

Residential Life Handbook

Loma Linda University's Residential Life is a graduate style complex.

In the LLU residential community, we live in close proximity to one another, making it essential to foster an environment of respect and civility. We are committed to treating our neighbors, roommates, and staff with courtesy and politeness, ensuring that everyone feels valued. By upholding these principles, we can create a harmonious and supportive living environment for all.

Addresses

Lindsay Hall
24898 Sanitarium Drive
Loma Linda, CA 92350

Daniells Residence Complex
24920 Mound Street
Loma Linda, CA 92350

Residents Policies and Responsibilities

As a resident of Loma Linda University Residential Life you are required to adhere to the policies and responsibilities of both the [LLU Student Handbook](#) and the Residential Life Handbook.

Housing Policy

Undergraduate students under 21 years of age are required to live in Lindsay Hall campus housing. The Daniells Annex is located in Lindsay Hall. A student is exempt from this requirement if he/she is: (1) married, (2) has accumulated a minimum of 190 quarter units of college, or (3) is living with his/her parents at their primary residence. Students enrolled in graduate programs are not required to live in campus housing. Students' quarterly housing charges are posted to their account at the beginning of the quarter. Prorated refunds are granted only in extenuating circumstances. Eligible students may change their housing status between quarters. Students who live in the residence hall, but do not continue in the succeeding quarter, will be charged on a nightly basis for any additional nights. Suggestions for procuring housing are available on the University website.

Due to our combined residence hall and staff of both genders, we ask that residents wear cloths/bathrobe when in the hallways of Lindsay and Daniells Annex (towels/wraps are not appropriate when walking to the showers).

Accommodations

Loma Linda University follows Section 504 of the Rehabilitation Act and with the Americans with Disabilities Act. The residential staff coordinate specific housing accommodations for students with both long term and short-term disabilities whenever possible. Loma Linda housing has a two-step process to provide reasonable accommodation in housing for students with disabilities. The first step is the collection and evaluation of information and supporting documentation of the disability. Students with disabilities should contact the Dean for Residential Life (DRL) (lbates@llu.edu) to request possible accommodation needs in the residential halls.

Because housing requests for disabilities may take time to arrange, it is important that requests and supporting documentation be provided to the DRL office at least six weeks prior to the beginning of the quarter.

If the DRL receives your request after the six-week deadline, we cannot guarantee the accommodation will be met. Requests received after this deadline will be reviewed for approval and implementation on a space-available basis.

The university does not assume responsibility for providing accommodations or special services to students who have not voluntarily and confidentially identified themselves as having a qualifying disability or to those who have not provided the DRL with appropriate documentation.

Advertisements/Posters

All surveys, posters, and/or fliers need dean approval prior to distribution in the residence halls designated areas. Failure to follow these guidelines will result in immediate removal.

Alcohol/Drugs/Tobacco

Loma Linda University is a drug-free campus. The possession or use of non-prescription drugs, alcohol, tobacco, e-cigarettes/vapes is strictly forbidden on campus and in the residence halls by residents and/or their guests. Consequences due to the violation of this standard will be individually determined by the residence hall and/or department deans and may be cause for dismissal from the complex and/or university. Please see the Student Handbook for additional information.

Bicycles

The residence halls have designated bike storage areas available. To store your bicycle in the storage area, please see a dean for your building. Do not lock bicycles to fences, gates or railings around the residence halls. Due to theft risk, bicycles stored improperly may be removed. Bicycles left in storage areas after the resident moves out may be disposed of.

Building Security

Building access is granted for current residents only. Keys, fobs, and device access should not be shared or loaned to others.

Daniells Residence Complex

Buildings 10, 20, 30, 50, 60, 70, 80 have double locks with key access on apartment entrances. Building 90 has electronic locks accessed with a phone app for all outside and apartment door entrances. Keys and electronic access are provided at check-in for new residents.

Daniells Annex

Located on the 3rd East floor of Lindsay Hall. This wing is prioritized for male under 21 undergraduate residents. Other male residents who prefer a traditional residence hall community are welcome as space permits. Access to this hall is limited to male residents. Female residence areas are limited to females only. The building is secured by a facial recognition system.

