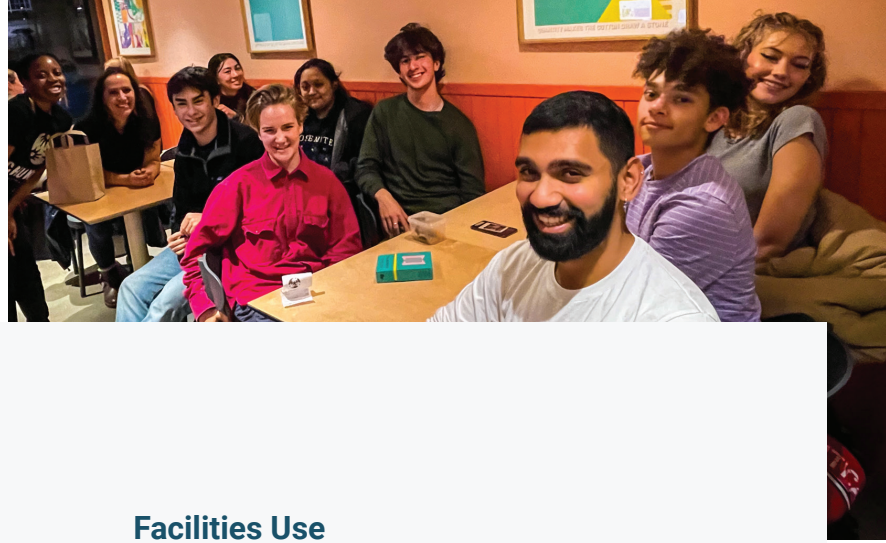


# COMMUNITY LIVING AT VERTO

## *Housing Policy*







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# Introduction

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This Policy sets forth specific rights and obligations related to Community Living at Verto Education. While specific housing may vary by location, this policy covers the overarching requirements and expectations of living in a community while at Verto Education. The participant agrees to abide by all Verto policies, regulations, and administrative requirements as a condition of retaining the right to reside with us at Verto Education. Verto Education reserves the right, through appropriate authorities, to change its policies as necessary to maximize achievement of Verto Education's goals. **Each location has its own specific policies and procedures to abide by given the specific locations and residences.**

Violation of the expectations of this policy may subject a participant to disciplinary action under the [Code of Responsibility](#).

Verto Education values inclusion and being a supportive place for residents of all identities. We strive for every resident to call their community home. It is our sincere hope that you will find that your community is a place where you can express yourself and make lifelong connections. You belong here. We are so glad you are home.

## Residency Requirement

All Verto Education participants are required to live in Verto Education provided housing at each location. Participants are not permitted to seek outside housing under any circumstances. In certain locations students under the age of 18 may be required to live with family for a period of time before moving into their housing location due to age restrictions of their location.

## Room Assignments

Verto Education agrees to provide residential services on location, but not a particular room, suite, or apartment, and Verto Education reserves the exclusive right to determine the particular space to which the participant is assigned. Verto Education does ask for roommate preferences and makes reasonable attempts to accommodate folks who identify as non-binary.



# Housing Support and Accommodations

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## Housing Accommodations

Housing accommodations (disability related) should be discussed with Verto Education at the time of filling out your Verto Application. If you have questions, or would like to receive information on how to request an accommodation, the Dean of Students at [deanofstudents@vertoeducation.org](mailto:deanofstudents@vertoeducation.org). The entire housing accommodation process must be completed before each site location's priority deadline. This process includes submission of your housing accommodation request, supporting documentation, and a meeting with the Dean of Students. After these deadline dates, requests are accepted, however, Verto cannot guarantee your housing accommodation request can be met. Even with proper documentation, the accommodation request is subject to room availability.



# Community Living Standards

As shared in the Introduction, as part of the Verto Education community, we expect that all members act in a manner that demonstrates respect and consideration for those around them. This is achieved in part by expectations given to participants, which are outlined in this section.

Residents who violate this policy by action or inaction, will be subject to disciplinary processes outlined in the [Code of Responsibility](#). All Verto Participants are expected to abide by their specific housing agreements which vary by location.

## Quiet and Courtesy Hours

Quiet and courtesy hours are based on local laws in each of our communities. Not respecting quiet hours in location is subject to local law enforcement procedures outside of Verto's control.

