. It is your responsibility to get confirmation before making changes. The following are examples of alterations which are prohibited, as they cause damage or pose a safety risk:

- use of paint, wallpaper, or contact/shelf paper
- use of nails, screws, or tape for hanging items (interns should use fun-tack, sticky-tack, or gel squares for hanging lightweight items). Interns wishing to hang heavier items such as framed pictures or mirrors should contact their Resident Coordinator. All sticky-tack is required to be removed from the walls at the end of the year or the students responsible will have deductions out of their security deposit.

Unauthorized and/or unsatisfactory alterations will render apartment residents liable for the cost of repair and possible disciplinary action. All such unauthorized and/or unsatisfactory alterations will be deemed damage to Dynamy property.

Interns may not make any alterations or additions to the outside walls, doors, and windows of any Dynamy building.

### Damage

The residents of each housing unit will be responsible for any damage (including wear that is beyond normal use). All damage must be reported immediately to the Resident Coordinator or

Director, and repair costs must be paid promptly. As mentioned above, Dynamy Staff will perform regular inspections.

In the event of damage in a building, reasonable effort will be made to ascertain the responsible individual(s). If this is not possible, the cost of repairs will be assessed equally to all residents. Willful and/or grossly negligent damage to Dynamy property will not be tolerated and is considered grounds for suspension or dismissal from the Program.

At the close of the Internship Year, interns are required to leave their residences in the same condition that they entered them at the beginning of the year. Residences must be free of all personal belongings, food items, trash, and cleaned. Interns who do not leave apartments as described will be assessed a clean-up fee.

### Roofs

No one is permitted on the roofs at any time; a minimum fine of \$100 per person will be assessed to anyone found on any building roof. In addition, any intern found on any building roof will be subject to disciplinary action up to and including suspension or dismissal from the Program.

### Hallways

All hallways and stairwells in Dynamy residences must remain free from obstructions in case of fire, and interns should not leave any personal belongings in them.

### Cable, Phone & Internet

Students are permitted to arrange for specialized cable, telephone, and internet service if they choose to do so. Such arrangements must be approved in advance by the Assistant Director. If installation of the service requires the provider to physically alter part of a Dynamy building or to re-wire any previous installation, the written permission of the Assistant Director must be obtained beforehand. It is the intern's responsibility to inform the Assistant Director of such requests in a timely manner.

Interns are responsible for making payment arrangements directly with service providers. Interns are completely responsible for making all payments for such services; Dynamy will not assume any responsibility for delinquent payments or for equipment provided by service providers such as receivers or modems.

## IV. RULES OF CONDUCT

### Smoking

Smoking, electronic cigarette, or vape use is not permitted in any Dynamy building or on any of the attached porches. Each residence has designated outside smoking areas with waste receptacles for cigarette butts. Smokers should make every effort to ensure that butts end up in them. Interns who violate the smoking policy will be charged \$25 per intern per violation

and may face additional disciplinary action up to and including suspension or dismissal from the Program.

### Prohibited Items

Interns are not permitted to bring any items into Dynamy residences which may constitute a nuisance or a safety hazard. Dynamy reserves the right to require interns to remove any items deemed to violate this policy. Some examples of prohibited items include, but may not be limited to:

- ❑ Candles, incense, and oil/alcohol lamps
- ❑ Tapestries
- ❑ Decorative holiday/string lights
- ❑ Halogen lamps
- ❑ Space heaters
- ❑ Hot plates and other stand-alone burners
- ❑ Air conditioners
- ❑ Decorations which promote the use/abuse of drugs and/or alcohol
- ❑ Decorations that display sexually explicit or sexually suggestive objects, pictures, or cartoons
- ❑ Please limit microwaves to one per residence
- ❑ Hookah

### Visitors

While at Dynamy, you are afforded with a certain level of freedom that comes with living independently. We expect that you will explore this freedom with maturity, and that you'll recognize that living within a program such as Dynamy does come with certain expectations and responsibilities. The ability and freedom to have visitors, both from within Dynamy and friends from outside, is both allowed and encouraged, provided that you agree to and follow our visitor policies. Please note that violating any of these policies will subject you to disciplinary action and loss of visitor privileges. Further, fellow Dynamy interns as well as outside guests are subject to these policies.

