2024-2025 Student Handbook

APARTMENT GUIDE TO COMMUNITY LIVING

(For Residents of The Oaks and Moore House)

Meredith College's commitment to an inclusive living/learning environment provides the motivation for community building that serves undergraduate and graduate students and offers opportunities for intellectual, physical, social, emotional, spiritual, and professional growth. The Residents Housing Association provides the structure for the governance of the residents on campus and is instrumental in planning and monitoring campus communications as well as special programming. Residence life staff assess and respond to the particular interests and needs of students living on campus and provide interesting, developmental, informative, and entertaining programs and events.

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Mission Statement

Meredith College Residence Life is dedicated to facilitating holistic, value-based student development where residents feel safe, supported, and comfortable on campus. We are committed to providing intentional educational opportunities that empower residents to become confident leaders in our community and beyond.

Departmental Values

Inclusivity
Foster an environment where all identities are recognized, welcomed, and respected. Actively promote opportunities for learning, empathy, and belonging, while encouraging students to advocate for themselves and others.

Collaboration
Nurture teamwork and community engagement, where residents are encouraged to creatively approach problem solving and conflict resolution, create meaningful experiences, and build strong relationships.

Community Responsibility
Cultivate an environment where residents are aware of the impact of their relationships with peers, interactions with staff, and stewardship of the physical space. Through intentional involvement and personal accountability, residents foster a positive and supportive living environment, actively shaping their residential experience.

Adaptability
Equip residents with the skills and mindset to effectively navigate change, encouraging resilience in the face of challenges, and providing opportunities for them to embrace new experiences and perspectives.

Personal Growth
Empower residents to discover and develop their unique strengths, passions, and independence, ultimately enabling them to thrive academically, socially, and personally beyond the residential community.

Philosophy

The philosophy of the residence life staff is one that recognizes and affirms the unique worth of each student and her potential for growth. To enhance and supplement the classroom experience, the residence life staff promotes activities, programming, and community building that contribute to the holistic development of the student. The residential setting, as a living & learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience.

A commitment to the living & learning environment provides the motivation for community building that serves students and provides opportunities for intellectual, physical, social, emotional, and professional growth. The Residents Housing Association provides the structure for the governance of residence halls and apartments and is instrumental in planning and monitoring campus communications as well as special housing and campus programming. Residence representatives, Resident Assistants (RAs), Residence Directors (RDs), and the Oaks Apartment Manager (AM) assess and respond to the particular interests and needs of their students. and provide interesting, challenging, informative, and entertaining programs and events. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students.

We're Here to Help

Apartment and Moore House residents at Meredith College enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of students living together. Each resident must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of apartment community members.

The apartment staff provides a program of student services designed to enrich the quality of life for Meredith College students. Apartment residents have the opportunity to seek assistance from the Director of Residence Life, Apartment Manager, Apartment Community Assistants, and the Residents Housing Association.

Residence Life Staff

Director of Residence Life
Amanda Morales
2nd Floor, Room219, Park Center
919-760-8633
reslife@meredith.edu

Apartment Manager
Kelsey McKelvey
1001 The Oaks
919-760-8506
oaks@meredith.edu

Administrative Assistant
Mary Bryant
2nd Floor, Room 220, Park Center
919-760-8633
reslife@meredith.edu

Resident Assistants & Community Assistants

Resident assistants (RAs) are student staff who live on each floor of the residence halls. Community Assistants aren't floor-specific and work to assist the overall community at The Oaks. CAs are supervised by the Apartment Manager. RAs are supervised by the residence director of the residence hall(s) they oversee..

Primary responsibilities include:

- To be accessible to the residents on the floor for assistance and guidance.
- To uphold and enforce the Honor Code.
- To encourage student participation in campus activities. To facilitate campus communication.

- To create a positive living & learning environment on her floor, which will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

2024-2025 Community Assistants:

Shae-Lynn Henderson	Oaks	1102
Kelsey Lancaster	Oaks	1102
Atiqua Prithu	Oaks	3103
Monica Santiago Javier	Oaks	2104
Hailey Martin	Oaks	2108

Resident Assistants:

Brewer

1st	Mya Ortiz
2nd	Lydia Bonecutter
3rd	Elizabeth Daughety

Stringfield

1st	Chae Cates
2nd	Jillian Jackson
3rd	Kennady Clark
4th	Jenna Ward

Heilman

1st	Hailey Martin
2nd	Paola Zelaya-Deras
3rd	Olivia Martinez

Faircloth

1st	Aaliyah Powell
2nd	Annabel Rocha
3rd	Grayson Cowart

Vann

1st	Alexis Moseley
2nd	Callie-Eve Autry
3rd	Gabby Foster
4th	Allegra Banks

Contacting Residence Life

Director of Residence Life
Amanda Morales
2nd Floor, Room219, Park Center
919-760-8633
reslife@meredith.edu

Administrative Assistant
Mary Bryant
2nd Floor, Room 220, Park Center
919-760-8633
reslife@meredith.edu

Kelsey McKelvey
Oaks Apartment Manager
919-760 -8506
kjmckelvey@meredith.edu

Madissen Keys
Residence Director, Poteat
919-760-8528

Brittany Kilgore
Residence Director, Faircloth and Stringfield
919-760-8503
bkilgore@meredith.edu

Launa Steward
Residence Director, Brewer and Vann
919-760-8528
lasteward@meredith.edu

Vanessa Gutierrez
Residence Director, Heilman
919-760-8027
vygutierrez@meredith.edu

Contacting Oaks Staff on Duty

The Residence Life team is available to assist you. All Community Assistants are on a scheduled rotation to cover duty for Oaks residents. Oaks residents who need assistance from an on-duty staff member should contact the **Community Assistant (CA) on Duty at 919-532-4815.** Oaks residents should contact the CA on Duty for assistance and minor questions and concerns.