### QUIET HOURS

Noise and activities that disrupt study sleep and "quiet hours" (as described below) are prohibited in Verto Education Housing. During quiet hours, spaces should be free from excessive noise. Residents participating in noise producing activities, such as conversation, listening to music, or watching television, are expected to keep their doors closed. Sounds from these and any activities should not be audible outside the space. Any noise made in lounges or other common areas should not be audible inside resident spaces that have their doors closed. Verto Education staff may request residents to cease an activity in order to limit noise that could adversely affect the community.

#### LIST OF QUIET HOURS BY LOCATIONS

**Florence** municipality quiet hours: From 11:00pm until 7:00am

**London** municipality quiet hours : From 11:00pm until 7:00am

**Prague** municipality quiet hours: From 10:00pm until 6:00am (strictly enforced)

**Seville** municipality quiet hours: Monday-Friday 10:00pm until 7:00am;  
Saturday and Sunday 11:00pm until 7:00am

**Costa Rica**- Turrialba Municipality quiet hours: 10:00pm until 6:00am

**Buenos Aires** residential / host family quiet hours: 11:00pm until 8:00am

### COURTESY HOURS

Courtesy is expected 24 hours a day.

### EXTENDED QUIET HOURS

During study days and final exam periods, 24-hour quiet hours are in effect.



# Community Living Standards Cont.

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## Community Expectations

### GENERAL LAWS AND STANDARDS

Residents must comply with all local and national laws, ordinances, and regulations on conduct, health, safety, and other matters concerning activities on or conditions of the premises and common areas in Verto Education's locations.

### COVID-19 AND PUBLIC HEALTH-INFORMED POLICIES

Participants are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by Verto Education as it relates to public health crises, including COVID-19.

### ROOM ENTRY AND INSPECTIONS

The participant agrees that Verto officials may enter the participant's room during the period of occupancy for routine maintenance, health and safety inspections or because of health and safety concerns.

### GUESTS

Guests are defined as anyone not assigned to a residential room, suite, or apartment. This may include friends, family members, or other persons related to or affiliated in any way with the resident.

### VISITATION HOURS

Residents and their guests are required to conform to visitation guidelines and policies established in the location where they live or are visiting. Verto Education reserves the right to withdraw guest privileges at any time for any reason. Residents are fully responsible at all times for the conduct/actions of guests or visitors.

### ANIMALS

The presence of animals is NOT permitted, except as described below and may vary based on location.

#### Service Animals (as a note this does not include Emotional Support Animals)

- Written approval and completion of all required paperwork for a Service Animal must be received before bringing it into any Verto Education location.
- It is the sole responsibility of the approved resident to care for the Service Animal at all times.



# Community Living Standards Cont.

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## **COSTS INCURRED BY STUDENTS: DAMAGES AND HOUSING REASSIGNMENT**

The participant agrees to pay costs of repair for damage (normal wear and tear excepted) and/or missing items to the assigned room, suite, or apartment. This extends to keys not returned or other major issues that come to light after a participant departs at the end of semester. The participant further agrees that costs for repairs of damages to common areas (normal wear and tear excepted) will be paid collectively by the participants residing in and around the affected area(s).

If a participant requires being relocated to another form of Verto provided housing, whether that be new host family, switch to, or within a housing residence, due to actions of the participant which have consequences impacting the participants ability to stay in their current housing situation, any additional costs Verto incurs for the new housing placement will be passed on directly to the participant.



# Alcohol and Drug Use in our Community

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## **ALCOHOL POSSESSION AND/OR CONSUMPTION**

Unauthorized possession, consumption, or providing of alcohol to others contrary to law or Verto policy.

## **ALCOHOL AND DRUG PARAPHERNALIA**

Possession of alcohol and/or drug-related paraphernalia is prohibited. This includes, but is not limited to, any items used to facilitate illicit or high-risk alcohol and/or drug use. As examples, drinking game tables, beer funnels, bongs, roach clips, hookah/water pipes, hash-style pipes, scales, and vaporizers. Displays that promote an alcohol or drug culture will also be considered paraphernalia.

## **COMMON SOURCES OF ALCOHOL**

Common sources of alcohol, including but not limited to kegs, cases, 1/5ths, and handles.

## **DRUG POSSESSION AND/OR CONSUMPTION**

Unauthorized possession, manufacture, distribution, use, or being under the influence of illegal drugs.

## **PRESCRIPTION DRUGS**

Prescription drugs must be taken by persons prescribed only for the intended use and in the prescribed manner as directed by their doctor. Medicinal marijuana is not permitted even if the resident is an authorized user.

