

It is important to remember that your Residence Hall License Agreement is a legal and binding document. Once you sign and submit your agreement and it is accepted by University Housing and/or you take occupancy of your room, you are committed to the terms and conditions of the agreement including any supplements to the agreement such as the Residence Hall Handbook, Living Learning Community Rate Schedule and Residence Hall Rate Schedule, Fire Safety regulations, UI Residential Connection Privilege Agreement, and the Student Code of Conduct.

This agreement may be the first legal document you have signed, so make sure that you completely understand it.

Residence Hall Handbook Academic Year 2011-2012

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University Housing
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2011-2012 Academic Year

Welcome to University of Idaho

The residence halls offer unique opportunities to live among a community of peers. With this opportunity comes the responsibility to treat one another with respect and to make our communities a safe and comfortable place for everyone. Because of this, we have developed two statements to clarify, for all students, the beliefs of our department. These statements form the foundation of all our residential communities.

Human dignity

The University of Idaho is a place where human dignity must be respected. As members of the university community, we stand against actions that demonstrate insensitivity, intolerance or prejudice towards others because of their race, gender, sexual orientation, gender expression/identity, age, disability, religious belief or national origin. Each person deserves to be treated with dignity. We must all do our part by according others the respect they deserve.

Community statement

The University of Idaho's residence halls operate with a strong conviction that an energetic and creative campus community is one that appreciates diversity and pluralism. We seek to build campus communities that reflect, recognize and support the expanding pluralism at the University of Idaho.

While acknowledging the time, resources and challenges essential to achieving these goals, we in the residence halls view the long-term benefits as vital to our residential program.

FERPA (Privacy Act)

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a Federal law that governs the confidentiality of student records. Generally, the law requires that educational institutions maintain the confidentiality of "education records," which ensures that each student has access to his or her education records and provides students with an opportunity to correct erroneous education records. We are limited as to the information we can discuss with others regarding your student records, regardless of who may be paying your fees. If you would like for others, including parents, to be able to discuss any aspect of your education records, you will need to sign a written consent form to be added to your records.

At the time you signed your license agreement, you most likely signed agreeing to the following statement. If, during the term of this agreement, a university staff member has reason to believe that I have engaged in illegal activity or that illegal activity has occurred in my assigned room, I hereby give permission to university staff members to release information about me, including incident reports, room location, and other pertinent information from my education records, as reasonably requested by law enforcement in order to assist in the investigation of the incident.

Directory information

The University is legally permitted to release "directory information" about you without your permission. For a complete list of personal information that the University considers to be directory information, please refer to the following site: <http://www.registrar.uidaho.edu/faculty-staff/ferpa.html>. If, for any reason, you prefer not to have your directory information released to anyone (this includes mailing lists for campus functions, friends, family, Residence Hall Association), you must complete the appropriate form at the Registrar's Office, located in the

Student Union Building (SUB). For more information, please call the Registrar's Office at 208-885-6731.

Accountability/responsibility

By signing the Residence Hall and Dining Services License Agreement, the student agrees to comply with the policies established in this Residence Hall Handbook, the University Of Idaho Student Code Of Conduct, the Residence Hall and Dining Services Agreement, UI Residential Connection Privilege Agreement, the Fire Safety Regulations, and all state and federal laws.

First year live on policy

All students with fewer than 27 eligible credit hours (excludes dual credit and Advanced Placement) at the time they enroll at the University of Idaho are required to live in an organized living group that is officially recognized by the university (residence halls, fraternities/sororities, or women's co-op) for one academic year. This policy is based upon the university's philosophy that the student will gain a more complete educational experience as part of a residential campus. Further, both institutional and national research shows that students living on campus have a higher grade point average and retention rates than students living off campus.

Students may request an exemption to the first-year residence requirement. Those exemptions under which a student may qualify include: married and/or with children, 21 years of age or older, and living at home with parents.

The request should be made as soon as possible but no later than May 1 for fall semester enrollment and November 1 for spring semester enrollment. Applications are available through the Dean of Students office.

Important dates to remember

Fall semester dates:

July 1, 2011: Last day to cancel academic year license agreement, and still receive a 50 percent (\$125) refund of your deposit. **Cancellation must be in writing.**

July 21, 2011: Last day to request room change before check in. Room change requests will then begin again 10 business days after the first day of classes.

Thursday, August 18, 2011: 9 a.m. to 6 p.m. If you are a new first-year student or a new transfer student to the University of Idaho, you may arrive on this date. It is a great way to get a jump-start on your time here at the university and prepare for new student orientation on Friday. This orientation focuses on your needs as a new student.

Friday, August 19, 2011: 9 a.m. to 5 p.m. New freshmen must be checked in by 10 a.m.; all other students can check in today.

Saturday and Sunday, August 20, and 21, 2011: 1 to 5 p.m. Open for all students to check in.

December 12-16, 2011: Students are asked to vacate within 48 hours after their last final. Students who are deemed to be disrupting the community and impeding the academic pursuits of others will be referred for disciplinary action. **If you need to extend your stay** for any reason, it must be **pre-approved**.

December 17, 2011: by noon. All students must vacate their room for the entire winter break, until spring semester opening (except LLC or a 12-month McConnell Hall License Agreement). Residence halls and dining services will be closed between semesters.

Spring semester dates:

November 1, 2011: Last day to cancel spring only Residence Hall License Agreement and still receive a 50-percent refund of deposit. **Cancellation must be in writing.**

January 8, 2012: 9 a.m. to 5 p.m. Halls open for check-in. This is the earliest that new and returning students can move into their room after winter break.

January 11, 2011: 9 a.m. to 5 p.m. All students with spring-only license agreements must be checked in by 5 p.m.

May 9-13, 2011: Students are asked to vacate within 24-hours after their last final. Students who are deemed to be disrupting the community and impeding the academic pursuits of others will be referred for disciplinary action. **If you need to extend your stay for any reason, it must be pre-approved.**

May 14, 2011: Halls are officially closed for all students at noon, except those who are graduating, or have signed a 12-month license agreement. Graduating students must request permission from their resident director to stay until noon on May 15, 2011.

Highlights of terms of the license agreement

Knowing your license agreement

It is important to remember that your Residence Hall and Dining Services License Agreement is a legal and binding document. Once you sign and submit your license agreement and it is accepted by University Housing, and/or you take occupancy of your room, you are committed to the terms and conditions of the license agreement, including any supplements to the license agreement such as the Residence Hall Handbook, Living Learning Community Rate Schedule and Residence Hall Rate Schedule, Fire Safety Regulations, UI Residential Connection Privilege Agreement, and Student Code of Conduct. This agreement may be the first legal document you have signed, so make sure that you completely understand it.

This agreement is for residence halls and is not transferable to a fraternity or sorority.

Eligibility requirements

Residence halls are for registered University of Idaho students. To be eligible to live in a residence hall the occupant must be enrolled as a full time undergraduate or graduate student at the University of Idaho during the semester. Each semester an undergraduate resident must take at least 12 credits, and a graduate resident at least nine credits, unless completing thesis or dissertation requirements. Students who drop below full-time status will need written approval from University Housing. Graduate students completing their thesis or dissertation

requirements must register and pay fees for at least one credit hour per semester and provide a letter from their adviser indicating that progress is being made towards completion. Correspondence and audited courses do not fulfill eligibility requirements.