Lindsay Hall

Lindsay Hall has a facial recognition security system for entrance into the building and onto the halls where the residents live. New incoming residents will be issued a fob until they receive their ID cards and are entered into that system. Once they have their ID cards, they should see a dean to be entered into the facial recognition system. Residents use a key for entry into their personal room.

Childcare (Babysitting)

Please do not care for children in the residence halls. A study atmosphere is a top priority, and we try to eliminate all peripheral noise and confusion. Minors must always be accompanied by an adult and for short-term visits only.

Cleanliness

All rooms and apartments are required to be kept clean. Remember this is a residence complex and you may have roommates. Please be considerate by keeping your personal space and the common space clean and sanitary. We advise that you get together with your roommate(s) and agree who will clean what daily. All food must be cleaned up immediately and placed in containers. This will keep bugs and insects out. If your residence is not kept clean, a dean or their assistants will have an outside service come in at your expense. If an unclean room or apartment or open food persists you may be asked to move out. Public areas must stay clean and should not be left for housekeeping to clean.

Decorations

All decorations must be in line with the Loma Linda University values. Items that are not in line with this will be confiscated/removed.

- Decorations on doors exposed to the hallways should be limited to name tags and small signage. Please only use painter's tape on your door.
- Room numbers must not be covered at any time.
- Lights on the ceilings are not to be covered.
- Hallways need to be free of decoration.
- No more than 20 percent of walls or doors can be covered per fire code.
- Windows should remain free of any decorations other than curtains. No flags/window decorations can be visible to the outside public as stated in the Loma Linda University Handbook ([Link Handbook](#))
- No personal items left in public hallways at any time.
- Candles are not allowed (even for decoration).
- Twinkle lights must be battery operated. Per fire code no electric twinkle lights may be used inside student rooms.
- Decorations should be hung using removable "3M" products or painter's tape. No holes should be made in the walls.
- Do not hang any items from your fire sprinkler system

Energy Conservation

Please help conserve energy in the residence halls by turning off lights, radios, TVs, etc. when you leave an unoccupied space. Also, turn off the a/c-heater when you're leaving for the weekend. We are committed to keeping the rent down to a minimum and electricity is one of our biggest expenses.

Emergency Protocols

[LLU Emergency Protocol Website](#)

Security Phone Number (909) 558-4320

Daniells Hall On Call (909) 521-8477

Lindsay Hall Front Desk (909) 558-4561

Active Shooter (Code Silver: Hostage/Weapon/Active Shooter)

- Evacuate (Run): If there is an accessible escape path attempt to evacuate
- Hide & lock the door (Hide): If evacuation is not possible; find a place to hide where the shooter is less likely to find you. Barricade doors if possible.
- Last resort (Fight) only in imminent danger attempt to disrupt and/or incapacitate the active shooter
- [Click here](#) for more Active Shooter Resources

Bomb Threat (Code Yellow: Bomb Threat)

- If you see anything that looks out of place, immediately report to security control center. Do not touch and stay away from suspicious packages, keep others away, and keep others from touching the item.
- Only talk to a Security officer, Administration, or law enforcement.
- Administrator in charge or Incident Commander decides whether to order evacuation.
- Information and updates from the Incident Commander during a bomb threat will come through the LLUH Alerts Mass Notification System.
- When an evacuation becomes necessary, only at the direction of the Administrator in charge or Incident Commander, Security Control Center will notify Operator Services who will make an overhead announcement of “Code Yellow” and the location of the occurrence. Direction to evacuate affected areas will also be given by Operator Services and the LLUH Mass Notification Systems.
- In the event an evacuation is ordered, the evacuation procedure to follow is the same as fire and other emergency evacuations.

Fire Safety (Code Red: Fire)

- When the fire alarm sounds, grab shoes and protective clothing quickly and exit the closest exit to your room or apartment based on your fire evacuation plan.
- Feel the back of all doors when exiting
 - If cool evacuate
 - If hot seal it and call for rescue
- If smoke is visible go to the closest exit away from smoke to exit the building.
- Go to your specified check-in/evacuation location and wait for further instructions.
- Do not huddle near the building entrances to give emergency personnel clear access.
- It is recommended to have a “to go” bag ready at all times so that if an emergency occurs time is not wasted gathering needed items. Time is always limited in emergency situations.