## **SMOKING/VAPING**

Verto Education is a smoke-free entity. All areas of Verto Education property and any Verto sponsored events are designated smoke-free. Residents and their guests who smoke and/or vape must do so off-campus.





# Care and Maintenance of Residence Hall Rooms, Apartments, and Suites

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## **HEALTH AND SAFETY**

The importance of providing a safe, clean, and healthy environment for residents is the responsibility of all members of housing communities including, but not limited to, bathrooms, community kitchens, and lounges. Residents are forbidden to possess potentially hazardous materials, to conspire to damage the sanitary and safe environment, or to engage in activities that do so. Maintaining a clean residential bathroom space is expected of all residents.

## **HOUSEKEEPING AND PEST CONTROL**

In order to reduce fire hazards, prevent insect or rodent infestation or other health concerns, and increase the longevity of the facilities, you are asked to maintain high standards of housekeeping and cleanliness. The assigned space and furnishings must be kept clean and sanitary.

## **ROOM ALTERATIONS**

Residents are not permitted to paint or structurally alter their rooms/apartments in any way. They may not paint, wallpaper, or otherwise change the interior finish, remove, modify, or tamper with any room fixture or component including doors, walls, ceilings, floors, windows, electrical systems, pipe systems, and safety systems.

## **ROOM DECORATIONS**

Interior room decorations and wall hangings may be hung using only no-nail type picture hangers or painter's tape.

## **ROOM FURNITURE**

All Housing furniture must remain in the room and used according to the manufacturer's approved configurations.



# Facilities Use

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## **Property Damage and Alteration**

Vandalizing, damaging, or defacing property or property of others is prohibited.



# Physical Safety and Security

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## Creating an Unsafe Environment

Any behavior or action that inadvertently causes or could reasonably cause life-threatening physical injury, unreasonable disturbance to others, or serious property damage is prohibited.

For example:

- Propping open outside doors or tampering with locking mechanisms allows a potential unauthorized entry, promoting an unsafe living environment, and is prohibited.
- Tampering with elevator equipment, prying open or propping open elevator doors, jumping up and down in an elevator and riding on top of an elevator, or jumping from a stairwell are unsafe and prohibited.
- Tampering with or damaging security devices, including but not limited to security cameras, locking mechanisms, card readers, is prohibited.
- Excessive room occupancy and pranks that create a safety hazard are not permitted.
- It is the responsibility of each resident to lock the door of their flat upon departure.

## WEAPONS

The possession, use, or threatened use of weapons on Verto Education property is prohibited as already outlined in the [Code of Responsibility](#).

- The following items are a non-exhaustive list of things that are prohibited and considered a weapon: BB guns, airsoft guns, any projectile weapon, water guns, water balloon launchers, Nerf guns, paintball guns, ammunition (live or empty), explosives, dangerous chemicals, martial arts weapons, or any other objects as weapons (i.e., metal knuckles, blackjack, sap, or similar instruments).
- Knives with blades longer than three (3) inches (excluding any kitchen knives provided by your housing).
- Weapons owned or used for decorative or collecting purposes.
- Pepper spray is not permitted in the United Kingdom.

## SPACE ACCESS

Unauthorized use, possession, or duplication of keys or keycards is strictly prohibited. No locks, bolts, chains, or other locking devices, besides those installed by Verto may be attached to room door frames.



# Physical Safety and Security Cont.

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## Creating an Unsafe Environment Cont.

### UNAUTHORIZED ENTRY

Unauthorized entry into any Verto property, including restricted access areas of residence halls/apartments, is strictly prohibited. These areas include, but are not limited to, any place that is officially closed, restricted only to designated persons (including other resident rooms/apartments, and maintenance access points), or where the safety and welfare of residents could be endangered.

### SLEEPING IN UNAUTHORIZED ASSIGNMENTS

It is against fire code to sleep in an unauthorized space or in public community spaces. Spaces where sleeping is not allowed include any space that is not contracted as a bedroom.



# Fire Safety

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## **Evacuation**

Immediate evacuation when a fire alarm sounds is mandatory, and re-entry into a building before an all-clear signal is prohibited.

## **Failure to Report a Fire**

All members of the community are expected to be conscious of the welfare of others at all times and may not knowingly or recklessly set a fire, falsely report a fire (e.g., activate a false fire alarm), or fail to report a fire.