- ❑ Interns may have a maximum of THREE overnight visits per week and need to get approval from their RC before midnight.
- ❑ Each student may only have 3 overnight visits per week: this includes having a guest and being a guest at another Dynamy residence. A student cannot be a guest at someone's apartment for 3 nights and then have someone stay with them for 3 nights.
- ❑ All non-Dynamy visitors, must be introduced in person to the Resident Coordinator.
- ❑ RC's must be notified of each overnight guest, and interns must sign in their guest at the house's guest log.
- ❑ Any guest coming in from out of state must get prior approval from the hosting student's advisor
- ❑ Any visitor wishing to stay longer than two days must first get the Director or Assistant Director's permission. It is expected that this will take place before making arrangements with your visitor.

- You must receive approval from all of your roommates before hosting a visitor and must behave with utmost consideration to your roommates in connection with such hosting.
- Apartment and house keys may not be given to visitors for any reason.
- All visitors are subject to Program policies while on Dynamy property.
- Visitors must never be left alone in the building without their host. The host's roommates are not sufficient.
- Any visitor who is the subject of a complaint, deemed to have violated any Dynamy policy, and/or is responsible for any disruption or nuisance in a Dynamy residence, will be required to leave the premises and may be prohibited from future entry.
- Hosts are accountable for the action of their guests and will take responsibility for their guest's actions.
- All visitor's from outside Dynamy must be between the age of 18 and 22.

### Weapons

Possession of weapons of any kind is prohibited on Dynamy property. Weapons are deemed to include firearms (including pellet, paintball and bb guns, bows, potato guns, etc.), slingshots, knives and blades of any kind beyond routine kitchen knives, explosives (including fireworks), martial arts weapons/tools, and ammunition. Violation of this policy is considered grounds for suspension or dismissal from the Program. Kitchen knives may not be stored outside of the kitchen or they will be considered a weapon.

### Behavior In Residences

All staff (Advisors, Resident Coordinators, the Director, etc.) have the right to intervene in personal lifestyle issues if and when:

1. Your behavior is determined to be seriously impairing your ability to benefit from the Program;
2. Your behavior is having an adverse effect on others in the Program; or
3. Your behavior jeopardizes Dynamy's reputation in the community.

Resident Coordinators and other Dynamy staff have the right to enter your residence when suspicious/dangerous activity of any kind is perceived in order to enforce policies and ensure safety for everyone in the Program. Barring such entry is a serious disciplinary issue and is considered grounds for suspension or dismissal from the Program.

### Alcohol & Drugs

All interns are required to observe Dynamy's Alcohol & Drugs Policy when on Dynamy premises or participating in Program activities. The possession, transfer, manufacture, sale, or use of alcohol or substances of abuse, legal or illegal, while on Dynamy's residential premises will result in disciplinary action up to and including immediate dismissal from the Program. Presence of empty alcohol bottles and/or drug paraphernalia on Dynamy property will be considered a violation of Dynamy's Alcohol & Drugs Policy. It should be noted that being found in the presence of any of these substances or smelling like any of these substances will result in

a disciplinary action. Questions regarding the Alcohol & Drugs Policy described in the Intern Handbook may be brought to any member of the Dynamy staff.

Any Dynamy intern who is placed on probation or suspension for issues related to drugs and/or alcohol may be required to attend programming around these issues at a time specified by the Director and as frequently as mandated by the Director.

### Misconduct In Residences

Dynamy interns are required to observe all applicable laws and all Dynamy policies. Interns must respect the rights and property of Dynamy staff and interns as well as visitors and neighbors of the Dynamy community; interns must refrain from actions which may endanger the health, safety, or welfare of any of these individuals. Interns also must refrain from actions which interfere with or disrupt Dynamy residences or the Dynamy Program.

The effectiveness of a residential program depends upon adherence to basic rules of conduct and the exercise of common courtesy and common sense. In addition to the conduct described in the Intern Handbook, the following are examples of conduct that can be considered grounds for discipline up to and including immediate dismissal from the Program:

- ❑ Disruption of a residential area
- ❑ Fighting of any kind
- ❑ Discourteous treatment or physical or verbal abuse of any member of a residence or neighborhood
- ❑ Using the residence area for commercial purposes
- ❑ Violation of any Dynamy policy

### Residential Policies

Dynamy's residential policies are implemented to promote the safety, security, and comfort of all Dynamy interns. If you have any questions, ideas, or concerns about any of these policies, you should discuss them with a member of Dynamy's staff.