Conviction of a crime

A student must notify University Housing in writing if he/she has ever been convicted of a crime or is currently being charged with a crime, (the term conviction will be interpreted broadly and will include pleas of no contest, deferred adjudications, withheld judgments and similar dispositions). The student must provide University Housing a statement with a complete description of his/her actions and full details of the charges/sanctions against him/her. Failure to notify University Housing of a crime conviction prior to University Housing occupancy or immediately upon conviction of a crime during University Housing occupancy may be grounds for denial of, or immediate removal from, University Housing.

Once University Housing has been notified by a student that he/she has been convicted of a crime or is currently being charged, the matter will be reviewed. The university shall at all times have the right to determine residency eligibility.

Periods of residence

Duration of your agreement

Your license agreement is for the full academic year consisting of the fall and spring semesters. There are 12-month agreements available for one building in the Living Learning Community (LLC), which will be designated each year to house summer school students or those students requesting 12-month license agreements. If you are requesting a 12-month license agreement, you may be asked to move to the house or hall designated for summer school students for the summer and to move back to your assigned academic year house or hall on or around August 11, 2010.

Deposit

You are required to pay a \$250 deposit. This will not be applied to your housing or dining charges. Half of the deposit (\$125) will be refunded if you cancel in writing to University Housing before July 1, 2010, for an academic year or 12-month agreement; or November 1, 2010, for a spring-only license agreement. If you cancel after July 1 there will be no refund. Once the requirements of the license agreement have been met, and you have not renewed for the following year, the full \$250 deposit will be applied to your account and a refund issued unless you have not met other university financial obligations. For anyone who renews his/her license agreement, the deposit will carry over to the next year. If the license agreement is canceled after renewal, \$125 of the deposit will be refunded if the cancellation is made in writing by July 1, 2010.

Termination of agreement by university

The University of Idaho may cancel your license agreement for any of the following reasons:

- You breach, violate, fail to perform or otherwise are in default of any of the terms and conditions of the agreement; or
- You fail to pay room and meal plan payments when due; or
- You are no longer a full-time registered student and have not received written permission from the director of University Housing to stay as a part-time student; or

- You do not comply with rules and regulations as stated in the Student Code of Conduct, Residence Hall Handbook, UI Residential Connection Privilege Agreement, fire safety regulations, all other university policies or any applicable local, state and federal law; or
- You misrepresent information on the Residence hall reservation card, the agreement or another University of Idaho document; or
- You fail to respect the rights of fellow students.

The university may terminate your license agreement for any of the above reasons upon giving you three days written notice. If the agreement is terminated, you will be required to immediately surrender your room/suite and all university-owned property under the same conditions as if the license agreement had been completed. At the date of termination, the university is entitled to enter the room, repossess it, and remove you and your property without liability.

However, if your room is rendered untenable by fire or other casualty, the university may either immediately terminate the license agreement without liability to you or repair and replace the damaged room within a reasonable time.

Check in procedures, room modifications and room condition

You are considered checked in and having taken occupancy when you obtain the room key or electronic room/suite access. You must complete, sign, and turn in a Room Condition Form (RCF) to your resident assistant at the time you check in. The RCF is for the student's protection and provides a record of the condition of the room including walls, fixtures, furniture, ceiling, flooring, and any other room and common area components. Any repairs in the residence halls must be performed by a University Housing staff member. Students must not attempt to repair damage themselves. Students must submit a service request and a professional from the Residences Services Team will repair the damage.

Students are encouraged to personalize their space in their assigned rooms within the university policies and guidelines. Students must check with University Housing before making any major changes in an assigned room. No permanent changes can be made, and any damages caused by decorating the room or by removing decor at the end of the year will result in charges to the resident. No drilling of holes into the walls or cabinets is permitted. Students must return their rooms, beyond reasonable wear and tear, to the exact same condition that it was in during check in. Students are responsible for damage to the exterior of their room doors unless the damage is reported as vandalism. This damage includes but is not limited to writing, scratches, and tape residue. Reasonable wear and tear in the room is acceptable.

Room decorating

Except as provided herein, students are not permitted to make holes (nails, tacks, or screws) in the walls, ceilings, furnishings and/or other elements of the room, nor may students hang items using other types of fasteners, such as foam tape, glue or masking tape. Students may use **push pins** and 3M poster products to hang pictures or posters on the walls. Push pins may not be used on any other furnishings, such as the drapes.

Paint requirements

Students living within the residence halls at the University of Idaho are not allowed to paint their room. If it is found that a student has painted in their room, they will be charged for labor and materials necessary to repaint the room. Students are allowed to paint murals or borders in the hallways of Wallace Residence Center and Theophilus Tower with prior written approval from University Housing.

Furnishings

All rooms are equipped with standard furnishings: a bed, a desk and chair, window coverings, a dresser, closet/wardrobe and bookcase. Room furniture may not be removed from Living Learning Community (LLC) suites. Room chairs are the only university property in other facilities that can be stored in trunk rooms on a space-available basis. Furniture needs to be returned to the original room and location in the room before a student checks out. Cinder blocks are not allowed in the rooms for any purpose, including for lofting beds or building book shelves. Students in the LLCs and McConnell who wish to have a bed adjusted or lofted, must submit a service request online at: <http://www.uidaho.edu/universityhousing/services/servicerequestform.aspx>

Check out procedures

When vacating the assigned room (either to leave University Housing or to change rooms), you must receive written authorization from the University Housing office and check out with a resident assistant. The Room Condition Form and additional inspections by University Housing will serve as the basis for check out charges if assessed.

Check out procedures include, but are not limited to:

- Completing paperwork with University Housing and Residence Life staff members.
- Removing personally owned furniture and equipment.
- Removing all waste and debris.
- Returning assigned keys or having electronic room/suite access removed from one's Vandal Card.
- Leaving the room clean and in the same condition as when it was accepted.
- Turning in your mail key at the time you check out.
- Returning residential parking permit to Parking Services at the North Campus Center. If the student is vacating during the academic year, check with Parking Services for any possible refund.
- The student will be responsible for any cleaning, maintenance or repair required to return the assigned room to the same condition as when it was accepted. University appointed personnel will perform any necessary maintenance or cleaning and the student will be billed accordingly.
- Anyone checking out during winter break may be assessed a \$100 storage fee as well as any agreement penalties that may apply.

Student will be charged for any items removed from the room after they have vacated up to a maximum of \$350. Any personal items will be inventoried and an attempt made to contact the student, so he/she can claim their personal items. If property is not reclaimed within 10 days after the expiration or termination of the agreement, the property will be considered abandoned. Abandoned property will be submitted to surplus properties and may be sold or disposed of without liability.

Any student who checks out of the residence halls during the term of an agreement and continues to be a student at the university shall forfeit his/her deposit. The student will also pay to the university room and meal plan charges accrued through the date of release as well as an amount equal to \$10 per day for each day remaining in the term of the agreement after the date of termination, but in no event shall the amount be less than \$660 or more than \$1,800.

The residence hall refund schedule for student withdrawal from the University of Idaho based on date of residence hall check out.

Residence hall refund schedule

Residence hall refunds are made in accordance with the Registrar's Office refund schedule, which can be found online: <http://www.registrar.uidaho.edu/> (look under Academic Calendar).

Improper check out/room change

Students who do not follow the proper procedures for checking out of their room or make any room changes without proper authorization (as outlined above) may be assessed a \$50 improper check out and processing fee.

The agreement is not in effect during winter break except for students who have a 12-month agreement, Students in the Living Learning Community (LLC) with a full academic year agreement, and students who have signed a winter break agreement in the University Housing office. Students signing a winter break agreement must have a spring contract. If you are not planning on returning to the residence halls for spring semester, you must check out of the residence halls and remove all of your belongings before the last day of the fall semester.