R.A.C.E.

R: *Rescue* persons in danger

A: *Alarm* Pull the alarm and dial 9-1-1

C: *Contain* Close doors and windows

E: *Extinguish* or Evacuate

P.A.S.S.

P: Pull the pin in the nozzle of the fire extinguisher

A: Aim the nozzle at the fire’s base

S: Squeeze the handle

S: Sweep the extinguisher from side to side, smothering the fire.

Earthquake

- Stay where you are until the shaking stops
- Do not attempt to evacuate the building
- Stay away from windows
- Get under table/desk if possible
- After shaking stops, assess the situation – you may not need to leave the building
- In case of damage, put on shoes and appropriate clothing, take flashlights and water and leave building by the safest, most direct route
- Move away from the building and get out of the established check-in areas and await further instructions
- Suggested Emergency Supplies: 1 gallon of water, 1 flashlight with extra batteries, 1 pair of sturdy shoes.
- Optional suggestions: Battery-operated radio with extra batteries, something to occupy your time while you wait, 1 complete change of clothes, high energy foods such as protein bars, granola bars, hard candy, etc., sleeping bag/pillow, copies of important papers, account numbers and contact numbers, and car keys.

Evacuation Locations/Procedures

Lindsay Hall & Daniells Annex: During an evacuation, we ask that all residents leave the building as quickly as possible and go to their assigned check-in area to await instructions. Check-in locations:

Location 1: Ground Floor, 1st West and 1st Mid

Bus stop on Anderson. Stay away from the building and out of the street.

Location 2: 2nd Floor

The rear parking lot of Campus Hill Church- across the street from the patio gate.

Location 3: 3rd Floor and 4th floor.

Upper parking lot beyond the covered parking spot and away from the road.



Daniells Hall: Evacuate to your assigned area on map below

Buildings 10 & 20: Grassy area across street from Campus Hill church

Buildings 30, 50, 70 Front of building 50 on the grass

Buildings 60, 80, 90: Grassy area near rose garden east of Nichol Hall and north of building 90



Events

The LLU Residential Life team provides various social events during each quarter for residents to participate in. Each month during the regular school year (not during summer quarter) the team provides a full dinner option for all residents. This is a free meal created by the team where residents can relax and enjoy tasty food with friends and neighbors. Other activities occur during the quarter and are advertised to our residents via email and/or posters.

Fines

Residential life reserves the right to assess fines for costs associated with cleanliness issues, damages, and conduct issues such as fire safety infractions, etc.

Fitness Areas:

All fitness areas are a use at your own risk. Do not remove any items provided as they should always be maintained in the general area.

Daniells Residence Complex

Residents may check out a key from the front office for Daniells exercise room during normal office hours. The exercise room includes free weights and a stationary bicycle. Students are referred to the Dreyson Center for other exercise options and equipment with expanded hours.

Lindsay Hall

Female residents may use the small fitness area located on 1st East. Access is 24/7. Please use headphones and minimize noise during quiet hours. Daniells Annex residents are invited to use the Daniells Residence Complex exercise room.

Fire Safety *see Emergency Protocols.*

Furniture and Equipment

All furniture and equipment in the residence halls is for the use of current residents. The removal of any furniture or equipment belonging to the University constitutes theft. Residents will be held responsible for equipment and furnishings missing, or any damage beyond normal use. Transfer of furniture from one apartment/room to another is not allowed.

Furnishings: You may bring your own small refrigerator, **no larger than 3.3 Cubic feet.**

Any appliances that have a heating element such as air fryers, hot plates, rice cookers, etc. must be used in a designated kitchen area.

Lindsay Hall & Daniells Annex: Each room has a twin bed, mattress, desk with a bookshelf and drawers, and a chair per occupant.