The Apartment Manager also serves on a rotational duty schedule along with Residence Directors. The Apartment Manager is a professional staff member who resides in the Oaks, but this individual may not always be in their apartment or Oaks office when you need assistance, especially after 5:00 p.m. or on weekends.

If there is a medical emergency and emergency medical response is needed, call 911 and then call Campus Police at 919-760-8888 to inform Campus Police so they can direct the emergency vehicle to your location. In medical emergencies, also contact the CA on Duty at (919) 532–4815 after calling 911 and Campus Police.

The Oaks staff will provide residents with additional information related to how and when to contact residence life team members who are on duty.

Resident Assistant (RA) and Community Assistant (CA) On Duty Phone Numbers
RAs/CAs on call 5:00 p.m. to 8:00 a.m. on weekdays and 5:00 p.m. Friday - Monday at 8:00 a.m.

RA1 - Brewer, Stringfield, & Vann	(919) 214-8985
RA2 - Heilman, Poteat, & Faircloth	(984) 242-9278
CA - Oaks	(919) 532-4815

Green Features

The College built the apartments in an environmentally friendly manner and was awarded LEED Silver certification for the building. The Leadership in Energy and Environmental Design (LEED) Green Building Rating System™ is the nationally accepted benchmark for the design, construction and operation of high performance green buildings. The LEED certified building practices used to construct the apartments translate to quality of life features such as superior air ventilation and water purification systems, as well non-toxic paints and carpets.

Getting Involved in the Apartments

Residents are encouraged to become active and contributing members of the apartment community by helping their neighbors, joining the Residents Housing Association, attending meetings, supporting the Honor Code, and participating in programs and activities.

One of the best ways apartment residents can meet people and become active in their community is to join the Residents Housing Association. The Residents Housing Association will assist with the governance of campus housing as well as plan social and educational program opportunities. The Residents Housing Association is a branch of the Student Government Association Executive Board.

Home Improvement

Apartments

Each apartment resident is provided a standard full-sized bed, 5-drawer dresser, desk, chair and closet in her bedroom. In the main living area shared by all apartment mates, there is a kitchen table and chairs, living room furniture, and a television stand. Appliances are also furnished in each apartment and include the following: washer and dryer, full-sized refrigerator, stove, microwave, and dishwasher.

Decorating an apartment can be a creative undertaking. The key to apartment decorating is learning to incorporate existing furniture with flexible items like area rugs or free-standing shelves. Posters and personal items can warm up a room. Remember to keep it safe (no candles or possessions that are fire hazards—see Fire Emergency Procedures for complete fire hazard information) and keep it temporary (you'll want to leave your room and apartment as you found it).

Residents are not permitted to drill or use anchors in the walls or furniture (bed frame), paint or otherwise deface or alter ceilings, floors, windows, cabinets, woodwork, furnishings, or any other part of the Apartment or make any alterations, additions, or improvements to the space. Residents are not permitted to mount the television to the wall. All alterations, additions, and improvements in the apartment, made by either the College or Resident, shall become the property of the College and shall remain upon and become a part of the apartment at the termination or expiration of the Apartment Housing Agreement. Alterations such as painting walls or furniture may result in the Resident's loss of the $200 Security Deposit and/or the imposition of substantial fines billed to the Resident's College account.

Darts and dart boards are not allowed in the apartments. Residents shall not hang mops, rugs, and the like from windows or railings or place them outside the apartment. Residents may use nails smaller than 1 inch in length, but excessive nail holes may result in repair costs. Residents should not use nails in any door or kitchen cabinets. Please consult Oaks staff for recommendations about products that will not leave damage such as command hooks.

Have fun and make it feel like home!

Common Spaces

The Oaks apartments offer many common space areas for the residents living in the building.

On the first floor, there is a large common room that has moveable furniture and may accommodate large gatherings.

The second floor offers a large community room, small gathering locations with tables and chairs, and a conference room. Residents may reserve the large community room or conference room by contacting the Apartment Manager.

The third floor has a quiet seating area and a study room area that may be used for accomplishing class work and other quiet activities.

Furniture should be returned to the original location after use. Common space furniture should not be removed from the common areas.

The back patio of the building is an available outdoor space for all apartment residents. The area is outfitted with Adirondack chairs, tables and chairs, two pond areas, a walkway, and a view of the wooded greenway area. Residents are not permitted to move extra tables and chairs to the patio.

Residents and their guests shall be considerate of others and the living/learning community while using these spaces.

Residents and/or their guests are prohibited from sleeping in any common spaces. Community space furniture cannot be used in individual apartment units.

Alcohol is not permitted in any common or community area including the back patio.

Moore House

Male Meredith College graduate students are eligible to live in the Moore House, a furnished home on campus. The Moore House includes three separate bedrooms, two bathrooms (one of the bedrooms has its own bathroom and the other two bedrooms share a bathroom), a full kitchen, living room, and study area. The home is fully furnished and each bedroom comes equipped with a bed, closet, dresser, and nightstand. Each student is also provided with a desk and chair. The common areas include a kitchen table and chairs, living room furniture, and appliances including a stove, full sized refrigerator, washer and dryer, dishwasher, and microwave.

Apartment and House Mates

Apartment Mate Bill of Rights and Responsibilities

- The right to read and study free from undue interference in one's room and apartment/house (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue disturbance from noise, guest(s) of an apartment/house mate, etc.
- The right to expect that each member of the living community will respect one's personal belongings.
- The right to a clean environment in which to live.