Substitution of another student

Any student who cancels his/her agreement can avoid liquidated damage charges minus deposit by finding a qualified student to assume his/her agreement. A qualified student must be approved by University Housing and must take occupancy. The student who cancels his or her agreement is still liable for penalties until the qualified student takes occupancy. The student willing to move into the residence halls will be taking over the financial obligations but not necessarily the same room of the student who cancels his or her agreement. Any student who already has submitted a reservation card, and/or a license agreement cannot assume a license agreement. Students living in University Housing facilities during the fall semester and under contract for fall only are not considered to be qualified to assume another student's agreement. A student must obtain prior written approval from the University Housing office, and fulfill the other obligations described in the Residence Hall and Dining Services License Agreement. It is not the responsibility of University Housing to connect individual students.

Appeals

A student may appeal the liquidated damages charge by submitting a written appeal to University Housing. An appeal form can be picked up from University Housing. A student has 15 days from the day he or she officially checks out of his or her room to submit an appeal. Students may not appeal the forfeiture of the \$250 deposit.

Payment options

Financial aid, if applicable, is applied to the student's room and board charges after tuition is paid. If a student is expecting financial aid, but it has not posted by the first day of classes the student must advise the University Housing office.

If the student does not have enough financial aid, the student should contact the University Financial Aid office at 208-885-6312 for further options, or Tuition Management Systems, a third-party payment plan options organization, at www.afford.com or at 1-800-722-4861.

If the payment is not made, the student will receive a three day notice to vacate the residence halls. The student should contact the University Housing office when having financial difficulties.

Record hold

A hold is placed on the registration, transcripts and/or diploma of the student, when debts owed to University Housing are not paid in full.

Single rooms

If a student is interested in a single room, the student should indicate preference for a single room on the room reservation card, and University Housing will add the student to the waiting list. Single rooms are awarded using a student's deposit receipt number. The earlier a student's deposit is submitted to University Housing, the higher a student will be on the singles list.

Damage to student property

The university is not liable for loss of or damage to a student's personal property, wherever situated, due to fire, smoke, power outage, theft, water, electric surge, or any other casualty or cause. University Housing highly encourages students to obtain renter's insurance (if not covered by parent's homeowners insurance).

Consolidation of vacant space

A student will be sent a consolidation letter if at any time the student is left in a double room without a roommate. The student will be given seven calendar days to make arrangements to move in with another student needing a roommate. A student may also elect to have another student move into their room. If a student chooses not to consolidate by the deadline, they will be assessed the charge for a single room. If a student is assigned to a double room but has not been assigned a roommate yet, the other half of the room must remain empty and in its original condition. Discovery of a room being set up as a single will cause the student to be charged for a single for the entire time that they have not had a roommate.

Residence Life Staff and the Residence Hall Association

Area coordinators (AC), resident directors (RD)

The ACs and RDs are full-time, professional staff members whose responsibilities include the following: selecting, training and supervising Resident assistant staff members; assisting in student programs; maintaining 24-hour on-call coverage to respond to emergencies; and serving as a liaison between students and other campus resources.

Resident assistants, area assistants and house directors

Your resident assistant (RA), area assistant (AA), and house directors (HD), are students and have been specifically selected and trained to assist students. An RA is a resource who can answer student questions and help students transition to university life. Staff members are on duty every night.

Residence Hall Association

All students living in the residence halls are members of the Residence Hall Association, (RHA). The RHA is a student-run organization made up of representatives from every hall government and is dedicated to improving the quality of life in the residence halls.

RHA has many elected officer positions and appointed committee positions on which students can serve. The RHA office is located in the basement of the Wallace Residence Center.

University Housing climate and safety

Room displays

Students are free to display posters and other items in their rooms. Some room displays in public view may constitute a violation of university policies regarding racial or sexual harassment. Please remember that while legal rights of expression will be protected, students are asked to exercise that right responsibly.

Hallways

Hallways are thoroughfares. Gatherings in hallways are a disruption to the community and impede effective evacuation. Residents are encouraged to meet in lounges, student rooms and other public spaces.

Harassment

University Housing works to promote a campus climate and work environment that is open and welcomes all people. Acts of discrimination, harassment and insensitivity hurt and degrade all members of the campus community. Every member of the campus community is responsible for creating and maintaining a climate free of discriminatory harassment. Actions and/or communication that are discriminatory or harassing are not permitted.

Housekeeping/personal hygiene

It is the responsibility of all students to keep their room clean. A student's room must be left in a clean and orderly condition at all times. Students should dispose of all trash and garbage in the dumpsters. Keep stairwells and landings clean and free of clutter.

Medical emergencies

If a student has a medical emergency and needs an ambulance, dial 9-911 and send someone to find a staff member. If the student is unable to locate a staff member, call the Living Learning Community (LLC) 24-hour Desk at 208-885-7379 and request assistance.

Security

Do not provide access to people you do not know or prop open any door. Lock your door and carry your keys and Vandal Card when leaving your room or the building.

Theft and loss

If a student has items stolen, the student should promptly report that information to Moscow Police (208-882-2677) and the resident assistant.

Some important information to include is:

1. A complete description of the item(s) stolen.
2. Where the item(s) was (were) taken from and if that area was locked.
3. Whether a key had been lost recently.
4. Names of any suspects.
5. Approximate time/date of loss.

Fire safety

Protecting the university community against fire is a major concern. It is the intent of the university to provide a reasonably safe environment for students, faculty and staff. To accomplish this, certain safeguards must be strictly adhered to, and a certain level of responsible conduct must be maintained. Fire safety regulations in force at the university are accepted standards of the state of Idaho and are not optional. Everyone within the university community is subject to the rules and regulations of the fire codes. In order to achieve compliance and thereby provide a reasonably safe, hazard-free living environment, the university requires each student to follow some basic safety rules. With your cooperation, the threat of fire can be greatly reduced.

THE BUILDING ALARMS ALERT THE FIRE DEPARTMENT

The Moscow Fire Department will respond automatically when an alarm sounds. Vandalism or tampering with life safety equipment is against the law; **ALL** violators will be prosecuted.

Evacuation procedures

- Students should read and understand the fire safety procedures posted on the back of room doors.
- Do not obstruct or damage these instructions in any way. Students will be billed to replace instructions that are defaced or removed.
- Students should locate all exits from their floor, memorize their locations, and become familiar with any “landmarks” that would aid evacuation if visibility were reduced by smoke.
- Students should locate all fire alarm pull stations on their floor and familiarize themselves with their correct operation. Students should become familiar with these regulations and the evacuation procedures.
- Fire doors, specifically marked, should not be used for any other reason except evacuation during a fire.
- At the first sound of a fire alarm, students are expected to leave the building and cross to the other side of the street, immediately.

For students living in a Living Learning Community (LLC), you must evacuate to a location off of the LLC block. All sidewalks within the neighborhood as well as perimeter must be clear for emergency vehicles.

ALL RESIDENTS AND VISITORS ARE REQUIRED TO EVACUATE THE BUILDING IMMEDIATELY WHEN A FIRE ALARM SOUNDS.

Amenities and services

Locking drawer

Many rooms in Wallace Residence Center and Theophilus Tower have two locking desk drawers. The keys can be checked out at the Living Learning Community (LLC) 24-hour Desk. If the key is not returned at the time the student moves or checks out of the room the student will be assessed a lock/key replacement fee. Students who do not have a locking drawer at the time of check in can submit a service request to obtain one in Wallace Residence Center and Theophilus Tower only. Locks will not be installed in other facilities.

