

Yavapai College Housing Handbook for Apartment-Style Housing

Welcome to Yavapai College! We are delighted to have you join our community. Below are the rules that our 21+ Tenants and their guests are expected to follow while on Yavapai College property. Please note there is a separate set of rules for students living in our Prescott Campus Residence Halls, which can be found on the YC Residence Life website. All tenants—Apartment-Style and within the Residence Halls-- must also adhere to all state and local laws, the YC Student Housing License Agreement, and the YC [Student Code of Conduct](#).

1. Occupancy

- Only individuals listed on the lease can reside at the property.
- Renters may not change room assignments without YC Property Manager written approval.
- No individual may move in or live in an unassigned space, even if invited.

2. Guests

- A “guest” is any visitor who is not assigned to the room as an occupant.
- To have a guest, a resident needs consent from all assigned occupants.
- Students are responsible for their guests’ conduct and any damage caused.
- Overnight guests are allowed for up to three consecutive nights in a 14-day period, with a maximum of 12 nights per semester.
- No guests under eighteen are allowed without the written permission of your Property Manager
- Yavapai College Property Management Staff can direct any visitor to leave at any time for any reason.

3. Compliance with Personnel

- Property management staff will conduct regular health and safety inspections to ensure compliance with these rules.
- Occupants and Guests are expected to promptly comply with any reasonable requests of any College staff member or representative acting in the performance of their duties. This includes presenting proper identification upon request.
- Failure to comply with any of these rules may result in fines, mediation, student conduct, criminal prosecution, or termination of your License Agreement which would require your immediate removal from College Housing.

4. Quiet Hours & Courtesy Hours

- **Quiet Hours:** 10:00 PM to 7:00 AM daily.
- Outside of Quiet Hours, tenants are expected to practice courtesy and consideration for others at all times. You are expected to exercise good judgement with respect to making excessive noise. If noise is disruptive to an apartment-mate or a neighbor, it is too loud.
- Enforcing Quiet Hours or Courtesy Hours is the responsibility of tenants, not just College staff. If noise is disruptive to you, please ask the person(s) involved to decrease the noise level. If they are not responsive, please contact housing staff.

5. Alterations and Decorations

- Tenants are encouraged to personalize their spaces responsibly.
 - No painting or wallpaper
 - No decorations on ceilings, windows, or doorways.
 - Avoid nails, screws, thumbtacks, pins—use 3M command strips

6. Cleanliness

- “Clean” is defined as free from dirt, stains, contaminants, impurities, excessive clutter, and food waste that may present a safety hazard. Keep your assigned room and living space clean and orderly. You are responsible for cleaning up after yourself in bathrooms, kitchens, and other common areas.
- Maintaining a clean apartment includes, but is not limited to, the following:
 - Cleaning the bathroom tub, toilet, and sink weekly.
 - Mopping the floors in the bathroom and kitchen weekly
 - Cleaning the stove (including drip pans), other provided cooking appliances, and refrigerator monthly
 - Vacuuming or sweeping weekly
 - Cleaning the lint trap in the clothes dryer weekly
 - Removing your trash and recycling at least weekly to the designated trash and recycling area
- You may be billed individually or as part of a community for any cleaning necessary as a result of your behavior or the behavior of others in your community.

7. Prohibited Items

- **Prohibited inside any College-owned Facility**
 - Electric or motorized transportation devices
 - Firearms, ammunition, simulated firearms, prop weapons, bows and arrows, or any other weapons.
 - Firearms for class (Police Academy or Gunsmithing) should be stored in college-provided lockers where classes are held, or may otherwise be secured in your car’s trunk.
- Prohibited at any college location
 - Fire hazards: Space heaters, extension cords, grills, appliances with open heating elements, incense, candles, accelerants (oil, gas, kerosene), etc.

8. Alcohol/Illegal Drugs, Other Controlled Substances

Alcohol

- If you are 21 or older, you may possess or consume alcohol responsibly within the following limits:
 - In your apartment or another tenant’s apartment so long as there are no individuals present who are under the age of 21
 - Alcohol containers may not exceed 40 ounces in size
 - You may not possess an amount of alcohol that exceeds an amount suitable for personal consumption
 - Alcohol is not permitted in any exterior common spaces
- You may not
 - Use or possess alcohol paraphernalia such as beer bong or beer pong tables

- Drink alcohol to an excess that creates a danger to yourself or a disturbance to others

Illegal Drugs

- Includes possession, use, sale, manufacture, cultivation, or provision of drugs like barbiturates, opiates, amphetamines, and hallucinogens.
- Possession or storage of items like bong, grinders, pipes, vapor pens, and rolling papers is prohibited.
- **Marijuana:** Use, possession, or cultivation of marijuana, including medical marijuana, is prohibited on college property, even with a medical marijuana card.
- Unauthorized use of controlled substances, including prescription drugs, is prohibited.
- **Prescription Drugs:** Must be issued in the student's name, in the original, properly labeled container, and stored in the student's assigned room when not in use.

9. Common Areas

- Use laundry facilities, basketball courts, gazebos, picnic areas, and hiking trails respectfully.
- Leave common spaces clean and in good condition after use.
- Properly dispose of any trash or debris generated.
- Failure to maintain cleanliness may result in cleaning fees or loss of access privileges.

10. Smoking/ Open Flame

- Smoking and vaping are strictly prohibited inside all YC facilities.
- Most YC locations have designated outdoor smoking areas; however, **Prescott Pines does not allow tenants to create any open flames due to increased fire risk** (no lighters, matches, smoking cigarettes, candles, campfires, fireworks, etc.). Only nicotine vape pens, pods or tanks are permitted at the Prescott Pines and they may only be used outdoors.

11. Pets

- Pets are only allowed in resident-owned RVs or in certain single-family houses
- Written approval from the Property Manager is required.
- Owners are expected to clean up after pets, keep them on leashes in exterior common areas, and control noise/disturbances.

12. General Conduct

To ensure the safety and well-being of everyone, the following rules apply:

- No tampering with smoke detectors, fire alarm, fire suppression, surveillance systems—or any safety equipment.
- Climbing on buildings, including balconies, fences, and roofs, is strictly prohibited.
- Skateboarding and rollerblading are not permitted on sidewalks.
- Feeding wild animals is prohibited.
- Camps classes and special events are given priority for certain facilities and outdoor recreational spaces (pool, Activity Center, Prescott Pines dining halls, Prescott Pines Frontier Village, zip lines, ropes courses, etc.). College permission must be obtained in advance before using these facilities and amenities.
- As mentioned in preamble, tenants are responsible for following these rules, all applicable federal & state laws, the YC Student Housing License Agreement and the YC [Student Code of Conduct](#).

Title IX -Notice of Nondiscrimination

Yavapai College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

To report information about conduct that may constitute sex discrimination or make a complaint about sex-based harassment, which also includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, please refer to www.yc.edu/T9.