

## **United Hospital Center Medical Student Housing Policy & Procedures**

**Subject: Temporary housing facility for medical students rotating through United Hospital Center.**

### **Policy:**

United Hospital Center will provide a temporary housing facility at 361 Lee Avenue in Clarksburg for Medical Students rotating through United Hospital Center.

### **Procedure:**

A maximum of 13 medical students are accommodated at a time.

Availability of housing will be on a first come, first serve basis.

Students are responsible for providing linen and a pillow.

Students may use kitchen facilities and laundry facilities during their stay with consideration to other students.

Each student is responsible for his/her own personal items and for the minimal upkeep of the facility. United Hospital Center will not be responsible for the loss or theft of student's personal items.

On the first day of the rotation, each student must meet with Vicki Wagner at the Family Medicine Center on the UHC campus. The student will fill out necessary documents including the housing policy and be issued a UHC ID badge that will grant access to the student house. The access will remain active while the student is listed on the master schedule as performing an approved rotation. All ID badges must be returned to Vicki Wagner at the end of the rotation. Lost or reissued badges will be replaced for a \$20.00 fee. Housing access will be deactivated 48 hours after the rotation ends.

It is the responsibility of the student to report any mechanical, safety, and misuse of the facility to the Medical Staff Office at **(304) 624-2274** or UHC Family Medicine **(304) 624-2424** during business hours and UHC Security at **(304) 624-2121** at all other times.

Medical Students are not responsible for utility or maintenance costs of the facility. However, any intentional damages to the facility will be the responsibility of the individual causing damage.

### **Pets**

There will be no pets allowed at any time.

Depending upon space available at the facility, a student may be asked to share his or her room with another student.

It is the responsibility of the student to contribute towards the safe environment of the facility.

### **Phone Use**

Students may use the facility telephone for local calls. Long distance calls will need to be charged to the student's personal credit or calling card.

### **Alcohol**

United Hospital Center endeavors to comply with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages. These housing policies are intended to foster an atmosphere conducive to individual choice concerning the responsible consumption of alcohol. The misuse of alcohol does not in any way limit the responsibility of residents for the consequences of their behavior.

West Virginia State law states that only persons who are 21 years of age or older may consume alcoholic beverages. Alcohol may only be consumed in the privacy of the student's own room or in a room of another student who is at least 21 years old. Students under the age of 21 may not consume alcohol, nor may alcohol be brought into the room of a student who is under 21 years old.

The quantity of alcohol that may be brought into a room of a student, who is legally of age, is limited to a quantity appropriate for responsible personal use. An individual container that would be equivalent to a bulk container and promotes excessive alcohol consumption, which can lead to community disruption, is not permitted. Guests of students may not bring alcohol into the student house regardless of the age of the guest or of the hosting student.

Under-age students who are found in possession of alcohol or any student who is in possession of alcohol in an underage room or in a common area will be required to immediately dispose of the alcohol. Violations of the alcohol policy will result in the removal of the noncompliant student.

### **Parking**

Bicycles cannot be stored anywhere inside the student house. Bicycles may be parked and locked using a sturdy locking device on the patio located on the west side of the house.

### **Controlled Substance Violation Response Policy**

The storage, possession, use, distribution, sale, barter, manufacture, exchange, or giving away of controlled substances as defined by West Virginia law is a violation of the United Hospital Student Housing Policy. Allegations of the storage, possession, use, distribution, sale, barter, manufacture, exchange, or giving away of controlled substances will be thoroughly investigated. Allegations that can be substantiated will result in removal of the involved student.

**Guests**

Students may invite guests into their house room with the understanding that they must be escorted at all times. While a guest is in the house he or she must adhere to all rules and student house policies and procedures. The hosting student will be responsible for their guest's actions while they are in the house. The number of guests a student may have in his or her room at any particular time must be limited to a number that, based upon the activity and/or noise level, does not constitute a disturbance. Family members may not stay in the house independently. Overnight guests are not permitted.

**Lost ID Badge**

Should you lose your access ID badge, please notify family medicine 624-2224, hours Monday through Friday, 7:30am to 5:00 pm. If the family medicine center is not open, UHC Security at 624-2121 may be able to help you.

**Smoking**

Smoking and carrying lit tobacco products are prohibited in the student house. Smoking is permitted outside the house in the parking area.

**Keeping Expenses Down**

- Keep track of your badge
- Use your room with care
- Report others who are doing damages
- Conserve utilities
- Keep your room and the house clean

**Service Standards**

Students are required to abide by United Hospital's hospital wide service standards.

I have read the foregoing Student Housing Policies and Procedures and United Hospital Center's Hospital Wide Service standards, and in exchange for the provision of housing in the temporary housing facility at 361 Lee Avenue in Clarksburg for Medical Students rotating through United Hospital Center, I agree to abide by the above terms and conditions.