



Dear Future Student,

Congratulations on your acceptance to Moore College of Art & Design! The Residence Life staff is excited for you to become part of the Moore community! I would like to take this opportunity to introduce you to Residence Life at Moore. The students who make up the Residence Life Staff work diligently to make the residence halls a fun, comfortable and secure home away from home. Living on campus will enable you to enjoy the full college experience while creating a lifetime of friends and memories!

Completing your housing application is easy; all you need to do is access your online Student Portal and **complete the Housing Contract Form and submit your \$250.00 Housing Deposit**. The non-refundable deposit serves as your room reservation fee and will be applied to your fall semester housing charges. Housing spaces are assigned on a first-come, first-served basis.

If your housing information is received by May 1, 2022 you will have your assignment e-mailed to your moore.edu email account by mid-June. Your moore.edu e-mail login credentials will be sent to you in the coming weeks.

Please submit your completed Housing Form via your online Student Portal. Please contact enroll@moore.edu if you do not remember your login credentials or are having issues accessing the portal. Please note that the Admissions Office must receive your Enrollment Form and \$350 tuition deposit *before* we can process a room reservation fee and contract.

If you have any questions about the housing options, please do not hesitate to contact the Coordinator for Residential Life & Housing at 215-965-4035 or via email at [studentaffairs@moore.edu](mailto:studentaffairs@moore.edu).

Sincerely,  
Moore Student Affairs Department

## Housing Options



### Sartain Hall

This building contains traditional-style accommodations with single, double, and quadruple occupancy rooms and community bathrooms. Each room is equipped with a dresser, desk and chair, regular size twin bed or lofted bed for each resident, a closet or wardrobe for each resident and a Micro Fridge (microwave and refrigerator /freezer unit).

The approximate dimensions of single rooms are: floor space (tile floors) – 7' X 12'; window 3' (width) X 7' (height).

Please note, this building does not include air-conditioning. Additionally, all rooms on the 3rd floor have lofted twin beds. If you do not want a lofted bed, please be sure to request that on your resident information sheet. A lofted bed means that the bed is about 6 feet off of the ground. Requesting a lofted bed does not guarantee a lofted bed.

Other amenities include the following:

- A community bathroom on each floor with 4 sinks, 4 toilets, 2 showers, and 1 tub/shower
- A dynamic lounge space on the 1<sup>st</sup> floor with large screen cable TV, fireplace hangout area, pool table, food and beverage vending machines, and community-style kitchen
- Free laundry facilities conveniently located on the mezzanine level

### Louise Zimmerman Stahl Residence Hall (Stahl Hall)

This building contains suite-style accommodations on the second, third, fourth, and fifth floors of Stahl Hall. All rooms are arranged in two bedroom suites with an adjoining bathroom in the middle. The bedrooms in each suite are either double or triple occupancy. Each room is equipped with built-in dressers and closets, two or three twin beds, two or three desk units and chairs, and a Micro Fridge (microwave and refrigerator /freezer unit).

The approximate dimensions of each room are: floor space (tile floors) – 12' X 13'; window 130" (length) X 55" (height). The windows are sectioned in three parts with opening windows on the outer sides. Each room has an air conditioner.

Please note, residents of Stahl Hall should buy extra-long sheets as we have both regular and extra-long beds.

Other amenities include the following:

- A dynamic lounge space "The Penthouse" with a community-style kitchen and two cable TVs
- Easy access to administrative offices (Student Affairs, Academic Services, Registrar, and Nurse) located on the first floor
- Free laundry facilities conveniently located on each floor

# Residence Hall Information



## **Mail**

Each resident is assigned a mailbox when assigned a room. The combinations or keys are issued after arriving on-campus. The mailboxes are located in the lobby of Stahl Hall near the elevator. Packages are available for pick-up at the Stahl Hall mailroom from 6:30 PM to 8:00 PM on Sunday through Friday. There is no Saturday or Sunday delivery of mail or packages.

You will receive your address information in your housing assignment e-mail.

## **Cleaning**

**Stahl Hall** Students are expected to keep their rooms, bathrooms, and suite entryways clean. ONLY NON- ABRASIVE CLEANING PRODUCTS CAN BE USED IN THE BATHROOMS. Abrasive cleaning products will damage the bathroom, and may result in damage charges being assessed. The common areas of the building are cleaned daily by the College's housekeeping staff.

**Sartain Hall** Students are responsible for cleaning their own rooms. In addition, residents are expected to pick-up after themselves in the common areas of the building (lounges, bathrooms & hallways). The common areas of the building are cleaned daily by the College's housekeeping staff.

