

Title : Allocation of Residence Hall Damage Charges

Number :

5600.01

Approved :

02/11/14

Reference :

Damages that occur in Eastern Arizona College Residence Halls above normal wear shall be allocated to occupants residing in the Hall and to other parties to the extent that responsibility for said damages can be identified.

The Following Guidelines Shall Apply:

- A. When the individual(s) responsible for the damage can be identified, the full amount of the common damage shall be apportioned so that each individual is assessed a fair share of the cost of repairs and replacements. Occupants shall be responsible for damage to the interior of their assigned rooms. When an individual can be identified as causing damage in assigned room or any other area of residence hall, it is to be assessed as personal damage.
- B. When the individual(s) responsible for the damage can not be identified, the full amount of the damage shall be apportioned as follows:
 1. Damage to common areas within a wing of a residence hall shall be equally assessed to all occupants living within the wing;
 2. Damage to common areas shared by all residence hall occupants (e.g. TV/recreation room, bathrooms) shall be equally assessed to all occupants living in the residence hall;
 3. Common area damage costs shall be determined as they occur, recorded in hall office, and assessed equally to all occupants living in the hall at the completion of each semester;
 4. The total limit of liability for common area damage as described in parts A. through B. above shall not exceed the amount of the resident hall deposit.
- C. All students living in residence halls will be provided with a schedule of repair and replacement costs when moving into the residence hall. In addition, at least one residence hall meeting at the start of each semester will address the responsibility and associated costs of residence hall damages.
- D. At the time of check-out from the residence hall, the head resident or a designated representative will list personal/common damages and associated costs on hall check-in/out sheet of hall occupant, which are to be deducted from the residence hall deposit prior to refunding remaining amount of deposit. Residence hall residents must complete established check-out process with Head Resident of hall or designated representative to be eligible for refund of residence hall deposit.

Exceptions must be approved in writing by the Chief Housing Officer, as designated by the College President.