- The right to free access to one's room, apartment and facilities without pressure from an apartment mate.
- The right to personal privacy.
- The right to address grievances.
- The right to be free from fear of physical and/or emotional intimidation.

Apartment/House Mate Agreements

An Apartment/House Mate Agreement is an agreement among the residents living in an apartment regarding certain features of community living including: guest visitation, guest behaviors, alcohol possession and consumption, cleanliness, study time, buying food and supplies for the apartment, and sharing of personal items. This agreement will ask that residents be up front and honest about any concerns that will help the discussion process of figuring out what will work best in each shared space.

The Apartment/HouseMate Agreement is available throughout the academic year on the Residence Life MyMeredith page or from the Apartment Manager.

Apartment Procedures

Check-In Procedures

An apartment resident will receive a key that will give the resident secure access to the apartment door and bedroom door. Each resident will also be issued an Oaks mailbox key to access their mailbox on the first floor of the Oaks building. Moore House residents will obtain their mail from the College mail center located on the first floor of the Cate Center. The resident must also complete an Apartment or Moore House Condition Report and will provide Emergency Contact Information via a Google form after move-in. The $200 Security Deposit must be paid prior to obtaining keys.

Check-Out Procedures

Residents will be responsible for successfully checking out of their assigned space by Express Check Out. Residents will be responsible for following the guidelines outlined in the Check-out Cleaning Guide located on the MyMeredith Residence Life page and sent out via email.

Resident Duties Upon Termination

Upon the termination of the Housing Contract, whether by the College or resident and whether for breach or otherwise, or upon the expiration of this Agreement, resident shall:

- Vacate their assigned space, removing from there all resident's personal property of whatever nature; (include items both in the bedroom and common spaces);
- Properly sweep, vacuum and clean the apartment, including plumbing fixtures, refrigerators, stoves and sinks, and remove all trash, garbage and refuse;
- Pay for such repairs and other acts that are necessary to return the apartment, and any appliances or fixtures furnished in connection therewith, in the same condition as when resident took possession of the apartment; provided, however, resident shall not be responsible for ordinary wear and tear;

- Fasten and lock all doors and windows;
- Lower and close all blinds; and
- Return to the College keys to the apartment and mailbox.

If a resident fails to sweep out and clean each room, appliances and fixtures as herein provided, the resident shall become liable, without notice or demand, to the College for a cleaning fee, in which fee will result in forfeiture of part or all of the Security Deposit.

Upon vacating, students' assigned housing space t will be inspected by the College (the "Inspection"). If resident shall leave personal property on the premises after the termination or expiration of this Agreement, then such personal property shall be deemed abandoned five business days after resident has vacated the apartment, and the College may thereafter remove such personal property from the apartment and donate it to any kind of charitable institution or organization without liability to resident.

Keys

Apartment residents will be issued one key to the apartment that will access the main apartment door and the resident's bedroom door. Residents will also be issued a separate mailbox key. Moore House residents will be issued one key to the house and one key to their individual room within the house.

Keys are the responsibility of each resident, and they are not to be duplicated. Keys cannot be used by guests. Lost keys are to be reported immediately to the Apartment Manager or the Office of Residence Life with a request for a lock change. Apartment, Moore House and mailbox keys are property of the College and must be returned when the Resident moves out of campus housing. A charge will be assessed for a lock replacement and new key(s) if they are not returned.

List of key replacement fees for the Oaks: $90 for two-bedroom apartment, $150 for four-bedroom apartment; $25 for mailbox key. For the Moore House, the key replacement fees are $100.00 for replacement of each key.

Lock-outs

Residents should keep their doors locked and carry their keys at all times. When a resident is locked out of the Apartment, resident should contact the following people accordingly:

- Monday – Friday from 8 a.m. – 5 p.m. Any resident who is locked out of their room or apartment should go to the Office of the Dean of Students, 2nd floor Park Center, to obtain a loaner key. The loaner key should be returned to the Dean of Students Office as soon as possible within business hours.
- 5 p.m. – 11 p.m. Contact the CA on duty for assistance.
- 8 a.m.-11 pm, on weekends, Contact the CA on duty for assistance.
- 11 pm to 8 am and when the campus is closed: Contact Campus Police at 919-760-8888.

RA - Vann & Stringfield & Brewer	(919) 780-0547
RA - Heilman & Poteat & Faircloth	(984) 242-9278
CA - Oaks	(919) 532-4815

A $15 fine will be added to the resident's account for each after-hours lockout including unlocking bathroom doors. A resident will be required to show their Meredith CamCard before the door will be unlocked. At the time of entry, the resident will need to locate and display her key. For repeat lockouts a resident can be charged a higher fine. A student will be required to show their Meredith CamCard before the door will be unlocked. For repeat lock-outs a student may be charged a higher fine.

Housing Contract

A resident who lives on campus in the apartments signs an Oaks Housing Contract for apartment- style housing for the upcoming year and pays a $200 security deposit that will be returned upon successful vacancy of the apartment and satisfaction of all other college fees. Residents of the Moore House sign a Moore House Housing Contract and pay a $200.00 security deposit. Security deposits will be returned upon successful vacancy and satisfaction of all other college fees.

The Housing Contract is for a 10-month period consisting of fall and spring or a 12-month period consisting of fall, spring, and summer terms, unless the student is graduating during the 12-month term, has withdrawn or taken a leave of absence from the College, or is a graduate student living in the Oaks or Moore House. If needed, students can add a summer contract to a 10-month contract. Residents are responsible for meeting all terms of the Housing Contract, and rent will be charged to the student's Meredith account. Please refer to your specific Housing Contract document for further information.

