

THE CITADEL  
The Military College of South Carolina  
171 Moultrie Street  
Charleston, SC 29409

MEMORANDUM  
NUMBER 10-205

16 February 2024

HOUSING POLICY

1. PURPOSE

This document provides the college policy and procedures related to the assignment and occupancy of housing at The Citadel.

Campus Housing Vision

The residential environment of The Citadel is an essential element in meeting the College's mission. In-residence stakeholders in faculty and staff roles provide mentoring relationships with students outside of class, reinforce leadership development, support the South Carolina Corps of Cadets, and sustain critical campus operations. Campus housing quarters are also important for select newly hired faculty and staff members as they successfully transition to support those efforts, with the understanding that the supply of housing units will never be large enough or varied enough to meet all needs.

2. REFERENCE

S.C. Code Ann. 27-40-1201

3. DEFINITIONS

For the purpose of this memorandum, the following definitions apply:

Designated Housing: Units reserved for specific college positions.

Executive Staff Members: Provost and Dean of the College, Senior Vice President for Operations and Administration, Commandant of Cadets, Vice President for Finance and Business Administration, Vice President of Facilities and Engineering, Vice President for Communications and Marketing, Director of Athletics, and Vice President for Institutional Advancement.

Faculty: All tenure and tenure-track members.

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<sup>1</sup> Pursuant to S.C. Code Ann. 27-40-



Facilities and Engineering (F&E) personnel and other campus organizations; make recommendations on policy, procedures, and other matters to the Executive Staff and the President; and render decisions on matters of safety, care, and maintenance of housing units, and other matters as outlined in this document.

4. The Citadel Housing Director is responsible for managing and making recommendations as required on the assignment of faculty and staff housing; publishing and maintaining necessary documents related to the assignment and termination of housing; and the operations, maintenance, repair and accountability of faculty and staff housing as outlined in this document.
5. Campus Housing Occupants are responsible for exercising reasonable care in the maintenance and upkeep of their assigned quarters and complying with procedures outlined in this document.

#### C. Eligibility.

1. Members of the faculty and staff are eligible for assignment according to the process defined in [Section 4, Paragraph E, Process for Assignment of Housing Units](#).
2. Temporary special contract members of the faculty and staff, adjunct faculty members, and temporary members of the staff who otherwise qualify may be allowed temporary assignment to quarters depending on their availability at the time of employment. The temporary member's lease will not exceed the duration of the employment contract. Upon completion of the lease, the member will vacate the quarters or the lease will revert to a month-to-month lease until there is a need from another qualified party for the use of those quarters.

#### D. Basis for Assignment and Termination.

1. The President of The Citadel has the authority to make any direct assignments to campus housing that he deems to be in the best interest of the college. The President may assign units from Designated Housing or Transition Housing inventory, notwithstanding the process described in Section E below.
2. The Vice President for Facilities and Engineering may terminate an individual's lease for violations of this policy or the lease agreement, including but not limited to violations of federal, state, or city statutes or ordinances, violations of Citadel rules and regulations, failure to abide by the obligations imposed by S.C. Code Ann. 27-40-510, gross disruptions of the peace inside or about the unit, abuse and/or neglect of the unit or yard, failure to control pets, disputes between tenants of the unit, disputes between neighbors, dangerous or negligent behavior. The Vice President for Facilities and Engineering will consult with the Senior Vice President of Operations and Administration and the individual's Department, School or Directorat





member of the faculty, staff, or athletic department. During the time of subleasing, the assigned tenant is solely responsible for payment of the monthly lease. Responsibility for payment of the lease cannot be delegated to the subleasing individual. The amount charged to the temporary tenant cannot exceed the amount of the occupant's rental payment. All sublease agreements must be submitted to The Citadel's Housing Director for final approval by the Vice President for Facilities and Engineering. The sublease must be submitted for approval a minimum of fourteen (14) days prior to occupancy by the sub-lessee. The sublease agreement will not extend beyond the period of authorized leave. The sublease may be granted for a maximum of five (5) months and will not be extended. The Citadel employee who holds the primary lease will be held accountable for the quarters and the lessee's actions and conduct. Sub-lessees must follow the same housing policies and regulations as the primary lessee. All tenant/temporary tenant responsibilities as outlined in Section 4-H apply to sublease tenants

2. Prior to a tenant departing the campus for a period of time exceeding ten (10) days, arrangements must be made with The Citadel's Housing Director and Public Safety to periodically check on the quarters to ensure the integrity of the unit.
3. The Citadel's Housing Director, prior to the member departing, must review any arrangements for the "house-sitting" of a unit. House-sitting should generally be limited to three (3) months or less. House sitters must be 18 years of age or older and cannot be a cadet currently enrolled at The Citadel during an academic semester. All tenant/temporary tenant responsibilities as outlined in Section 4-H apply to tenants and house sitters. The individual(s) residing in the unit during the tenant's absence will be responsible for ensuring the unit and grounds are maintained in a good state of cleanliness, maintenance and repair.