Daniells Hall: Each bedroom is furnished with a three-drawer dresser, short bookcase, twin XL bed, desk and desk chair for each occupant. (Married apartment bedrooms do not include furniture) Apartments

Grievances

In our residence complexes, the message from Matthew 18:15-16 is encouraged. If problems need to be addressed, we suggest that you start by talking to the parties involved. If that does not resolve the issue or is not appropriate, contact one of the following: your Resident Assistant, the dean on duty. If these are not suitable for your needs, refer to the Loma Linda University Grievance Policy (found in the LLU Handbook).

Guests

Faculty, staff, students, administrators, and trustees of Loma Linda University Health are expected to respect and honor Christian sexual standards as held by the Seventh-day Adventist Church. We believe that God's ideal for sexuality is achieved when premarital and extramarital sexual expression and conduct are chaste, and behaviors that suggest otherwise are avoided. All forms of sexual abuse and exploitation will not be tolerated and will result in disciplinary action. Please see the Sexual Standards Policy in the LLU Student Handbook.

Overnight Guests

Approved guests are welcome to stay in your apartment or room for up to three nights at no charge per quarter. Overnight guests need permission to stay from the dean on duty and current roommates in the room. They must register at the front desk. Should they wish to stay longer than three nights they will need to pay a nightly fee. You may rent an air mattress and pump for your guest at the front desk. Minors must be accompanied by an adult at all times. All guests must adhere to the policies of the residence halls and Loma Linda University.

Short term guest visitations:

Daniells Hall: The visitation privileges to persons of the opposite sex in the residence complex between 10:00 p.m. and 10:00 a.m. is prohibited. The lounge next to the office area is provided for you and your guests during business hours. All overnight guests must be pre-approved and registered with the dean on duty. Any prolonged visits will require special permission and possible charges.

Lindsay Hall & Daniells Annex: All guests going beyond the lobby must check in at the front desk and be with a current resident. The lobby is open 7 am-11 pm for guests. Permission to take opposite sex guests into the living areas must be obtained from the dean on duty. Permissions are granted for moving assistance, furniture assembly, and other reasons based on the discretion of the dean on duty. Male guests are only permitted in the female living areas and female guests are only permitted in the male living areas of the residence halls between the hours of 9:00a.m. and 9:00p.m. Any opposite sex guests on the hall should be announced over the intercom. All guests will be required a visible guest badge when entering the living areas.

Kitchens

For safety, do not leave cooking food unattended. Clean up and remove all personal items from the kitchen after each use.

Daniells: Residents are expected to adhere to the cleanliness agreement upon moving in. Unclean kitchens attract insects and rodents.

Lindsay Hall & Daniells Annex: Do not cook any type of meat including poultry and fish in the kitchens. If kitchens are left dirty, they will be closed.

Lost and Found

Lost and found items are located at the front desk. Items unclaimed after 30 days will be disposed.

Lost Key charge is \$50

Move-in Procedures (check-in)

Check-in occurs at your residence hall front desk. For information regarding check-in refer to your latest housing information email.

Move-out Procedures (check-out)

When you move out of the residence hall either temporarily or permanently you must obtain a check out form at least 2 weeks in advance of your move out date from the front desk. All instructions are on this form. Please complete all forms carefully. Thoroughly clean your room. If you have met all requirements for a proper check out and left everything clean and in order and have no outstanding fines, you will be mailed the refundable portion of your room deposit. If your room is not clean enough for the next person to move in, we will hire a person to clean it and charge it against your deposit. Any outstanding fines or charges to your store account will also be deducted from your room deposit. Failure to return a key is a \$50 fee.

Pets

No pets allowed in the residence halls. A fine of \$100 per day will be assessed should this regulation be violated. Small fish tanks that are kept clean are an exception.

Public Areas

The public areas of the buildings are for the use of all residents of the buildings. Items should not be left unattended in public areas. Public area furniture should be left where it is placed. These are not private

study areas, and the doors should be left open, so it is accessible to others. Please do not sleep in common areas.

Overnight Absences

Lindsay Hall & Daniells Annex: Please fill out the small overnight leave post it form (provided by your RA) and place it on the outside of the door to your room when you plan to be gone overnight or for extended periods of time. This provides information in case of emergencies.