Responsibility for Damage

Residents are held responsible for damage to residence hall buildings or furniture and will be charged cleaning and damage fees when they have caused damage to their own rooms or common areas.

The cost of repairs for damage of campus property will be shared by the students responsible or, if no one takes responsibility for the damage, all resident students served by the damaged common area may be fined.

Damage Fee Examples

Improper Checkout Fee (student did not complete all components of the checkout process as relayed by residence life staff)	$50
Cleaning Fee (student did not adequately clean residential space per	Minimum of $50

checkout instructions	
Abandoned Property Fee (student left personal items behind that had to be removed by college staff)	$50 per bag
Lost Key Fee (student lost key and lock has to be replaced)	$60

Withdrawal or Leave of Absence from the College

A student who is withdrawing from the College should access the fillable withdrawal form and email this to the Office of the Dean of Students at deanofstudents@meredith.edu for processing. A student who is applying to take a Leave of Absence would access the fillable Leave of Absence form and email the completed form to the Office of the Registrar at registrar@meredith.edu. The Withdrawal and Leave of Absence fillable forms are also located on the Office of Registrar website. Students who have questions about Withdrawal or Leave of Absence from the College may contact the Office of the Registrar, Office of the Dean of Students, or Academic Advising.

Post-baccallaureate and graduate students complete the withdrawal process provided by their academic program.

A resident should plan to move out of campus housing within 48 hours of completing and submitting the withdrawal or leave form. A resident not planning to return to Meredith College following the semester break must remove all belongings before leaving for break. A resident who, during the semester break, decides not to return to Meredith College must remove all belongings prior to the date students return to campus.

A student who withdraws or takes a Leave of Absence from the College is not held to the 12 month contract for the Oaks. Residents of the Moore House who withdraw or take a Leave of Absence prior to the completion of their housing contract are not held financially responsible for the remainder of the contract.

If a student is involuntarily removed from campus housing or withdrawn from the College, the student must vacate the on-campus residence within 48 hours, unless given instruction to move immediately. Students should refer to the Involuntary Removal and Withdrawal Policy for more information.

Apartment Policies

Alcohol and Other Drugs

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age.

- The possession and/or consumption of alcoholic beverages on campus or in any College building by students or their guests is prohibited except by those of legal age in

individual rooms in residence halls, The Oaks on-campus apartments and the Moore House.
- Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered “possession.”
- Providing alcohol to any person who is under the age of twenty-one is illegal.
- Memento bottles are permitted for those who are at least 21 years of age and reside in residence halls,The Oaks or the Moore House on-campus. Memento bottles are containers that have previously contained alcohol.
- A student may not attend class while under the influence of alcohol.
- Open containers of alcohol are not permitted in any common or community area including parlors, hallways, breezeways, the Courtyard, and outdoor areas.
- Kegs of any volume of alcohol are not allowed in the Residence Halls,The Oaks on-campus apartments or the Moore House.
- Residents who are 21 years of age or older may consume alcohol inside individual residence hall rooms in residence halls, in individual apartments in The Oaks on-campus apartments and in the Moore House. As the resident you are responsible for:
    - NOT providing/selling/enabling access to alcohol to underage students and guests
    - NOT permitting your ID to be used by others
    - NOT driving any vehicle (including bikes or electric scooters) while impaired
    - NOT consuming alcohol in public areas of the residence halls or The Oaks on-campus apartments (parlors, hallways, breezeways, stairwells, the back patio, the Courtyard, surrounding areas, etc.).
- The Residence life staff can require residents and guests to provide a valid photo identification in addition to a Meredith-issued identification.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent themselves and the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others. Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:

- Compromising personal health and safety
- Endangering or damaging the reputation of the College
- Infringing upon the rights of others
- Disrupting the life of the community (e.g., public intoxication)
- Possessing or consuming alcohol under the age of 21
- Aiding and abetting a minor in the consumption or possession of alcohol
- Use of fake ID
- Alcohol abuse

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia, as defined by the North Carolina General Statutes, shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the North Carolina General Statutes.

Any student suspected of a violation of this policy is subject to a hearing by the Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

Medical Amnesty

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student’s health and safety. When a student requests medical assistance (for herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, neither student will be subject to Honor Council action for the consumption. This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state, or federal authorities.

When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment, or hospitalization.

Animals and Pets

Service Animals are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are allowed everywhere the student goes on campus. While not required, students with Service Animals are invited to contact Disability Services on campus so the Disability Services staff can facilitate appropriate accommodations and promote a smooth transition for the student and Service Animal. Refer to the Meredith College Service Animal Policy (https://bit.ly/MC-SA-Policy) for more information.

Emotional Support Animals (ESAs) are not required to have formal training and provide passive support to individuals with disabilities. Approved ESAs are only allowed in students' assigned residence rooms and prohibited from all other College facilities. **ESAs are not allowed on campus unless they have been authorized through the ESA approval process.** Students requesting an ESA accommodation must contact Meredith College Disability Services, submit documentation of the disability, and follow the established procedures for ESA requests.

Unauthorized ESAs in on-campus housing will result in a **$100/day fine** and referral to the Director of Residence Life, Residence Hearing Committee (RHC), and/or the Office of the Dean of Students. Even if the individual with a disability establishes necessity for an ESA and it is allowed in a student's on-campus housing room under the Fair Housing Act (FHA), the ESA is **not** permitted in other areas of the College (e.g. parlors, common areas in residence halls, dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, offices, etc.).