Micro-Fridges®

A micro-fridge®, a combination microwave and refrigerator, has been placed in each room for student convenience. Your resident assistant (RA) has copies of the operating manuals and it is the student’s responsibility to keep the unit clean and hygienic. Students should use microwave safe plates to place items on when using the microwave. This includes bagged popcorn. Failure to do so could result in the glass microwave plate breaking. At the end of the fall and spring semesters, students should empty, unplug and clean the units using an all-purpose cleaner (Lysol, for example) and a cloth or sponge. Under no circumstances should abrasives (SOS®, Brillo®, Scotchbrite®) be used. They will damage the acrylic surfaces of the micro-fridge®. Failure to clean the units in the manner described above shall result in a \$50 total fee to cover the costs of cleaning.

Carpeting

Students may place carpet in their rooms. A 5 foot by 8 foot piece of carpet will fit most rooms. Please do not use tacks or adhesives. McConnell Hall and the Living Learning Community have wall-to-wall carpeting.

Telephone Service

Courtesy phones are located on each floor and in each house. These phones are for emergency use, local calls, and calling card calls. These phones do not receive incoming calls.

Students may purchase basic telephone service for individual rooms through Telephone Services (208-885-6111) or <http://www.its.uidaho.edu/phones/>

Room and Living Learning Community (LLC) suite temperature

In Wallace Residence Center and Theophilus Tower, the temperature is set for the building, which is controlled by the sensors on the outside of the buildings. During the transition of seasons, it may take awhile for the temperatures outside to settle into enough of a pattern to keep the heat on or off full time.

Air cooling and heating is available in the LLC buildings seasonally from the campus steam plant. The campus steam plant determines the availability of heating and cooling. During seasonal transitions there may not be the level of control indicated by the thermostat.

University Housing fall heat transitions

The transition to heat in the residence halls is dependent upon several factors. The heat is usually turned on within the first couple weeks of October unless warm weather persists. Some factors considered by University Housing include the following:

- Two to three nights of freezing weather in a row
- How many windows are still open in the buildings
- If University Housing has received six or more work orders from students concerning heating

Once University Housing decides to turn the heat on, the process for transitioning to heat and finding a comfortable temperature usually takes several days. The residence hall heat is run by steam, which is measured by water temperature.

Cable television

Basic cable service is provided in all residence hall rooms and lounges. Each student must provide a cable-ready television and coaxial cable. Satellite dishes and antennas are prohibited.

Wireless connections

Due to possible interference with the campus wireless network, electronic devices operating in the 2.4 GHZ range, including cordless phones, wireless video transmitters, and wireless audio speakers. Wireless LAN devices cannot be used within the residence halls or campus buildings. You may use devices that operate in the 900 MHZ range. Information Technology Services will monitor interference by 2.4 GHZ devices and action will be taken.

Computer network connections

Before students arrive on campus they may go to the ResNet website at <http://resnet.uidaho.edu> to find out what equipment is needed as well as the steps necessary to activate an Internet connection in a student's residence hall room. If a student indicates that they are bringing a computer on the reservation card, and registers their Ethernet adapter before arrival, their connection will be ready when they arrive. Students should call ResNet if they have questions regarding the use of Ethernet in their room. ResNet support staff can be reached at the University Housing office, 208-885-6571 or 800-681-9361, or by e-mail at support@resnet.uidaho.edu

Ethernet ports provide direct campus and Internet connections in every room. Special equipment is required to use this connection. Student computers must have an Ethernet adapter installed to be able to access the campus network and the Internet. Students must also provide a patch cable to plug the card into the wall plate. This is a special cable called a CATV or CATVI cable. A telephone cable will not work. These cards and the patch cables are available at most computer retail stores and can also be purchased on campus at the UI Bookstore. It is recommended that students choose a quality adapter to minimize problems with the use of the connection. Students may not want to purchase this cable until after arrival to know the length needed.

All computers should have a surge protector, not simply a power strip. A power strip will not protect your computer in case of a short or overload of electricity.

Trunk rooms

Each facility has a trunk room for students to store belongings. The trunk rooms are locked 24 hours a day and can be accessed by the resident assistant (RA) on duty from 8 to 10 p.m. Special trunk room hours may apply during resident check-in and check-out periods. A limited amount of storage space is available. Living Learning Community (LLC) furniture may not be removed from the rooms/suites. Room chairs are the only university property in other facilities that can be stored in trunk rooms on a space-available basis. Under no circumstances may students store any of the following items in the trunk room: bicycles, flammable liquids, mattresses, car parts, guns, cinder blocks, ammunition, barbecue grills, wood or tires. Students are responsible for the security of their items in the trunk room. The University of Idaho assumes no liability for items stored in the trunk room. Trunk rooms and other designated storage areas must be kept orderly. All storage area aisles must be maintained at a minimum width of 36 inches. Do not store items that will project into the aisle or reduce the aisle width.

Mail services

All students living in Wallace Residence Center, McConnell Hall, or Theophilus Tower receive their mail in their Mail Stop Code (MSC) boxes located in the Wallace basement. Students can pick up packages at the Wallace Information Desk when they receive package notification. Students living in the Living Learning Community (LLC) receive mail across from the LLC 24-hour Desk and receive packages at the LLC 24-hour Desk. Targhee

residents receive mail at Targhee Hall, and packages can be picked up at the LLC 24-hour Desk.

All mail keys must be turned in at the end of the spring semester or when the student checks out of their room.

Forwarding mail

Students moving out of the residence halls should fill out a forwarding address on the Web:

www.vandalweb.uidaho.edu

Mail keys are to be returned to the information desk where the student would pick up their packages.

Parking

Silver parking lots are designated for residence hall student use only. Students can purchase a parking permit from the Parking and Transportation Services office or their website. Students moving out of the halls must return residential parking permits. Students may receive a prorated refund.

Laundry facilities

Washers and dryers are centrally located in each building. Machines are free to use for students residing in that building. . These facilities are for exclusive use by University Housing students.

Room maintenance

Students may submit a service request on the Web (<http://resnet.uidaho.edu/wo>) to address maintenance concerns in rooms and common areas.

Trash and recycling disposal

Dumpsters and recycling stations are conveniently located outside of each building. Trash and recyclable materials must be disposed of properly. Improper trash disposal may result in removal/cleaning charge. If you wish to start a hall recycling program, please make sure you have written approval from University Housing.

Service animals

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.” With very few exceptions, service animals are permitted to accompany a person with a disability everywhere on campus or off campus as the activity (e.g. internship, field work, etc.) pertains to the curriculum.

Students desiring the use of a service animal in campus housing should contact University Housing and Disability

Support Services. Any student desiring disability related accommodations should meet with Disability Support Services, and provide appropriate disability documentation.

If there are any questions as to whether the animal qualifies as a service animal, a determination will be made by a committee comprised of representatives from University Housing, Disability Support Services and the Counseling and Testing Center. University Housing reserves the right to observe the animal performing service-related tasks before making this decision.

University Housing requires a \$300 refundable deposit to be submitted with the application for a service animal.