## **Staff and Security**

Under the supervision of the Director of Residence Life and Housing, the Residence Life staff is comprised of 2 Resident Directors (RDs) and 9 Resident Assistants (RAs). The Resident Directors are student leaders who are carefully selected to supervise the Resident Assistants, to complete the administrative work in the building, and to oversee social and educational programming in the hall. The Resident Assistants are also carefully selected to organize programming for their floors and assist the residents with concerns and problems. The Residence Life staff participates in extensive training that will help them to better assist and create community within Moore's Residence Halls.

Upon your arrival you will be informed by the Residence Life Staff of staff responsibilities, student responsibilities, hall regulations, guest visitation policies and procedures, and security. The residence halls are monitored by Security 24 hours a day, 7 day a week.

## **Food**

Students residing in Stahl Hall and Sartain Hall are required to be on the 19-meal plan. The Dining Hall serves 3 meals per day Monday through Friday, and two meals on Saturday and Sunday. Students must bring their I.D. to every meal.

## **Pets**

Students are permitted to have fish only. These pets must be contained in an aquarium no larger than 18 inches by 14 inches by 24 inches. There is a limit of 2 aquariums per room. The pets must be non-poisonous and must not be perceived as dangerous by others in the living area. Pets must be registered with the Residence Life & Housing Office.

## **Parking**

The College does not provide any parking for students. Additional parking information is included in the new student information packet.

### **Residence Hall Closings**

The Residence Halls operate on the College Academic Calendar. The halls are closed during Thanksgiving, Winter, and Spring breaks- please plan accordingly. Summer housing has a different policy; please contact the Director of Residence Life & Housing for more information. The halls will remain open for the Fall Break with food service.

### **Telephones**

Most rooms come equipped with a phone jack and telephone. Students in a room with a phone may use a different phone if they chose, however the original phone must be in place at check- out. Students are provided with local calling service with call waiting; long distance calls can be made by using a calling card or a personal cell phone.

### **Internet Access**

Wireless internet access is available to students in all areas of the College. All you need is a device that can access the internet wirelessly. To gain access to the Internet, students must register with computing services upon arrival to Moore.

### **Housing Accommodations**

If a student is in need of a Housing Accommodation they will need to contact the Director of Academic Services (Jenna Bradley, jbradley@moore.edu) to turn in the appropriate paperwork that is needed by May 1- 2021 or as soon as possible if applying for Housing after that date. Examples of accommodations that are offered if approved are single rooms, Emotional Support Animals, etc. Please keep in mind that filling out the paperwork does not mean that an accommodation will be approved. Proper documentation must be submitted and reviewed by the Accommodations Committee.

### **Please Note:**

*It is the responsibility of each resident to read and be familiar with the College Housing policies as stated in the Moore College of Art & Design Handbook and in the Housing Contract. These policies are for the benefit of the residents and will be enforced by the Residence Life Staff. The handbook can be found online here: <http://moore.edu/for/current-students/student-handbook>.*

## **HOUSING CONTRACT TERMS AND CONDITIONS**

### **Academic Year 2022-2023**

The Residence Life staff at Moore consists of the Director of Residence Life and Housing (DRL), Residence Directors (RDs) and Resident Assistants (RAs) in both buildings. The RDs and RAs are students who live and work in the two residence halls under the supervision of the Director of Residence Life and Housing. The staff is available to assist students, to help foster community development, to report maintenance and facility's needs, and to enforce College policies.

Students are expected to comply with the rules and regulations relating to appropriate conduct established by the College and the Residence Life staff. Violation of these terms and conditions or any other applicable rules, policies or procedures incorporated by reference herein, may subject the student to disciplinary action including, but not limited to, fines, conduct sanctions, termination of the student's right to occupy a room and/or suspension or expulsion from the College.

The College adheres to the principle of equal education opportunity without discrimination on the basis of race, color, religion, age, national origin, sexual orientation or disability in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices.

#### **TERMS AND CONDITIONS**

The terms and conditions outlined in this document apply to all students residing in Moore College of Art and Design housing during the 2021-2022 academic year. ***This housing contract is for these Semesters only.***

#### **ASSIGNMENTS**

First-year and transfer student housing spaces are assigned by the Director of Residence Life and Housing prior to the start of each academic year. During the spring room selection process each year, current students select a room of their choice for the following year. Roommate preferences based upon race, color, religion, sexual orientation, socioeconomic status, physical characteristics, or national origin will not be accepted.