The College reserves the right to order removal of any Service Animal or ESA if (1) the animal creates an unmanageable disturbance or interference with the college community, (2) the animal poses a direct threat to the health or safety of others or causes substantial property damage, or (3) the animal's presence results in a fundamental alteration of a College program. For more information, refer to the Meredith College Emotional Support Animal Policy and Agreement.
Learn more by referring to the Meredith College ESA Policy (http://bit.ly/MC_ESA_Policy).

Pets

- Oaks and Moore House residents are permitted to have pets that permanently live in tanks/aquariums that do not exceed 10 gallons. Dimensions cannot exceed 20" x 11" x 12". For questions about emotional support animals and service animals, refer to this link.
- One tank/aquarium is permitted per bedroom. Tanks are required to be housed in an individual bedroom.
- Residents will be responsible for any charges incurred from pet damages, cleaning or replacement of furniture/carpet.
- Visiting pets must remain outside with their owners.

Safety

Missing Student Notification Policy

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, immediately notify Meredith College Campus Police at 919-760-8888. Campus Police, in conjunction with College Programs staff (residence life staff, Dean of Students, etc.), will initiate an investigation which will include the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via their phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

In the event a student under 18 years of age and not emancipated, Meredith College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, Meredith College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student's missing person contact no later than 24 hours after the student has been determined to be missing. If a confidential missing person contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student's parents or legal guardians, in addition to notifying any additional contact person designated by the student. If the investigation indicates that a student is missing, Campus Police will file a Missing Person's Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760- 8633. A student's confidential contact information will be registered confidentially and this information will be accessible only by authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation as appropriate.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Meredith College will inform the Raleigh Police Department that the student is missing within 24 hours.

Apartment and Moore House Health and Safety Inspections

Residence Life staff will conduct inspections once a semester in each living area and at other times as necessary. The inspection will include a check for health and safety hazards such as:

- Electrical, heating, halogen lamps, and lava lamps.
- Combustibles.
- Housekeeping, health hazards, excessive and perishable trash.
- Extension cords, non-surge protector power strips without an on/off switch, and electrical adapters with multiple plugs.
- Surge protector extension cords plugged in to one another.
- Candles, tart warmers, electric candle warmers and incense (oil warmers, any product that melts wax or warms oil).
- Items hanging from or secured to the ceiling, sprinklers, or attached to the wall.
- Electric holiday lights. (Battery operated lights are permitted)
- College-owned common area furniture.

Each violation of these policies will result in a $25 fine, Residents Hearings Committee action, or the total cost of reimbursement of the damaged item. A second violation of the same type will result in a $25 fine. Possession of candles will result in a $50 fine per candle.

Also see Security, Safety and Emergency Procedures for other fire safety regulations. The apartment staff may confiscate items found in violation of College policies. Inspectors entering a student's room will leave a notification of the inspection. Violations are to be corrected within two working days. Fines issued for violations will be added to a student's account. Follow-up inspections will be conducted to determine if corrective action has been taken. Failure to correct safety violations will result in disciplinary action, and item(s) will be confiscated.

Unauthorized access and/or use of empty bedrooms within an apartment/Moore House is prohibited and will result in a $100.00 fine for each room accessed or used.

Fire Safety Policies

For safety purposes,

- HVAC closets cannot be used to store items.
- Tampering with fire safety equipment including smoke detectors and sprinklers is prohibited.
- Residents shall not hang items from sprinkler pipes or sprinkler heads.
- Candles, incense, tart warmers, electric candle warmers (oil warmers, any product that melts wax or warms oil) or any open flames are prohibited in the apartments. No flammable chemicals are to be kept in the apartments.
- Each door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time.

- Residents are not permitted to tamper with fire extinguishers or to falsely pull a fire alarm.

Violation of the above fire safety policies can result in a $50.00 fine. Individual candles are each a violation and the resident will be fined $50.00 for each candle. These life and safety violations may not be appealed through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Fire and Life Safety Guidelines

For the safety of all resident students:

- Maximum occupancy for an individual apartment is up to four guests per resident (a total of 20 people are permitted in a four-bedroom apartment and 10 people are permitted in a two bedroom apartment).
- In the event of a fire alarm sounding in the apartments or premises, residents and their guests are required to evacuate the premises. Individuals should gather in grass locations past the parking lot areas on the front and sides of the apartment building.
- Electric holiday lights or decorative string lights (with the exception of battery- operated lights) may not be used anywhere in the apartments. All decorations must be nonflammable or treated with fire retardant chemicals.
- Fresh and pre-lit holiday trees are not permitted.
- Metal trash cans are recommended.
- All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times. Residents who leave items in the hall may be fined. “Welcome mats” outside the apartment are prohibited.
- All individuals must exit the building within three minutes when fire drills are conducted. Smoking in the apartments, balconies, and patio is prohibited.
- Smoking is permitted only in designated parking lots. See the Smoking Policy for full details.
- Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hoverboards and similar products. Neither residents nor their guests are permitted to have or use hoverboards within residential spaces on campus. This ban applies to all residential spaces including the residence halls, Oaks apartments and Moore House both inside rooms and in public areas.
- No tissue paper or other flammable materials may be placed on walls or doors.
- Posters and notices cannot be placed on exit doors, stairwell doors or walls.
- Draperies must be made of fire resistant material.
- Residents are not permitted to hang or affix any items to the ceiling.
- All types of extension cords are prohibited in the apartments. Only UL-approved surge protector power strips or other products with an on/off switch may be used. No electrical adapters of any kind may be used in the apartments. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip.
- Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters’ Laboratories (UL) approved. Residents are expected to use all appliances with utmost safety, and turn off appliances after use.