Service animals must also meet the following criteria:

- Service animals must perform a specific task(s) related to the individual student's disability.
- Service animals must be licensed in accordance with county regulations and wear a vaccination tag.
- Service animals must have vaccinations appropriate for the type of animal.
- Service animals must be in good health. Service animals to be housed in University Housing must have an annual clean bill of health from a licensed veterinarian.
- The owner must be in full control of service animals at all times.
- Service animals must not be left alone in campus housing or yard areas. Service animals must be in the presence of owner at all times.
- Service animals must be appropriately socialized to reside in an on-campus community.
- Two written references of animal's behavior in the presence of other animals, children, or adults must be submitted with application.
- Service animals must remain calm in all situations and only engage in safe and appropriate behaviors authorized by owner.
- Service animals must wear a vest that identifies their service role any time that the animal is outside of apartment.
- Owners of aggressive or repeatedly disruptive service animals may be asked to remove them from university facilities.
- Cleanliness of the service animal is mandatory. Daily grooming and occasional baths (at a vet or a family home) should keep service animal odor to a minimum.
- Flea control is essential and adequate measures should be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner.
- Consideration of others must be taken into account when providing maintenance and hygiene of service animals.

- Owners are responsible for proper cleanup and disposal of animal feces.

Pest control

Rooms will be checked at least once a year for pests. In most cases, extermination service is provided free of charge. If a problem or potential problem is noted, you may be required to have your room treated by our pest control service and/or clean up any pest-attracting problems. You will be asked to prepare your room for extermination. When necessary, entire buildings or floors are treated for pests; this requires that all units be treated at the same time to ensure effectiveness. Students will be charged for pest control (including labor and costs) if they fail to comply with cleaning or preparation requirements for routine service, otherwise cause a delay in scheduled routine services, or if they maintain their room in such a manner that it creates a recurring or sustained pest attracting problem that requires more than routine services.

Vandal Card

Your student ID card, or Vandal Card, serves many purposes on campus. It provides access to numerous events and facilities. It serves as the key to enter your building and your wing. If you live in the Living Learning Center (LLC), it is the key to your suite and your room. It is also your meal card. The Vandal Card can also be used as a debit card for purchasing university goods and services including vending and copying services.

Vandal Card Office

The Vandal Card office is located at the information desk in the Student Union Building. This office is open from 8:30 a.m. to 4:30 p.m. Monday through Friday. Summer hours are 8 a.m. to 4 p.m.

If you lose your Vandal Card or your temporary card, you should report the loss to the Vandal Card office in the Student Union or online on Vandal Web. Once reported lost, your card will be inactivated so no one else can use it. You may be issued a temporary pass for a search period. If your Vandal Card is not found in three days, you must pay \$20 at the Cashiers Office for a replacement card.

UI Residential Data Connection Privilege Agreement

An Ethernet connection is provided in your room as a privilege, not as a right. Along with the freedom of access our campus information infrastructure affords, comes the responsibility to be a good citizen. As with any community, the online community of which you are now a member cannot function without some sense of order. It is the responsibility of the connected resident to adhere to these and all University of Idaho policies. The voice, video, and data networks are for the use of UI students, faculty and staff members, and are to be used only for the educational, academic, and research purposes of the University. The university reserves the right to restrict access, availability of access, and the terms of this agreement at any time for any reason.

- You agree to comply with the University of Idaho Computer Use Policy (www.uidaho.edu/policy).
- You must install and regularly maintain a virus scanner on your computer.

- You understand that support personnel will not provide assistance for any computer that is not running a virus scanner that is not up to date with the manufacturer's recommended security patches or is running unlicensed or illegal software.
- You understand that you may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Likewise, you understand that you may not engage in any activities designed to interrupt or intercept the network traffic of other users.
- You understand that it is contrary to network policy to use hubs, switches, routers, or wireless access points with the network port in your room or apartment.
- You understand you may not use university resources to support personal business interests and that you may not sell or provide access to university networks to outside concerns.
- All use of network-based games employing broadcast transmission packets (such as multi-user Doom, Descent, etc.) is discouraged. While appealing, these games generate massive network traffic that disrupts the activities of other users across the campus network. You will respect the priority of academic use of the network.
- You will not use your connection to engage in software piracy or copyright infringement.
- You understand you may not activate any type of shared file service or server that allows access to your personal computer by anyone other than yourself.
- You understand you are personally responsible for any activities originating from your network connection.
- You understand that the University of Idaho assumes no liability for data loss or equipment damage pursuant to your use of this data port.
- You understand that use of university information resources on campus is guided by the same principles and subject to the same sanctions as other campus activities. Violations of these principles will be reported to the appropriate campus judicial body. Sanctions for violations can include, but are not limited to, disconnection from the campus network, termination of your University Housing agreement (if applicable), disciplinary action by the University Judicial Council, and criminal prosecution by state or federal authorities.
- You understand that you have the right to your fair share of the campus network capacity. If you have reason to believe that another user or group of users is interfering with your access to the network, you will report the problem to the help desk and expect that the UI network administrators will investigate and, if necessary, take corrective action.
- UI reserves the right, and by using this connection you give permission to UI, to monitor traffic through your data connection for the purpose of checking compliance with this agreement.

By accepting and using the Ethernet connection provided in your room or apartment, you agree to abide by the terms and conditions set forth above. This agreement is only valid while you are registered as a student at the University of Idaho.

Important wireless security note

If you use the campus wireless network, you should clearly understand that you will be transmitting your information and data through the public airwaves. If you are uncomfortable using a non-secure network, you are advised to refrain from using the campus wireless network. The University of Idaho assumes no responsibility for any data loss or the compromise of private or personally identifiable information such as passwords, credit card information or registration data resulting from your use of the wireless network.

Security for your computer

Many rooms in the Wallace Residence Center or Theophilus Tower have an eye bolt for students to secure computer or lap tops. Students who do not have an eye bolt at the time of check in can submit a service request at <http://resnet.uidaho.edu/wo/>

University Housing procedures

Damages to common areas

Students of a floor, hall or house are responsible for damage done to the common areas of their residence hall. A common area is one generally used by, or available to, all students of the hall/house.

These areas include, but are not necessarily limited to, kitchens, lounge areas, community bathrooms, hallways, laundry rooms and stairways. If damage occurs to property located on a floor or in a common area, a University Housing staff member will investigate the incident to determine who is responsible for the damage. In the event that an individual(s) cannot be identified, costs of the repair or replacement can be assessed on a prorated basis to accounts of students residing in the area where the damage occurred. Students will be notified in advance of charges appearing on their student account.

If furniture is moved/removed from a common space and taken to a student room or another area of the building, the individual(s) responsible will be charged a labor fee for a University Housing staff member to return the item(s) to their original location.

Winter break inspections

Residence life staff members perform safety inspections every winter break. Trash/recycling may be removed (with labor charges to the student), room/bathroom cleaning may be completed with appropriate charges to the students assigned to the room/suite, and policy violations that are noted during inspections may result in referral for judicial action. If alcohol is found in the room of an underage student it will be disposed, and judicial action will be taken.

Health and safety inspections

Students shall comply with the city, county, state and federal codes regarding health and safety. University Housing staff members may perform safety inspections throughout the year. Upon proper notice, the student shall comply with all requests from the University Housing office pertaining to the correction of health and safety violations in their assigned residence hall room and or suite. Students will be given a reasonable amount of time to correct the health and safety violations. Should the student fail to correct the violation in a timely manner themselves, University Housing reserves the right to send in staff to correct the violation and the student will be held responsible for the cost of such action.

Room entry

The university shall at its sole discretion and at all times have the right to enter the assigned room without notice or consent of the student when the university has reasonable cause to believe that (a) there exists an immediate threat to the health, safety or property of student or of the other occupants of the assigned room or of the residence hall, or (b) university or private property is at risk of damage or destruction. In addition, the student authorizes university personnel to enter the assigned room to close and secure it, to make necessary or desirable repairs, for routine or other maintenance, for routine inspections, to eliminate nuisances, including, but not limited to alarm clocks, and for other purposes as deemed necessary or desirable by the university.

