

CONFERENCE & GUEST HOUSING
STUDENT and LONG-TERM GUEST
SUMMER HOUSING POLICIES

I. HOUSING

- A. The University will provide a living space in Hilltop Halls.
- B. Occupancy of any room is limited to the guest/student(s) assigned to that room.
- C. The University reserves the right to make changes in a room/residence hall assignment, and reserves the right to change or alter living arrangements in its residence hall when deemed appropriate. The propriety of altering living arrangements will be determined, when appropriate, with input and consultation from the residence hall staff member. In certain instances, it may be necessary for the University to move students/guests in order to insure the health and safety of persons and/or property.
- D. You may NOT move any of the University furniture out of your residence hall room. Mattresses and bed frames must stay in your room! You will be charged for any furniture found in the hallways.
- E. A resident will be responsible for the behavior of his/her guests. No authorized guest is permitted to establish residence. Failure to comply will result in possible termination of housing contract.

RESIDENCE HALL POLICIES

- A. All students living in University residence halls are subject to the provisions of the University's policies governing student conduct and discipline and are responsible for knowing and observing University regulations and procedures as set forth in official publications (including Fire and Health Code) which are incorporated and, by reference, made a part hereof.
- B. Residents are under a continuous obligation to be considerate of fellow students. Inconsiderate behavior, including irresponsible behavior resulting from alcohol abuse, excessive noise or other residence hall violations, will be subject to review. Any behavior that endangers the safety of property, or health and safety of others is not permitted.
- C. Residents may not exhibit behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically, but not limited to behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in. Residents may not exhibit behavior that is disruptive in lounged, or any other part of the resident hall facility. The playing of sports is not allowed in the residence halls.
- D. Occupants assume total responsibility for their rooms, and for behavior and activities that occur within them.
- E. Occupants assume total responsible for ensuring the health and safety of persons and/or property in common areas (corridors, lounges, etc.). Occupants are obliged to report dangerous or disruptive activities to the proper authorities.
- F. All occupants must leave the building immediately whenever the fire alarm sounds.
- G. **SEARCH OF ROOMS:** Nothing in the University/Student relationship or the residence hall contract will expressly or implicitly authorize University officials to permit police or other government officials may only obtain entry by demonstrating compliance with the law. The Dean of Students or a designee may enter a student's room only with the permission of the student except in the case of an emergency. Reasonable effort shall be made to notify the occupant in advance of such entry,
- H. **ACCESS:** When a representative of the Division of Student Affairs and Services, Office of Facilities, or the Fire Department seeks access to a student's room to determine occupancy, to inspect its contents for health and safety reasons, or for maintenance and repairs, reasonable effort shall be made to notify the occupant in advance of such entry. Although no representative will enter a room without knocking, it is usually not possible to provide additional notice when entrance is necessary for maintenance or repairs. A resident's request for repairs constitutes an invitation for room entry for that purpose.
- I. **HOUSEKEEPING:** The student/guest is responsible for the care and cleaning of his/her room. Please also pick up after yourself when using common areas to avoid extra cleaning charges.

- J. On occupying or vacating an assigned room, the resident is required to check the condition of the room and its furnishings with the staff member on forms provided. The University holds each student responsible for loss or damage to property beyond normal wear and tear. If two or more students occupy a room in which damage has been done, each individual is liable for a proportionate amount unless the responsibility is voluntarily assumed by one of the occupants.
- K. Residents may add furnishings to their rooms subject to the Fire and Health Code, but they are not permitted to move University furnishings from any room. You will be charged for any furnishings removed from your room.
- L. No student may install equipment, make alterations, or make repairs without prior permission.
- M. Personal telephones are not provided in student rooms. Resident assistants will each have a telephone in their rooms, which will be accessible to make and receive calls 24 hours a day. Pay phones will also be available for student use.
- N. Each resident is given one room key and one key to the foyer (outside) door. Missing or stolen keys will be replaced at the current charge. You will report any missing keys to the Conference & Guest Housing office at 426-2697 between 8a.m. and 10 p.m. Keys must be returned to the office when you vacate your room. You are being charged on a daily basis, therefore it is an advantage to you to make sure the day you vacate, you check out in the office. If you should leave your keys in your room when you vacate, you will be charged for housing until we actually receive the keys.
- O. Tampering with the fire equipment or fire alarms is a violation of State law as well as University policy. Persons involved may be subject to a 53-a-180 (2) of the penal Code, 1971. University policy states that false fire alarms will result in a charge of \$22.00. This charge will be assessed against the residence hall if the person responsible for the false alarm is not identified.
- P. The presence of certain items (in addition to those enumerated in the Fire and Health Code) is prohibited in residence halls:
 - Dangerous Weapons
 - Narcotics and/or illegal drugs
 - Halogen lamps
 - Waterbeds
 - Space heaters
 - Individual room antennas
- Q. The presence of pets of all kinds is not permitted in residence halls.\
- R. Students/guests are not permitted to use their rooms or facilities in the residence halls for any commercial purposes. Neither may solicitors, sales persons or agents, whether students or others, contact students in the residence halls for any commercial purposes.
- S. Bicycles must be kept in rooms designated for that purpose, or in the student's room. Bicycles may not be kept in hallways, entryways, or other public areas of the residence hall. **DO NOT LOCK BIKES TO PIPES, RAILINGS, etc.**
- T. Residents are responsible for emptying trash daily into the proper recycling bins in the lounge.