- Halogen and lava lamps of any kind are prohibited in campus housing.
- Use of gas or charcoal grills on The Oaks premises or at Moore House is prohibited.

Each violation of these rules will result in a $15 fine. A second violation of the same type will result in a $25 fine. Candles will be fined $50.00 per candle. These life and safety violations may not be appealed through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Apartment and Moore House Regulations

- Each room will be inspected by a residence life staff member before the resident moves into the room. If a student's apartment or room is changed during the year, the proper check-in/check-out procedure must be followed.
- Residents may not be destructive of College property when decorating rooms. They may not paint furniture or rooms, or mar walls or doors with paint (see Responsibility for Damage for more information).
- Residents are not permitted to affix or otherwise mount televisions to a wall.
- Ceiling fans are not permitted.
- Using any common space furniture or other college furnishings in an apartment is prohibited.
- Entry or exit through windows is prohibited, including moving items in through a window or having a guest announce his/her arrival by knocking on a window.
- Resident's dependents, spouses, or significant others are not permitted to reside in the apartment.
- Oaks apartments and Moore House rooms are furnished. A student may bring in additional furniture; however, all College supplied furniture must remain in the apartment.
- The College does not provide storage of furniture. Local storage spaces are available for rent in Raleigh.
- Each apartment includes a stove, microwave, refrigerator, dishwasher and washer and dryer.
- Residents are not permitted to throw anything from a balcony such as keys, trash, etc.
- Oaks residents must meet with the Apartment Manager to discuss the possibility of a room change. Moore House residents must meet with the Director of Residence LIfe to discuss any room changes.
- Solicitation is not permitted within campus housing including organization advertisements. Nothing should be placed under apartment or Moore House doors without prior approval from Student Leadership & Service or Residence Life.
- CamCards and keys are not to be used by guests (friends, parents, etc.) to gain access to the building.

Housing Contract Turnover (For undergraduate students)

- The Housing Contract for the Oaks may be transferred to an eligible current Meredith College undergraduate student under the terms and conditions set forth below and only after written approval by the Apartment Manager.
- The Housing Contract may be transferred only under certain conditions which may include, but are not limited to:

- Participation by the resident in a study abroad program sponsored by the College or other approved study abroad experience;
- Participation by the resident in an internship, practicum or co-op experience that is not within a reasonable driving distance to campus (greater than 45 miles);
- An eligible student to whom the Housing Contract is assigned (the “New Resident”) must sign a Housing Contract and shall assume full financial responsibility and all other resident obligations for such term. The term of the assignment may only be for a specific academic term, i.e., fall semester, spring semester or summer. Resident’s right to renew the Contract is not assignable and remains the sole right of the resident.
- Only a student who is currently enrolled as an undergraduate at Meredith College and who has earned at least 60 credit hours or has been enrolled at Meredith College for at least four (4) semesters is eligible to become a New Resident for the fall or spring semester.
- Current Meredith College undergraduate students who are rising sophomores, juniors or seniors and have been enrolled at Meredith in the previous spring semester and will be enrolled for the following fall semester are eligible to become a New Resident for the summer term.
- Transfer students who meet the eligibility requirements as stated in their transfer application for admission are also eligible to become a New Resident.
- Residents who transfer or assign any portion of the Housing Contract will not have access to the apartment or resident’s room during the period of time the contract is assigned to the New Resident.
- Residents who wish to assign any portion of the Housing Contract are required to obtain advance consent from and meet with the Apartment Manager to complete the process.
- An eligible student may be assigned to an open space within an apartment at any time throughout the year.

Babysitting Policy

Babysitting is not permitted on campus regardless of the age of the child. Student campus housing is an inappropriate community for young children, especially infants or children in the MAP program and the Ellen Brewer House.

Bicycle Policy

Personal bicycles are to be registered with the campus police, and registration is free. Bicycles are to be stored in the bike racks outside of the apartments unless they can be disassembled and stored in the resident’s apartment in such a way as not to create a fire hazard or infringe on an apartment mates’ space. The penalty for violation of this policy is a $15 fine. Bicycles that appear to be abandoned may be subject to removal by Campus Police.

Guests

Note: Any changes or modifications to campus guest policies will be communicated through residence life staff, Meredith email and posted on the College’s web site.

A “guest” is defined as any person (including current students) who has not signed a Housing Contract for the Oaks. Overnight guests are permitted to stay up to three consecutive nights in any seven-day period. Seven days must pass before the same guest can stay again.

Overnight guests must be at least 16 years of age.

Residents who host guests for longer than the permitted period will be referred to the Residents Hearings Committee. Residents of the Moore House who violate the guest policy will be referred to the Director of Residence Life.

Resident is responsible for her guest’s behavior. If a guest is disruptive to the living community, he/she/they may be asked to leave the premises.

For any guest wanting to stay more than three consecutive nights in The Oaks, the resident should request the extended stay via email to the Apartment Manager in advance of the guest’s stay. For extension of guest requests by residents of the Moore House, the residents send their request to the Director of Residence Life at reslife@meredith.edu. Residents are responsible for the behavior of their guests. Guests, including friends and parents, are not permitted to use keys or CamCards to gain access to the building.

Guests must be escorted at all times while in campus housing. Guests cannot be in a resident’s campus housing when the resident is not present.

Health Center

Residents who wish to use the services of the StudentHealth Center are responsible for paying the Health Center fee. The fee of $100 per semester is not included in the apartment rent. Information about the Health Center fee may be found on the Health Center website.