Room moves

Students are not permitted to move for the first two weeks of classes. Students must contact the assignment coordinator in the University Housing office regarding room changes. Any students who have made room changes without approval of University Housing will be assessed a \$50 improper room change fee. Improper room change includes not moving in the required timeline, not contacting the resident assistant, or checking in or out without a staff member present.

Students who wish to change rooms during the course of their agreement, at their own request and not as part of a University Housing re-assignment, may do so at the University Housing office. Room changes begin after the first 10 days of the semester and do not occur during the final two weeks of the semester. Room changes will incur a \$25 processing fee, which will be charged to the student's account.

Room assignments

Room assignments are made without regard to race, religion, national origin, sexual orientation or disability. University Housing reserves the right to make assignments and re-assignments of accommodations as deemed necessary.

University Housing policies

Violations of policies

Students are responsible for their actions and the actions of their guests and will be held accountable for violations of the housing policy as well as for university policies and regulations as stated in the Student Code of Conduct. Sanctions are imposed as a means to help educate and to hold students accountable. Students are required to complete sanctions. Sanctions include, but are not limited to:

- Warning – a verbal or written notice indicating that the actions or behaviors of the student are not acceptable.
- Educational sanctions – provide an opportunity for the student to change his/her behavior and increase understanding of how their actions affect the community or other individuals.
- Community service – a specified amount of hours to be determined by the judicial officer in restitution to the community.
- Probation – a documented statement that the student’s status in University Housing is seriously jeopardized.
- Relocation to another residence hall community – moving the resident from their assigned room into another residence hall floor or building. The student’s access is often restricted from the previous community.
- Restitution – the resident is required to make payment to the university or to other persons, or groups for damages which he/she is responsible.
- Fines – charges levied against the student account (not to exceed \$200)
- Termination of the agreement – an administrative action taken by University Housing to remove a student from the residence hall. Such action does not absolve the student of their financial obligation.

The policies are grouped according to Four Compelling Interest Principles as outlined in *Judicious Leadership for Residence Hall Living* (Gathercoal, 1991)

Health and safety

Keys, locks and access

Students will be issued a room key or room/suite access on their Vandal Card when they check in to the residence halls as well as Vandal Card access to the exterior building doors. Students should lock their doors at all times. Students should never lend room keys and/or Vandal Cards, as the student will be held responsible for any action using his/her key or Vandal Card.

Any resident who is locked out of his or her room or building may go to the Living Learning Community (LLC) 24-hour Desk and check out a spare key or temporary access card. For the first two weeks of the semester, this service is free of charge, after the first two weeks of school the student's account will be charged a \$10 processing fee. Lock out keys not returned on time may result in room locks being changed and the student being charged for the parts and labor. The student will be charged \$20 for each temporary card that is not returned on time.

Any resident unable to come to the LLC 24-hour Desk may call 208-885-7379 to have a staff member assist with access to the student's room or building.

If students lose their Vandal Card, they are responsible to immediately report the loss to the Vandal Card office in the Student Union Building or online at Vandal Web. Once reported lost, the card will be inactivated so that no one else can use it.

If students lose their room keys, they are responsible to immediately report the loss to the LLC 24-hour Desk.

RH1a: Students will be issued a room key or room/suite access on their Vandal Cards when they check in to the residence halls as well as Vandal Card access to the exterior building doors. Students are not permitted to lend room keys and/or Vandal Cards. Students will be held responsible for any action using his/her key or Vandal Card.

RH1b: Students are prohibited from entering or gaining access to areas for which they do not have express permission to access. These areas include, but are not limited to, building roofs, dumpsters, and rooms that are unassigned/vacant (including rooms in one's suite).

Firearms, fireworks, and explosive devices and substances

Firearms and weapons are further defined in the Student Code of Conduct. The Moscow Police Department offers a 24-hour gun storage/retrieval service at the Police Campus Substation (208-882-2677). Failure to abide by this firearms, fireworks, and explosive devices and substances policy may result in the immediate termination of your agreement.

RH2a: Firearms and weapons are strictly prohibited in the residence halls and surrounding areas. Weapons include, but are not limited to knives, air rifles, b-b guns, pellet guns, paintball guns, numchucks, throwing stars, swords or archery equipment.

RH2b: Fireworks, gunpowder, gasoline, and other explosives or flammable liquids/gases are also strictly prohibited within the residence halls and surrounding areas. This prohibition includes possession, storage and use of these items.

RH2c: Any prohibited item or any item used for purposes of intimidation or harassment may be confiscated by University personnel and held until such time as the owner of the prohibited item arranges for and ensures proper storage and/or removal of the item.

Vehicle maintenance

RH3a: No motor vehicle of any type, or associated parts, is permitted within the residence halls for use, maintenance, repair, or storage.

Restroom facilities

RH4a: Community restroom facilities in women's halls are for women only and facilities in men's halls are for

men only.

Lofts and waterbeds

Please contact University Housing for approval of all lofts.

RH5a: Bed lofts must be freestanding (not attached to walls, floor, ceiling) and must be coated with two coats of intumescent fire retardant paint. No cinder blocks are allowed.

RH5b: Waterbeds are not allowed.

Community and hall kitchen use policy

RH6a: Students must be present and attend to food at all times while cooking.

RH6b: Crock pots are not allowed and deep fat frying is not permissible in the common kitchens.

RH6c: The Living Learning Community (LLC) kitchen refrigerators are for hall event use only and not for daily storage of food.

RH6d: Students are responsible for cleaning after kitchen use. Any cleaning left undone resulting in custodial staff cleaning the kitchen will result in a cleaning charge to the students responsible or to the hall and may also be referred for judicial action.

Posting materials

RH7a: Posters and other advertisements may be posted on public bulletin boards only. Fire safety regulations prohibit posting materials on walls, fire exit doors, windows, or in stairwells.

RH7b: Any items posted on bulletin boards need to be approved by a University Housing staff member.

RH7c: All materials posted in the residence halls must have the sponsoring department, student organization, college or individual and contact information clearly and accurately displayed. Members of the university community need to take responsibility for their expressions; anonymous information exchanges are contrary to the open sharing of public communication.

Smoking

RH8a: Smoking is prohibited inside all of the residence hall facilities. Smoking is permitted outside of the buildings, 25 feet away from any entrances, air intakes or windows.

Keep in mind that students have the right to be free of exposure to smoke and the hazards associated with or caused by smoking. Students who disagree with smoking or exposure to smoke should make a reasonable effort to resolve the matter among them.

Furnishings

RH9a: Posters, banners and tapestries should be kept to a minimum. Materials such as cloth, paper, wood canvas, nylon or any material considered flammable should not be used as a ceiling or wall cover (draped or hung across

ceilings, walls, fixtures, windows, beds or doors) unless approved and installed by University Housing. The total of such hangings is not to exceed 25 percent of the room wall area.

RH9b: Carpet is to be laid on the floor only. It is not to be installed on walls, doors, cabinets, etc.

RH9c: Combustible wall paneling is prohibited.

RH9d: Student construction made of wood must be coated with two coats of approved intumescent fire retardant paint.

RH9e: Mattresses approved and supplied by University Housing are the only mattresses allowed.

RH9f: Papers, streamers, ribbons, and holiday decorations must be flameproof or of non-combustible materials.