#### **HOUSING OPTIONS**

***Stahl Hall*** is available to both new and returning students of all class levels. Stahl Hall is contiguous to the academic buildings, dining facility, and consists of 4 or 5 person suites. Each suite contains 2 double-occupancy bedrooms or 1 double-occupancy and 1 triple-occupancy bedroom and a shared bathroom.

***Sartain Hall***, located at 2039 Cherry Street, consists of single, double, and quadruple rooms and is available to both new and returning students of all class levels. Residents of each floor in Sartain share a communal bathroom.

**Throughout the Housing Contract the terms "housing" and "College housing" refer to all of the housing options listed previously.**

#### **ELIGIBILITY FOR RESIDENCE**

Eligibility for residence is offered first to full-time registered Moore students. Space permitting, part-time students have the option of living in housing.

***Housing is not guaranteed all four years.***

## **ROOM CHARGES**

Room charges are established by the College for the academic year. For specific rate information please consult the Business Office or refer to the 2022-2023 Student Handbook. A Room Reservation Fee of \$250 must be paid to the Residence Life & Housing Office prior to room assignment and/or by the specified date during spring room selection. This amount will be credited to the student's bill and is non-refundable.

All fees are payable to Moore College of Art & Design. Residents are billed each semester. Payment is due in full according to the amounts and schedules posted by the Business Office. In the event that a resident's account remains unpaid and is turned over for collection, the student will be billed for all charges associated with collection and litigation, including but not limited to attorney fees. No student will be allowed to occupy an assigned room unless all room charges are paid in the time and manner established by the College. Failure to pay room charges as required may be cause for dismissal from College housing or for such other action as may be determined appropriate by Moore College of Art & Design.

## **MEAL PLANS**

All students in *Sartain Hall* and *Stahl Hall* are required to be on the 19-meal plan. All requests for an exception must be well documented and accompanied by a doctor's note outlining the reason for the requested exception and a sample menu by a dietitian detailing the type of dietary guidelines that the student needs to follow. All exceptions are subject to final approval by a committee consisting of the Director of Residence Life and Housing, Director of Dining Services, and the Director of Health Services in conjunction with the Senior Vice President for Finance and Administration and Dean of Students.

## **HOUSING PERIOD, OCCUPANCY, AND USE**

The housing period begins at the time the student takes occupancy of the assigned space and ends upon completion of the final exam period of the spring semester. **The housing period may not be extended.**

*Stahl Hall* and *Sartain Hall* are closed during the Thanksgiving, Winter/Semester, and Spring Breaks as scheduled by the College. Students may not



occupy the halls during these times. The break schedule is listed in the calendar section of the Student Handbook.

***Stahl Hall and Sartain Hall remain open with meal service during fall break only.***

A second charge of \$200 will be added to the student's bill. This \$200 is a one-time security/ damage fee carried over each year the student lives in College housing. The \$200 damage deposit is refundable upon completion of the final contract period after all bills are paid and furnishings & equipment of the room are found intact by the Residence Life Staff.

A student's assigned space shall at all times be occupied only by that student. Any student living in College housing during the fall semester that withdraws from the College or graduates in December must vacate their assigned space by the time the halls close for the winter/semester break. Residents' guests are subject to the rules and regulations of the residence halls and the College. Any vacant space/bed may be assigned by the Residence Life & Housing Office at any time during the academic year.

## **ROOM CHANGES**

Room changes initiated by students cannot be made prior to two weeks into the semester.

**Under no circumstances may a student change rooms without the permission of the DRL.**

Requests for exceptions to this policy may be made in writing to the DRL and are granted at the discretion of the DRL. Please see the BFA handbook for more information about room changes.

## **CONDITION OF PREMISES**

By taking occupancy of a housing space, a student accepts its condition "as is" at such time and assumes responsibility to maintain the space and any common areas in which the assigned space is located in a clean, safe, and undamaged condition at all times. Common areas including kitchens, bathrooms, hallways, and lounges are the responsibility of all members in that community. In Stahl Hall, residents are responsible for cleaning the bathroom. In Sartain Hall, residents are responsible for picking-up after themselves in all common areas, including the bathrooms and lounges. The Housekeeping staff does clean the common areas of Sartain Hall, but is not asked to pick-up after residents.

When a student vacates their assigned space, they must remove all of their personal property and leave the room, any common areas, and any furnishings clean and in the same condition they were in when they commenced occupancy. Any personal property left in the room or the common areas will be promptly removed at the student's expense. Cleaning, repair and disposal charges for common areas will be assessed equally among all occupants of the room/suite/floor unless individual responsibility is established before departure. Residents cannot alter their room or common space, including, but not limited to, painting and removal of college-provided furniture, in any way without the prior written consent of the DRL.