Honor Council

The Honor System is a long-cherished tradition and a basis for all life at Meredith. It is essential that each student commit to abide by and uphold Meredith’s Honor Code and system of self-government. A student violating College policies included in the Apartment Guide to Community Living or the Meredith College Student Handbook will be obligated to self-report. Undergraduate cases may be heard by the Residents Hearings Committee or the Honor Council. Graduate students may be referred to the Director of Residence life. See detailed information about the Honor Council on the Honor System page. Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council.

Married Residents

Married residents who meet the College residence requirements may live in campus housing under the following conditions:

- No dependents or spouse of a resident may reside in campus housing.
- On-campus housing for a married resident must be approved by the Director of Residence Life.

- All student government regulations apply to married residents according to their academic classification.
- All residence life and College policies and regulations apply to married students.
- Spouses are not eligible to reside with the student.

Meal Plan

Residents are not required to purchase a campus meal plan. Meal plan options, including Dining Dollars, are available to residents through Campus Dining: www.meredith.edu/studentlife/dining.htm

Miscellaneous Resident Safety Prohibitions

Resident students should refer to the Security, Safety and Emergency Procedures section of the Meredith College Student Handbook for more complete information. Violation of any of these policies will result in a $15 fine.

- CamCards and keys cannot be given to other individuals for use including friends and parents.
- Use of sporting equipment such as skates, skateboards, roller blades, hoverboards or other similar items within the apartments is prohibited.
- Running in hallways is prohibited.
- Residents and guests are not permitted to bring animals into the apartments or Moore House unless necessary for an individual requiring the assistance of service animals or the animal is an approved/authorized emotional support animal (ESA).
- Laser pointers, spotlights, and other similar devices should not be used to target another student or their apartment.
- Sleeping in any common area is prohibited.
- Climbing on any campus roof or structure is prohibited.
- Throwing any item(s) off of or up to a balcony or window is prohibited.

Noise

Individuals shall use discretion where and when noise is concerned both in and around the premises. Courtesy hours are always in effect, and both residents and guests shall be considerate of others' rights to study and sleep, especially between the hours of 10:00 p.m. and 10:00 a.m. Sunday – Thursday 12:00 midnight to 10:00 a.m. Friday - Saturday. Excessive noise or large parties are not acceptable. Residents in violation of courtesy and quiet hours may be fined $15 for the first offense and $25 for a second offense.

Parking

Residents must have a parking decal in order to park on the premises. An apartment parking decal may be obtained through Campus Police. The cost is $200.00. The parking decal should be displayed at all times while the vehicle is parked on campus. Apartment residents will display the decal in the top corner of their front windshield on the driver's side. The permit is only for the parking areas adjacent to the apartments. Residents of the Moore House obtain a commuter

student parking decal from Campus Police and may park in the lot outside of the Moore House and in commuter parking areas/lots on campus.

Guest parking is for individuals who live off campus. Current students living in the residence halls may be ticketed if found in the apartment parking areas for residents and guests.

Rent Payments

Residents shall pay rent to the Accounting Office, located on the first floor of Johnson Hall or through the student's electronic bill. Rent must be paid in full according to the due dates provided on the billing statement. There will be three billing cycles: Fall, Spring, and Summer. Undergraduate students may opt for a 10-month or 12-month housing contract. . Housing contracts for graduate students will vary in length with a minimum of one semester/term. If a student has not paid their rent by the established due date, they will be required to vacate on-campus housing.

Residence Requirements

Undergraduate students of Meredith College who are currently enrolled full-time and have earned at least 60 credit hours or have been enrolled at Meredith College for at least four (4) semesters shall be permitted to lease an apartment at The Oaks. Exceptions must be approved by the Dean of Students. Dropping to part-time status does not automatically terminate the Housing Contract. Undergraduate Transfer and Wings Students are eligible to reside in the Oaks if they have graduated from high school at least two years prior to moving in.

Graduate students who are enrolled in a minimum of six credit hours are eligible to reside in the Oaks Apartments (for female students) or the Moore House (for male students).

Resident Obligations

Resident shall:

- Only use the campus housing assignment as a residence;
- Use all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances, if any, furnished as a part of the apartment in a proper and reasonable manner;
- Clean resident’s room, bathrooms and common living spaces within the apartment;
- Not deliberately or negligently destroy, deface, damage or remove any part of the premises (including all furnishings, appliances and fixtures) or permit any guest or agent to do so; be responsible for and liable to the College for all damage to, defacement of, or removal of property from the apartment whatever the cause, except such damage, defacement or removal caused by ordinary wear and tear;
- Promptly notify Facilities Services of any damaged, broken or malfunctioning appliance or portion of the apartment;
- Conduct oneself and require all of guests or agents on the premises to conduct themselves in a reasonable manner and so as not to disturb other resident’s peaceful enjoyment of the premises; and
- Not abandon or vacate the apartment prior to the Expiration Date; and

- Be liable to the College for any repairs necessitated by resident's intentional or negligent misuse of the premises.

Right of Entry
Meredith College reserves the right to enter the apartment or grant others permission to enter the apartment on its behalf, at reasonable hours and in a manner without notice for the following reasons: to respond to an emergency, to make needed repairs, to perform maintenance, to conduct health and safety inspections and as necessary to maintain Meredith College rules and regulations. Meredith College also may conduct a search of a vehicle should suspicion be presented.

Smoking Policy
All campus residences at Meredith College are a smoke-free environment including balconies. Individuals who smoke must do so outside in designated areas, which are outlined in the College Policies section of the Student Handbook. If an individual is found to be smoking inside (including e-cigarettes and vaporizing), the action will result in the resident being referred to the Residence Hearings Committee or Director of Residence Life for disciplinary action. See College Policies for more information on the smoking policy.