RH9g: All holiday trees and wreaths are required to be coated with a sprayed-on UL-listed fire retardant. All-natural trees are required to be adequately supported and placed in water. Trees are to be set up in areas away from sources of heat and ignition. Holiday tree ornamentation is restricted to commercially available, non-combustible items. All lighting must be commercially available, UL-Listed, low voltage, non-heat producing and be approved by University Housing. Room doors should at no time be covered more than 50 percent with any type of material. Room numbers should always be visible.

RH9h: Do not overload outlets with additional plug-ins for holiday decorations. To accommodate extra holiday decorations, the student must unplug something else.

RH9i: Decorative lighting other than that used on Christmas trees must have prior approval from the Environmental Health and Safety office.

RH9j: Open flame burning of any kind, including, but not limited to, candles, incense burners, sparklers, punks, etc., is prohibited anywhere within the residence halls. Use or storage of flammable fluids, gases, chemicals, explosives, primers, powder, firecrackers, or pyrotechnics is strictly forbidden. Compressed gases, with the exception of household aerosols, are not allowed within the residential facilities.

RH9k: Use or storage of flammable fluids, gases, chemicals, explosives, primers, powder, firecrackers, or pyrotechnics is strictly forbidden.

RH9l: Compressed gases, with the exception of household aerosols, are not allowed within the residential facilities.

RH9m: Student-constructed furniture, decorations, alterations or arrangements which violate fire or building codes, or hinder entry or quick exit from the area, are not allowed. Non-conforming constructions must be removed.

RH9n: Decorations, arrangements, or housekeeping practices that contribute to an excessive fire load, or allow combustibles to be located near sources of ignition, will not be allowed.

RH9o: Halogen lamps are not permitted in the residence halls because they operate at a very high temperature, well above those of regular light bulbs, and pose great potential for fires.

Appliances

The safety of our students is a major priority. A major area of concern is electrical fires caused by the unintentional misuse of power strips and extension cords.

In an effort to reduce the risk of electrical fires, students must use a surge strip or extension cords that provide surge protection, cord arc protection, and ground fault protection. One product that meets or exceeds these requirements is Fire Shield Surge Strips and Fire Shield Safety Extension Cords. The Fire Shield products can be purchased from local retailers including Wal-Mart.

RH10a: Cooking equipment of any type is not allowed within student rooms, with the exception of microwave ovens (limited to 800 watts) when used according to the manufacturer's instructions. Each room is equipped with a Micro-Fridge®, which includes a microwave and a refrigerator.

RH10b: Coffee pots must be of the type that utilizes a timed or thermostatically controlled automatic shut off switch.

RH10c: Appliances that are prohibited include, but are not limited to the following: waffle iron, electric grill (e.g. George Foreman grill) slow cooker (crock pot), toaster, toaster oven or convection oven, coffee maker without automatic shut off, espresso machine without automatic shut off, electric kettle without automatic shut off, candle warmer, deep fryer, a rice cooker, hot plate, or similar appliances.

RH10d: Portable heaters authorized or distributed by University Housing are the only units authorized for use in the residence halls. Heat-producing devices such as lamps, grow lights, and sun lamps are not to be used in confined spaces or in close proximity to combustible material.

RH10e: Only one high wattage appliance, such as a hair dryer, should be connected at one time to a single outlet. Electrical devices must be maintained in good repair, with no breaks in the wiring or wiring insulation.

RH10f: Electrical devices must be maintained in good repair, with no breaks in the wiring or wiring insulation.

RH10g: Extension cords are not to be used in lieu of permanent wiring for lighting, televisions, radios, stereos, etc. Multiple outlet devices that plug directly into a wall outlet are not allowed. Heavy-duty power strips equipped with internal breaker protection are authorized for limited use. All such devices must utilize a minimum 16 gauge, 3-wire, grounded three-prong type cord.

Rh10h: We require students to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection.

Corridors and stairwells

Fire doors retard the travel of smoke, heat, and toxic gases produced by fire and help to contain the fire in the area of origin. This is important because it allows occupants additional time to evacuate.

RH11a: All corridor and stairwell fire doors must remain closed at all times, unless equipped with automatic, electromagnetic door releases. It is also important that no combustible material such as paper cloth, burlap or nylon is added to or mounted on the fire doors.

RH11b: Hallways, stairwells, and exit passageways must remain clear and unobstructed at all times. Storage,

decorations, displays, furniture, or other obstructions will not be allowed. Stairwells are to be used exclusively for the movement of occupants from level to level and shall not be used for any other purpose. No materials of any kind are allowed within the stairwell, no matter how temporary.

RH11c: Bicycles are not allowed in hallways or foyers at any time.

RH11d: Exit identification signs and lights are not to be blocked, altered or hidden at any time. They must remain unobstructed and visible.

Lounges

RH12a: No furnishings other than those provided or authorized by University Housing shall be allowed.

RH12b: All party, holiday and seasonal decorations shall have prior approval of University Housing, be of a type authorized by Environmental Health and Safety, and be of non-flammable construction, or flameproof. All banners, streamers, crepe paper, etc. are required to be manufactured of a fire retardant type.

Smoke detector

Smoke detectors are intended for room occupant notification only. It will not alert the rest of the building of a fire situation. The alarm should be kept in an operable condition and tested monthly by students. If it is found to be inoperable, notify maintenance immediately for repair or replacement by submitting a service request online at <http://www.uidaho.edu/universityhousing/services/servicerequestform.aspx>. Each residence hall is equipped with a building fire alarm system that senses fire and/or smoke. The system can also be activated manually when there is a fire. The alarm stations are located within the hallways at points of exit, such as doorways to stairwells, exterior exit doors, etc. Residents should familiarize themselves with the manual pull station locations within their residence.

RH13a: Each student room is equipped with a single station smoke alarm. Removal of the battery or tampering with the alarm in any way will result in a \$25 fine and disciplinary action.

False fire alarms

RH14a: If an activated fire alarm is determined to be the cause of a neglect or false intent by a student, the student will be held financially responsible, including any costs assessed to University Housing by Moscow Fire Department, or any other responding agency.

Fire extinguishers

Students should not attempt to fight a fire that cannot be immediately extinguished with a fire extinguisher. If the fire cannot be put out quickly, leave the building. Report all damaged, depleted or missing fire extinguishers to your RA as soon as possible.

RH15a: Fire extinguishers are located in all hallways for use ONLY in case of fire (after first initiating the building fire alarm).

Fire sprinklers

Many residence halls have a fire sprinkler system installed in the hallways and trunk rooms. Living Learning Communities have a sprinkler system in every room and public area. Do not attempt to cover them with any

material. Do not hang plants, decorations, etc. from sprinklers or sprinkler piping. Water damage to property could result from damage to sprinkler heads. Extreme care must be taken to prevent accidental or malicious damage to the sprinklers. Damaging a fire sprinkler will cause significant damage and severe expense to the buildings and property.

RH16a: Sprinkler heads must not be tampered with, altered, covered or blocked in any way. Damaging fire sprinklers (intentionally or unintentionally) will result in student(s) being held financially responsible for all associated damages and costs, and may result in severe disciplinary action including prosecution.

Property loss or damage

Refrigerator

Although each student room is equipped with a Micro-Fridge®, with the exception of LLC suites, which have full-size microwaves and refrigerators, students may bring personal refrigerators. University Housing assumes no liability for appliance malfunctions. Upon check out, students are reminded to empty, unplug and clean the micro-fridge® units in their room. Interior and exterior cleaning should be accomplished using an all-purpose cleaner and either a sponge or cloth. Under no circumstances should an abrasive cleaner or scouring pad be used as they will damage the unit.