II. FIRE AND HEALTH CODE

The Student Conduct Code forbids "Behavior of Activities Which Endanger the Safety of Oneself or Others." Although common dangers are listed below, students are warned that no endangerment to health or safety will be tolerated. Residence hall staff representatives will inspect rooms to insure safety; prohibited items will be confiscated. This Code is subject to revision at any time during the contract period when the need arises.

PROHIBITIONS

1. Firearms, fireworks, and explosives.
2. **COOKING IN ROOMS IS ABSOLUTELY FORBIDDEN.** This may include usage of any resistance principle/high wattage equipment (e.g. frying pans, hot plates, immersion coils, hot pots, sun lamps, etc.) in student's rooms. Electric irons may be used only in laundry and service rooms.

3. Combustible or flammable liquids are substance of any type, including fuel, open paints or thinners, sterno, etc. Art students (and others engaged in art projects) may retain small quantities of materials necessary for their work, providing these are kept safely in a small metal box.
4. Oil, kerosene, or charcoal stoves and/or lamps (e.g. Coleman stove, hibachis).
5. Gasoline motors of any type, including motorcycles, mopeds, etc.
6. Wicker, paper, or other flammable wastebaskets (Rubbermaid wastebaskets are approved).
7. Paper or other highly combustible lamp shades.
8. Candles, burnt or unburned.
9. Faulty appliance cords-frayed or torn insulation, damaged plug ends.
10. Inadequate or unsafe extension cords. Cords must be U.L. listed and of the heavy duty type when used with television or refrigerators or similar allowable equipment.
11. Room air conditioners.
12. Partitions or room dividers.
13. Pets.
14. Uncovered food, excess dirt or discarded papers or litter, or other unsanitary or hazardous conditions resulting from poor upkeep or rooms.
15. Any appliances that under normal or surge conditions exceeds the rated outlet capacity of room. All appliances must be U.L. listed. Food appliance (except microwaves) must be used in kitchen areas.
16. Circuit overloads of any type are strictly prohibited.
17. Combustible items suspended from the ceiling.
18. Additional electrical wiring (i.e. dimmer switches, junction boxes, etc.) or any alterations or repairs to any part of the building electrical system. Be cautious about plugging too many items into one outlet, as this can cause blown fuses.

REGULATIONS

Failure to adhere to any of the following constitutes a direct violation of the Student Conduct Code and the Summer Housing Contract:

1. Fire inspections will be done once a month.
2. Combustible items suspended from the walls, doors, and at windows may not cover more than 50% of total wall space. This includes fishnets, bedspreads, drapes, curtain, tapestries, and poster decorations.
3. Refrigerators may not exceed 120 volts, 125 watts and 30" in height. They must be kept in open view and not placed in any enclosure or closet, which could restrict ventilation.
4. Only televisions of the portable type are permitted. Maximum wattage is 150.
5. Face plate style (flush mounted) multiple outlets are the only types approved for use (provide circuit capacity is not exceeded). Use of the "octopus" style or of more than one tap of an extension cord is forbidden.
6. Direct exits from the rooms, hallways or stairwells may not be blocked by persons, furniture, bicycles or any other items. Students rooms should be arranged to permit direct access from doors to beds so that emergency personnel may enter easily if necessary. Corridors and stairways must be accessible to unimpeded use at all times. Seven (7), no more than ten (10), persons will be considered a safe and reasonable gathering in a double occupancy room.
7. Broken or missing wall outlet or switch cover plates must be reported immediately.
8. Hair dryers often exceed available room wattage, and when this is true, can only be used after checking with others on the same circuit. Extension cords and multiple tap outlets are extremely hazardous to use with hair dryer, as they are not designed for prolonged high wattage use. Do not use under any circumstances. Hair dryers are more vulnerable to short-circuits; therefore, have deteriorated plugs or cords repaired immediately.
9. Small cooking units will be confiscated if used in the rooms. **NO COOKING IN BATHROOMS.** Please do not pour food into the bathroom sinks.