## **KEYS AND LOCKS**

Residents are not permitted to give their keys to another person, nor are residents permitted to make duplicate keys. Locks may not be changed nor may additional locks be installed. Lost or stolen keys should be reported to a member of the Residence Life Staff immediately and replacement keys for the day will be distributed only to a resident who has signed the Housing Contract and paid the required fees. All residents who have lost their keys might be required to have the lock changed and replace all keys for all occupants of the living space. Cost for a lock change is \$100.00 and the cost for each key is \$10.00. If



keys are not returned at the end of the housing period, the resident will be billed according to costs as outlined above. Residents are personally responsible for any claims, damages, costs, or suits against the College, including attorney fees that arise, either directly or indirectly, from a resident's failure to abide by the provisions of this section.

## **DAMAGES AND EXPENSES**

The student shall reimburse the College upon demand for all damages or expenses which the College may suffer or incur for repair of a room or facilities in housing or for repair or replacement of College provided furniture, caused by the misconduct or neglect of the student or of her guests. Any damages or expenses incurred in housing will be charged equally to all the residents of the room or users of that facility unless specific liability is assumed by the person or persons responsible. Failure to pay such damages or expenses may be cause for refusal to permit registration or for such other action as may be determined appropriate by the College until sums owed are paid in full.

## **PERSONAL PROPERTY**

The College accepts no responsibility for loss or damage to a student's personal property, and advises that students insure personal property against loss, damage or destruction arising from any cause, including, but not limited to, fire, theft, water damage and the elements. In the event of damage by fire, water, steam, or other causes which renders an assigned room unfit for occupancy, the College reserves the right to reassign the occupant or occupants to alternate College housing. If alternate housing is not available or if a student rejects the offer of alternate housing, the College shall not be liable thereafter. Students are advised to remove valuable personal property and equipment during periods when the residence halls are closed. The College advises students to purchase Renter's or Personal Property Insurance or be included on home owners' insurance of a parent or guardian.



## **COMPLIANCE WITH APPLICABLE LAWS AND COLLEGE POLICIES**

Students are required to comply with all federal, state and local laws as well as all rules and regulations established by the College, including, but not limited to:

- a) rules contained in the Moore College of Art and Design Student Handbook
- b) rules concerning sanitary conditions, prevention of fires, and protection of the safety of other residents and guests
- c) rules concerning the conditions under which areas in housing may be visited by residents or by others.

Please see the student handbook at: <http://moore.edu/for/current-students/student-handbook>. Rules, regulations, and policies are subject to periodic change.

**Alcohol & Drug Policy:** All alcoholic beverages and illegal drugs are prohibited.

**Appliance Policy:** Each room has a micro- fridge (refrigerator, freezer, microwave), provided by the College. All electrical appliances must be UL approved and in good working order. The College requires appliances with an automatic on/off feature be used in housing spaces. Appliances used for the purpose of cooking foods are not permitted for use in individual student rooms except coffee pots with an automatic shut-off.

Cooking appliances may be used only in designated cooking facility areas. The following items are prohibited: air conditioners, toasters/toaster ovens, hot plates, halogen lamps, space heaters, and other appliances with an open heating element. Extension cords must be commercial type (orange 16/3 gauge); no residential type brown or white extension cords are permitted.

**Candles & Incense:** Students are not permitted to burn candles or incense in College housing.



**Cable TV:** Cable cannot be installed in student rooms in Stahl Hall or Sartain. There are televisions with cable in the lounges in both buildings.

**Disruptive Behavior:** No unlawful or disruptive conduct shall be permitted in College housing.

**Energy Conservation:** Residents are expected to conserve energy and water. Lights and electrical appliances should be turned off when students are not in their room. Air conditioners should be off when students are not in their room (Stahl Hall). Faucets that drip or leak should immediately be reported to the Residence Life Staff so repairs can be made.

**Fire Safety:** Failure to evacuate during a fire alarm is prohibited. Theft or improper use of fire extinguishers and fire alarm equipment is prohibited.

**Fire Hazards:** Residents shall not store materials of a flammable nature in housing.

**Floor/Hall Meetings:** Mandatory floor meetings will be held monthly that all residents are expected to attend. The Office of Residence Life reserves the right to call additional mandatory floor or hall meetings as needed. Attendance at floor or hall programs is voluntary but strongly encouraged.

**Guest Policy:** Residents may have guests visit. At any one time, a resident may sign-in up to 5 guests. Overnight guests are permitted for up to 3 nights in a row, and a student is limited to hosting a maximum of 2 overnight guests at any one time. Any exceptions to this policy are granted at the discretion of the Director of Residence Life and Housing. As a courtesy, residents who share a room/suite are expected to consult with the other students in that space before having a guest visit. Guests must present a valid picture ID to gain admittance to the buildings. All guests must also be escorted at all times. Residents assume full responsibility for the behavior of their guests. Please refer to the Student Handbook for additional details about the guest policies.