Theft of Personal Property
Students living in the apartment who experience a theft or loss of personal property should alert Campus Police as soon as possible. Meredith College is not responsible for the personal property of students. Families are encouraged to make sure that homeowner's insurance policies cover the student's property in the apartment or consider purchasing renter's insurance. If a student has evidence that another student is responsible for the theft, the student should alert the Campus Police and the solicitor general of the Honor Council. Campus Police can be reached by calling 919-760-8888.

Trash and Recycling
Residents shall remove their own trash and recycling. Trash should be disposed of in a clean and safe manner. Containers for trash and recycling are located outside of the premises, and are emptied regularly. Trash should not be left in the hallways or common spaces, even for a short period of time. Trash bags are to be placed inside the dumpster and not left on the ground.

Facilities & Services
Appliances
Each apartment is furnished with the following appliances: washer and dryer, full-sized refrigerator, stove, microwave, and dishwasher. Safety precautions should be observed at all times, and residents are responsible for cleaning their appliances after using them. Food being cooked should not be left unattended.

Washers and dryers should not be used to wash and dry shoes, bedspreads or rugs. Washers and dryers are to be used only by residents who have signed a Housing Contract for the Oaks.

If a machine malfunctions, the Apartment Manager should be notified at 919-760-8506 or Oaks@Meredith.edu.

Maintenance Requests

Requests for maintenance, housekeeping, and grounds-keeping may be made to the Facilities Services office, 919-760-8560, or by completing a work order form on the Meredith College Facilities Service website: https://www.meredith.edu/facilities-services/service-requests/

Students shall notify Facilities Services of the malfunctioning of any equipment or appliances or potential damage to the premises. Facilities Services is not able to make appointments for repairs. Staff will enter a room to complete a work order regardless of whether a resident is present.

Residents should contact Campus Security immediately if there might be potential damage to the apartment because of malfunctioning appliances or equipment. Residents should promptly report facilities issues so that staff may address the issue as quickly as possible.

Postal Delivery and Services

The Willie J. King Postal Center is located on the first floor of Cate Center. The post office handles on campus and off-campus mail. Although the mail room is not an official U.S. Post Office, stamps are available for purchase, and packages that do not require special handling will be accepted. These services are available between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, while classes are in session. Oaks residents receive letters in their Oaks mailboxes. Outgoing mail that requires special handling may be taken to the Method Road branch of the U.S. Post Office, which is located within walking distance of the campus. Students will be emailed if they receive a package. The student then brings her CamCard to the campus post office to pick up the item(s).

The campus post office is open between 8 a.m. – 5 p.m. Monday through Friday. Contact info: Email postalservices@meredith.edu or call 919-760-8464.

For Oaks residents: Each apartment is assigned a mailbox that corresponds to the apartment assignment. These mailboxes will be located in the apartment mailroom that is adjacent to the first floor foyer area. The number will change if a resident moves to an alternative location on campus.

Apartment mates gain access to the joint mailbox with the mailbox key issued at check-in. Mail will be delivered to the apartment mailboxes Monday through Saturday, except during College holidays.

If an apartment resident has outgoing mail, it can be placed in the outgoing mail slot in the apartments, and it will be picked up when the mail is delivered to the apartments each day. In addition, there is a final outgoing mail pickup at 5:00 p.m., Monday through Friday, in the Cate Center.

For Moore House residents: Letters and packages to Moore House residents will be delivered to the campus postal center located on the first floor of Cate Center. Residents will receive an email from postal center staff when a letter or package is available for pick up at the postal center. Items can be picked up between business hours of 8:00 a.m. - 5:00 p.m. Monday - Friday.

The following example shows the proper format for Oaks residents' mailing address:

Name
Meredith College
Apartment 1234
3800 Hillsborough Street Raleigh, NC
27607-5298

The following example shows the proper format for Moore House Rresidents's mailing address:

Name
Meredith College
Moore House
3800 Hillsborough Street Raleigh, NC
27607-5298

Students are responsible for mailbox keys, and a lost mailbox key will result in a $25 replacement fee.

Additional Storage

Storage is not available in the apartments. Student's belongings should be kept inside the apartment. If additional storage is needed, there are private commercial storage facilities available nearby.

Technology Services

A campus-wide network provides e-mail and Internet access. All apartments have wireless technology for access to the campus network. For information concerning apartment hook-up to the campus network, contact Technology Services at 919-760-2323.

Housing Assignments

The College reserves the right to move a resident to a different apartment or room at any time if a reassignment is deemed appropriate by the Apartment Manager, Director of Residence Life and/or the Dean of Students.

Insurance Claims

Because the College does not provide property insurance, residents are encouraged to secure their own renter's or personal property insurance. The College shall assume no responsibility, and the resident or other party to the Oaks Housing Contract shall, to the maximum extent permitted by law, release, indemnify, hold harmless and forever discharge the College and its

agents and employees, for any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, theft, property damage or personal injury, including death, whether such losses occur in resident's room, the apartment, or elsewhere in or around the premises.

Student Grievance Procedures for Housing Problems

Any apartment resident who experiences a housing problem during the academic year should discuss the problem with a Community Assistant (CA) or the Apartment Manager. If the problem cannot be resolved through discussion with the CA or the Apartment Manager, the resident may make an appointment with the director of residence life for further consideration. Students living in the Moore House may discuss housing issues or problems with the director of Residence Life.

When is Belk Dining Hall open for meals?

See Belk Dining Hall hours.

When is the BeeHive Café open?

See BeeHive hours.