Daniells Hall: If you plan to be gone for extended periods of time, please text the dates you will be absent from Daniells to the on call Daniells number 909-521-8477. This will provide needed information for a Daniells emergency. If you are leaving your vehicle in Daniells parking areas for more than one week, please leave a set of keys in the dean's office just in case it needs to be moved for an emergency.

Renter's Insurance (Student Property Insurance)

The university does not provide insurance to cover a resident's personal items, and this is the responsibility of the resident. All residents living or storing items in university-owned housing should strongly consider insurance to cover personal items (bikes, books, computers, electronics, etc.) that may be lost, damaged, and/or destroyed by accident, theft, or other means. Family homeowner policies may provide limited coverage or renters insurance. Residents' personal property insurance coverage is highly advisable and can be purchased for a nominal fee online. You should check with your insurance agent and request a written note on what is and is not covered under your homeowner's policy. Verify whether there are limitations on computers, electronics, or other such things, the coverage limit, and the deductible amount, which is typically higher than a student personal property insurance policy.

Resident Assistant (RA)

Various RA's are assigned to your area and available to assist you during your stay in the residence halls. They will welcome and orient you to life in the residence hall, provide support for you, and complete RA rounds every week to your room, and check you out of your room.

Right of Entry

Loma Linda University reserves the right for a residence hall dean, their representative, or a university security officer to enter and inspect a student's room and personal property, with or without notice to the resident and with or without the resident being present, for purposes of management, health, friendship rounds, safety, maintenance, and to assess a resident's compliance with university policies.

Sabbath Observance

Loma Linda University observes the Seventh-day Adventist Sabbath, and it begins at sundown on Friday and ends at sundown on Saturday. Students are encouraged to attend Sabbath school and church on Saturday morning as well as other campus weekend religious services. Please be thoughtful of what you watch and listen to in your rooms and common areas. Residence hall TVs should remain off during Sabbath hours. Move-ins and move-outs are not conducted during Sabbath hours. The laundry room and stores are closed and not to be used an hour before sundown on Friday and will be reopened sundown Saturday.

Selling and soliciting

Sales parties, such as plastic wares, candles, and Cutco, cosmetics, or pots and pans; haircuts for business;

using one's room for a business; and soliciting funds for an unapproved activity are prohibited in the residence halls.

Staff

The residential life department has various staff available to assist our residents. All are available to assist when on duty. There is always a staff member on duty or on call to respond to residents' needs. The staff include:

Dean for Residential life: Oversees all aspects of the residential life department. Arranges accommodation for disability and ESA requests.

Associate Dean for Residential Life: Lead and manage residential life programs, housing processes, provide supervision of staff, and assist students.

Student Deans: Assist Deans in management of residential life issues, programs, and being on call.

Administrative Assistant: Assists deans with all aspects of residential life. Works closely with the housing deans in preparing for incoming residents and charges.

Maintenance Staff: Provides Maintenance coverage for both buildings by taking care of general maintenance issues and coordinates with the campus engineering department for all needed repairs.

Housekeeping Staff: Housekeeping staff maintain all public areas of the buildings. However, residents should always clean up after themselves when using public areas.

Storage Rooms

Storage rooms are provided in the residence halls for current residents' short-term use. Items left in these rooms will be removed and disposed of after one year unless you are a current resident.

Title IX, Harassment, and Mistreatment

Residential Life follows the University's and federal laws regarding these issues. Please refer to the Loma Linda University handbook for policy and reporting tools.

Quiet Hours

Please maintain an environment that is conducive to respecting others in a community which includes noise levels that do not exceed your personal space and by using headphones to allow others to rest and study based on their schedules. Minimal to no noise is required during quiet hours from 9 p.m. - 9 a.m.

Use of Balcony (Daniells)

Please do not use your balcony for storage. There is a small storage closet off your balcony to be used for this purpose. Any large items may be placed in the Daniells storage room. Your balcony is not to be used to hang-dry clothes. Barbecues are not allowed. All items must be removed when checking out of the residence.

Work Orders (maintenance request)

If you have a maintenance or repair issue please fill out a work order request [clicking this link](#) or scanning the provided QR code. Maintenance requests will be managed as soon as possible. If it is an immediate emergency, please contact an RA or dean on duty.