#### H. Tenant Responsibilities.

1. Sign a formal occupant agreement ([Annex C](#)) accepting responsibility for their assigned unit and acknowledging the policies and procedures outlined herein. Pay the costs of damages and repairs resulting from tenant negligence or abuse
2. Assume fng

5. Prior to departing the campus for ten (10) days or more, coordinate with The

## 5. COMPLIANCE

- A. If Tenant does not comply with any term or condition of this policy, The Citadel may take any appropriate action, up to and including termination of the lease, eviction of the tenant, and recovery of monetary damages as provided.
- B. Complaints and appeals concerning housing matters may be made to The Citadel Housing Director for his/her implementation or forward the appeal to the next higher review authority, the Vice President for Facilities and Engineering. If the individual(s) still is not satisfied, they may request that the Senior Vice President for Operations and Administration review and comment on the specific issue. The Senior Vice President for Operations and Administration is the final appeal level for all housing matters.

## 6. NOTES

- A. Dates of Official Enactment and Amendments:

Approved by the Vice President for Facilities & Engineering, 16 February 2024.

- B.



## 8. REVIEW

This policy will be reviewed on an annual basis.

FOR THE PRESIDENT:

OFFICIAL

//Signed,  
Jeffrey D. Lamberson  
CAPT, USN, Retired  
Vice President for Facilities &  
Engineering

Attachments

[Annex A - Listing of Faculty and Staff Units](#)

[Annex B – List of Allocated Units](#)

[Annex C – Residential Lease of Campus Housing](#)

[Appendix 1 to Annex C - Faculty and Staff Housing Renovation Statement](#)

[Annex D - Standing Operating Procedures for Faculty and Staff Quarters](#)

[Annex E - Regulations for The Citadel Apartment Building](#)

[Annex F – Housing Interest Application \(example\)](#)

Annex A

LISTING OF FACULTY AND STAFF HOUSING UNITS

Annex B

HOUSING ALLOCATION

Housing Allocation based on FTE  
as of 12/15/22

	Full Time Employee (%)	Allocation based on Full Time Employee
Athletics	8%	4
Commandant	9%	5
Provost	56%	25
SVP for Operations & Admin	4%	2
VP for Communication	3%	1
VP for Facilities & Engineering	11%	4
VP for Finance & Business	9%	5
	100%	46

Annex C  
RESIDENTIAL LEASE OF CAMPUS HOUSING

By and between The Citadel and \_\_\_\_\_ (“Tenant”) for and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, The Citadel and Tenant agree as follows:

1. PROPERTY. The Citadel agrees to lease to Tenant and Tenant agrees to lease from The Citadel all of the property located at \_\_\_\_\_
2. TERM. The term of this lease is month-to-month, beginning this \_\_\_\_\_th day of \_\_\_\_\_, in the year 202\_\_\_\_.
4. RENT. Rent is \$ \_\_\_\_\_per month. Solid Waste Disposal is \$ \_\_\_\_\_per month. Pest Control is \$ \_\_\_\_\_per month. Utilities (excluding electricity) are



Unless otherwise requested by the Tenant, The Citadel reserves the right to enter the Property to perform routine maintenance services requested or unrequested by the Tenant.

21. ABANDONMENT. If Tenant abandons the Property, The Citadel may lease the Property to another party and hold Tenant liable for any costs, lost rent, and/or damage to the Property. The Citadel may dispose of any property abandoned by Tenant.
22. NOTICE TO VACATE. Tenant shall notify The Citadel in writing of Tenant's intent to

List of occupants and relationship to tenant.

Please, provide the first and last names of each occupant and their relationship to you in the spaces provided below:

First and Last Name of Occupant	Relationship to Tenant

WITNESS our hands and seals on this \_\_\_\_th day of \_\_\_\_\_, 202\_\_.

By:

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



## Appendix 1 To Annex C

### Faculty and Staff Housing Renovation Policy and Procedures

#### 1. Policy.

The Citadel provides quarters in a state of good repair and functionality. During periods between leases, The Citadel may repaint walls and ceilings, refinish or replace floors, replace windows, or make other minor cosmetic repairs. Due to the age of The Citadel's housing units, the scope of work necessary to prepare a unit for occupancy can vary considerably. New tenants may request upgrades which exceed the standards provided by The Citadel, subject to the following conditions.