### **Guns, Knives, Explosives, Flammables:**

Possession and/or use of weapons and/or chemicals are strictly forbidden. Only knives



designed for kitchen or dining use are permitted.

**Mail:** Mail is delivered Monday - Friday to student mailboxes. Students who receive a package will receive a notice via email; packages can be picked-up between 6:30 & 8:30 PM on Sunday - Friday nights in the Stahl Hall mailroom.

**Maintenance:** Residents are expected to promptly report damages, needs for repairs, or utility failure to the Residence Life Staff or Operations Staff.

**Painting of Rooms/Suites:** Prohibited.

**Parking:** The College does not provide parking for students living in housing. Students who are interested in parking should contact the City of Philadelphia to find out the requirements for obtaining a residential parking permit.

**Pet Policy:** No pets, with the exception of fish that can be contained in an aquarium no larger than 18 inches by 14 inches by 24 inches, are permitted. No more than 2 aquariums are permitted in each room.

**Phones:** A touch-tone phone is in most student rooms in Stahl Hall and Sartain. Local calls may be placed from these phones at no charge. Residents need to use a calling card or cell phone to make long distance calls.

**Sales and Solicitation:** Sales and solicitation of any service or product door to door, from individual student rooms, or other areas of College housing is prohibited.

**Smoking:** Smoking and vaping of any kind is prohibited in the residence halls.

**Storage Facilities:** There is no storage available on campus.

### **CANCELLATION/TERMINATION OF THE HOUSING CONTRACT**

A student may not cancel her housing contract for any reason with the exception being a withdrawal from the College. Housing



contracts may be terminated by the College if:

- 1) A resident fails to pay fees or other charges when due;
- 2) A resident fails to comply with the terms and conditions of the Housing Contract;
- 3) A resident or guest violates any policy as stated in the Student Handbook or Housing Contract;
- 4) A resident gives false information in her Housing Contract and/or Resident Information Sheet, or other related form or document.

Residents who violate the Housing Contract may be required to immediately move out of College housing. In the event that the resident does not vacate when requested, the College has the right to change the lock on the housing unit and bill the student for the cost of the lock change. The College has the right to pack and store all furnishings and personal belongings of the student removed from the room, bill the student for these costs, and dispose of their belongings if they are not claimed within thirty (30) days. Students removed from housing for violations of the Housing Contract will be held responsible for any related housing and meal charges for the current term and are not eligible for a partial or prorated refund.

### **RESPONSIBILITIES OF THE RESIDENCE STAFF: RESERVED RIGHTS OF THE COLLEGE**

The College has delegated to the Residence Life Staff responsibility for enforcing regulations governing conduct of students in housing. Residence Life Staff members consult with the DRL, the Dean of Students, and other appropriate college administrators in carrying out this responsibility.

At the discretion of and in consultation with the Residence Life Staff, the DRL, and/or the Dean of Students, a student may be subject to certain conditions for continuing residence in College housing, including, but not limited to, a change in room assignments.

**THE COLLEGE RESERVES THE RIGHT TO ENTER AND INSPECT ANY ROOM,** when at the discretion of staff members it is deemed necessary for the security/safety of the residents and/or maintenance of the housing facility. The College reserves the right to enter and inspect rooms to ensure compliance with College codes of conduct concerning use of rooms, preservation of clean and sanitary conditions, fire prevention, or personal health and safety. If College personnel determine that residents are not in compliance with any of the areas specified above, the College may require that students rectify the situation (this includes, but is not limited to, being required to clean one's room, bathroom, or other common spaces).

**THE COLLEGE RESERVES THE RIGHT AT ANY TIME** to terminate, establish, or amend any terms, conditions, policies, and procedures concerning the material covered herein.

**HOUSING CONTRACT ACKNOWLEDGMENT & AGREEMENT** If you decide that you want to live in Moore College of Art & Design housing for the Fall 2021 Semester, you must sign the "Housing Contract " located in your Student Portal Enrollment Checklist. You also need to have a witness sign the document if you are under 18 years of age. The signed "Contract" must be submitted along with the \$250 Room Reservation Fee in order to be assigned a space by the Residence Life & Housing Office. For questions regarding the Housing Contract, Room Reservation Fee or logging into your Student Portal, please email us at [enroll@moore.edu](mailto:enroll@moore.edu).