## **Tampering with Fire Safety Equipment**

Tampering with any fire fighting equipment, including, but not limited to, fire alarms, fire extinguishers, fire hoses, exit lights, smoke detectors, and sprinkler systems, is prohibited. This includes covering or removing smoke detectors, carbon monoxide detectors, unauthorized use of fire extinguishers, or hanging items on sprinkler heads.





# Prohibited Behaviors

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## **Disruptive Behavior**

Behavior that is disruptive to orderly community living is prohibited. This includes, but is not limited to: throwing items in the hallways, bouncing balls, engaging in horseplay, or creating a health or safety hazard. Riding a bike or scooter, skateboarding, rollerblading, and other sports are prohibited inside Verto Education housing. The use of devices such as laser pointers with the purpose or result of causing irritation, injury, or anger is not permitted. Additional prohibited behavior includes, but is not limited to, public nudity, urinating in public, screaming or yelling, and sexual activity in common areas. Common areas include, but are not limited to, community centers, bathrooms, lounges, multipurpose rooms, computing learning centers, and kitchens.

## **Behavior Toward Verto Staff**

All residents are expected to demonstrate respect and consideration for Verto Education staff. Abusive or threatening language, in particular, is not tolerated.

## **Failure to Respond to a Notification**

Residents are required to make contact with Verto Education officials or staff when requested to do so within 24 hours (one business day) of receiving a notification via email, phone call, voicemail, or letter, unless otherwise stated in the notification.

## **Supplying False Information**

It is a violation to deliberately supply staff with false or misleading information (e.g., provide a false name or or lying to staff). It is also a violation to provide and/or possess fake or fraudulent identification.

## **Possession of Stolen Items**

Possession of stolen property is prohibited, regardless of what was stolen or by whom.



# Legal Clauses

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## Force Majeure

If Verto Education's performance of its obligations under this policy including provision of residential living is materially hampered, interrupted, or interfered with; or illegal, impossible, or so difficult or expensive as to be commercially impracticable; or by reason of any fire, casualty, lock-out, strike, labor conditions, unavoidable accident, riot, war, act of terrorism, epidemic, pandemic, public health emergency, or act of God, including inclement weather that requires the closure of or limitation of services as any of Verto Education's locations; or by any other unforeseeable event or extraordinary circumstance beyond the Verto's control; or by the enactment, issuance, or operation of any municipal, county, State, or federal law or ordinance, or executive, administrative, governmental, or judicial regulation, order, or decree; or by any local, national or international emergency, Verto Education shall be excused from performance or underperformance of this Policy. No refund of housing charges will be made if Verto Education fails to provide residential services due to a Force Majeure, except in the sole discretion of Verto Education.

## COVID-19 and Public Health-Informed Policies

Verto Education aims to deliver its mission while protecting the health and safety of our participants and minimizing the potential spread of disease within our community. As a resident within Verto Education, the 2019 Novel Coronavirus or similar public health crisis ("COVID-19") will impact your housing experience as Verto continues to make public health-informed decisions. The below policies and guidelines are incorporated into the Community Living Guide and are applicable to all residential participants. As always, we will endeavor to update you with timely information about specific health and safety guidance important for our residential participants.

**Quarantine / Isolation / Separation** - Verto Education participants are required to comply with local requirements and may be asked to leave their assigned space due to COVID-19 or other public health emergency and failure to do so is a violation of the Community Living Policy and may subject a participant to emergency removal from their assigned space.

## Revisions of Community Living Policy

Every effort has been made to ensure the accuracy of information contained in this electronic document. In general, the Policy and associated processes are reviewed and adjusted yearly. Verto Education reserves the right to change processes, make corrections, or update information as necessary; if that were to occur, participants will be notified of material changes.



## Legal Clauses Cont.

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### **Hold Harmless**

You agree to release Verto Education, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively, "Claims") resulting from or arising out of your use of space within Verto Education's locations, including those related to the potential exposure to contagious viruses like the coronavirus, and to indemnify and hold harmless Verto Education, its agents, and employees from any Claims resulting from or arising out of your breach of the terms and conditions of the Community Living Policy. You are assuming the risks associated with congregate living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including the coronavirus.

### **Personal Property and Liability Protection**

Verto Education does not assume any liability for loss, theft or damage to the personal property of residents in any Verto Education housing location.





*For more information,  
please contact the Dean of Students*  
[deanofstudents@vertoeducation.org](mailto:deanofstudents@vertoeducation.org)

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