#### 2. Standard of Work for Change of Occupancy.

When a unit is vacated, The Citadel's Housing Director assessed its condition, including the status of electrical wiring, HVAC systems, plumbing, kitchens and bathrooms, flooring, walls and ceilings, windows and doors. The Housing Director

## Annex D

### STANDARD OPERATING PROCEDURES FOR FACULTY AND STAFF QUARTERS

#### 1. Assignment and Termination.

- A. Tenants of newly assigned quarters must first draw keys from Facilities & Engineering and sign a receipt for them. Applications for electric service must be obtained through Dominion Energy to start the service. Any maintenance or repair work believed necessary by the Tenant will be submitted to The Citadel's Housing Director, in writing, within three days of occupancy. In most cases, repairs will be accomplished before occupancy. If interior painting and/or floor refinishing is required, it will be completed before the Tenant is permitted to move into quarters, except when the quarters are accepted in an "as is" condition. Rent for quarters is automatically deducted from employee paychecks. The rate will be one half of the monthly rent, including utilities if applicable, from each bimonthly check.
- B. When a move is made within campus quarters, rent terminates on the old quarters concurrent with the rent starting on new quarters. A charge of \$15.00 per day will be made for each calendar day the Tenant retains the old quarters after the seventh day of acceptance of the new quarters and the issuance of keys.
- C. To be relieved from assignment to quarters, Tenants will thoroughly clean the quarters, ensure the lawn and shrubs are trimmed and cut, return premise to its original condition, and remove all trash from the grounds. Additionally,

- D. When terminating housing occupancy, a Tenant will arrange with The Citadel's Housing Director to inspect the quarters and turn in all keys. All discrepancies concerning cleanliness or damages will be corrected before acceptance by The





responsibility and must be approved as noted above for "self-help" improvements. If Tenant provided, the material will be of high quality and suitable for the accomplishment of the specific task.

- C. When Citadel property or material is provided, inventory records and controls will be established and maintained to facilitate proper accountability of supplies and materials, and of borrowed tools and equipment. A record of items on loan will be kept by housing unit number and Tenant name. All loaned items must be returned in a clean and operable condition. A reasonable time limit for the return of borrowed items will be established to ensure that they are readily available for all Tenants.

Following is a list of replacement items, which may be provided by The Citadel under the "self-help" program as funds permit. The list is not intended to be all- inclusive.

#### MATERIALS/REPLACEMENT ITEMS

- Aerator, faucet
- Filter - A/C heating exhaust
- Cover plates for electrical
- Paint
- Chain, door guard

- D. Coordination. To obtain materials, tools for loan, guidance, and project approval, Tenants will submit a work request describing their needs and identifying the request as a "self-help" initiative. Upon approval, the request will be routed to the appropriate Physical Plant shop that will coordinate with the requestor to provide guidance and coordinate the pick-up of the materials and other needed items.

- E. Accountability. A system of accountability will be established which will ensure the proper utilization of funds, provide an audit trail, and ensure the intended use of material. The Work Order will be used for this purpose, just as it is for regular maintenance work in housing. Self-help materials will be provided for the express purpose of maintaining, repairing, or improving Citadel-owned facilities and

The square footage of the living area in a housing unit must not be altered.  
Work on utility distribution systems (electrical, plumbing, heating, air conditioning &

4. Security Matters and Housing Parking.

Policies related to security are available from the Director of Public Safety/Campus Police.

5. Household Pets.

Existing campus regulations pertaining to animals will be observed. Refer to [Memorandum Number 6-411, Pets on Campus](#).

6. Household Waste/Recycling.

Residents are responsible for the proper disposal of household waste. Individual trashcans or common use dumpsters are provided for this service. Particular attention is necessary with regard to the proper disposal of cooking oils, grease, feminine hygiene products and disposable diapers. These items shall not be disposed of by dumping them into sinks and bathroom fixtures. Service calls and repairs resulting from improper disposal practices will be charged to the Tenant.





Annex F

HOUSING INTEREST APPLICATION (items)

The Application for Quarters is located at <http://www.citadel.edu/root/ofe-campus-housing/apply>

The screenshot shows a web-based application form for housing interest. At the top, there is a red notice: "Please Note: Applications are only taken when housing units are advertised. A waiting list is not kept. Please refer to the Housing Policy for eligibility." Below this, the form contains several sections with input fields:

- Personal Information:** Includes fields for "Date: (\*)", "From: (\*)", "Department: (\*)", and "Email Address: (\*)".
- Residence Status:** A section labeled "Current (Address Resident2) (\*)" with radio buttons for "Yes" and "No".
- Address Fields:** Includes "Address of Quarters Desired (\*)" and "Current Campus Address (\*)", each with a corresponding text input box.
- Academic Information:** A section labeled "Academic Rank" with an input field.
- Employment Information:** A section labeled "Employment Date" with an input field.
- Education:** A section labeled "Degree: (\*)" with an input field.