RH17a: Refrigerators cannot be larger than 4.6 cubic feet, 115 volts, 60 cycle, and 100 watt, and must be in good electrical condition and be UL approved.

Bicycle storage

Bicycles may be stored indoors in designated areas of Wallace, Theophilus Tower, Targhee or McConnell. Each building maintains outdoor racks to which Students can secure bicycles. All bikes stored at the residence halls should be licensed with the City of Moscow and secured with a locking device.

RH18a: Bicycles or bicycle parts are not allowed inside any Living Learning Community building.

RH18b: Bikes are not to be chained or locked to handrails, benches or the buildings in any way.

RH18c: Bikes are not to be ridden in the buildings.

RH18d: Bicycles must be removed at the end of the spring semester. Bicycles not removed will be treated as abandoned property.

Lounge use

Student groups may use hall lounges for meeting space if a resident of that hall hosts the group and they have acquired permission from the hall government. Group functions may not deny hall residents access to their lounge.

RH19a: Each floor or building has a lounge. The lounge furnishings are for the use of all residents and are to remain in the designated lounges. The removal of any furniture from the lounge will result in a student being referred for judicial action. Unrecovered missing furniture could result in damage charges to individual student accounts.

Elevators

Elevators are located in Theophilus Tower, McConnell Hall, Wallace Residence Center and each Living Learning Community house. In case of fire, do not use elevators.

RH20a: Under no circumstances (even if the elevator stops unexpectedly), do not force the doors open. Use the call box to call for assistance. Forcing the doors open is considered vandalism and the responsible parties will be referred for judicial action and restitution.

RH20b: It is a violation of this policy to sound the elevator alarm if the elevator is not stuck or if the occupants are not experiencing an emergency.

RH20c: It is a violation of this policy to engage in horse play or jump in the elevators. Damage caused to the elevator due to this kind of behavior is considered vandalism and the responsible parties will be referred for judicial action and restitution.

Pet policy

RH21a: Students may not have animals in any residential building, with the exception of fish kept in aquariums. Aquarium size is limited to a 10 gallon tank.

Windows, ledges and exteriors

RH22a: Windows and ledges should be kept free of material at all times. Do not attempt any modifications to your windows, ledges or doors. Do not tamper with or remove window stops and screens.

RH22b: Windows are not to be used as exits or entrances.

RH22c: Do not throw any materials or liquids from your window. Throwing, hanging items out of a window, passing objects through or otherwise breaking the plane of the window may result in judicial action.

RH22d: You are not allowed to change, alter, or access the canopy/roof, access panels, gutters, window ledges or other exterior elements of the building.

Serious Disruption of the Educational Living Environment

Noise policy/quiet hours

Residents should maintain a reasonable level of quiet at all times and be courteous to other community members regarding noise. As a community member, please cooperate with requests to reduce noise at any time. Students

may submit proposals to RHA and University Housing in order to extend the length of quiet hours (i.e. more restrictive). The hall constitution must allow such an action and the hall members must approve it. Both RHA and University Housing must also approve the proposal.

When RAs enforce quiet hours, they will issue a verbal warning when they can hear noise from two doors away or more. On the third verbal warning, the RAs will document the current and past warnings for their supervisor.

RH23a: Quiet hours are designed to provide students living in the halls an atmosphere with reasonable noise levels in which to sleep and study. Unreasonable noise is any sound, human or otherwise, which is disturbing to any resident. In most halls, quiet hours are from 11 p.m. to 7 a.m. Sunday through Thursday and midnight to 7 a.m. on Friday and Saturday. Some halls have designated extended quiet hours. In addition, all halls observe extended quiet hours beginning the Friday before finals week. During this time, 22-hour quiet hours will be in effect, with two relief hours between the hours of 7 a.m. and 11 p.m. to be determined by the hall.

Courtesy hours

RH24a: Courtesy hours are in effect at all times. If any student or staff member requests a resident to reduce the volume of music, TV, talking, etc., the student must comply with the request.

Guests

Guests and visitors are defined as any individuals who are not students of the specific room, hall or building in question. No persons other than invited guests, resident students or university staff may enter a living group. Roommates are strongly encouraged to discuss arrangements for guests and to arrive at an agreement acceptable to all parties prior to guests being invited to stay. If a roommate feels that his/her rights are being violated, it is his/her responsibility to contact a staff member to resolve any conflicts.

RH25a: Guest must have a host and be escorted at all times.

RH25b: The residence hall host will be responsible for the behavior of his/her guest (s). Guests will be expected to comply with all state and university regulations and policies. Guests may be asked to leave if they are violating policies, damaging property, or showing the potential to cause harm to themselves or others.

RH25c: Overnight guests are permitted only with the permission of your roommate and/or suitemates. Overnight guests may not stay for more than three nights in a row and seven nights per semester.

Disruptive behavior

RH26a: Students are expected to cooperate and be civil with one another, University Housing staff and with other university officials.

RH26b: Students are expected to comply with reasonable requests made by University Housing staff or other University officials.

RH26c: Activities in hallways and other indoor areas that could be disruptive or damaging to persons or property such as playing sports in the halls, skateboarding, etc., are prohibited.

RH26d: Students shall not interfere with, disturb or obstruct any other student or staff member of the University by means of noise, abusive language or any other nuisance.

RH26e: Students will provide identification when requested by a University Housing staff member.

Theft

RH27a: You may not commit theft of University or personal property in the residence halls. Theft includes borrowing without permission or possession of personal property.

Respect for Property & Environment

RH28a: You are responsible for maintaining a positive residence hall environment. Any action that disrupts any individual, including but not limited to: vandalism, cleanliness, etc., is not acceptable.

RH28b: Vandalism in the residence halls is not acceptable. Vandalism is defined as any damage to property, furnishings, furniture, or any additional/unnecessary messes beyond what is expected within normal use of the facilities. Any vandalism will result in restitution being assessed to the responsible parties, or community damages being assessed to the communities where the vandalism takes place.

Legitimate educational purpose

Alcoholic beverages

Individuals who are in violation of the alcohol policy will be asked to dispose of all alcohol in their possession at the time of the violation. Students who have alcohol bottles/displays may be approached by staff to investigate alcohol use out of concern for the Student's health and safety.

Sanctions for alcohol violations conform to the State Board of Education policy that mandates certain levels of sanction for repeated violations of the Student Code of Conduct.

Students living in the Residence Halls agree to the following:

- Compliance with university officials and police on campus
- Students who verbally abuse or fail to cooperate with the reasonable request of a university official (including all members of the University Housing staff) acting in the performance of their duties, may face judicial action.
- Moscow Police Officers are members of the university community, and are regularly in the residence halls. They are in the residence halls for community oriented policing, educational programming and to address concerns as they arise.

RH29a: All residents are expected to know and abide by state and federal laws regarding the use of alcoholic beverages. Only students of legal drinking age may consume or possess alcohol in their rooms or suites.

RH29b: If individuals under the age of 21 years are assigned to the same room or suite as individuals(s) who are 21 years of age or older, only one open container per student of legal drinking age may be present at any time. Open containers may not be present when guests under 21 are in any room or suite.

RH29c: It is a violation of housing policy to possess or consume alcoholic beverages if you are under the age of 21. Any room assigned to solely students under the age of 21 should at no time contain alcohol. Residents under 21 years of age whose guests are over 21 may not possess alcohol. The residents and the guests will be held accountable for this policy violation.

RH29d: Open containers of alcoholic beverages are not permitted in public or “common” areas. Common areas include, but are not limited to: lounges, kitchens, lobbies, hallways, elevators, laundry rooms, restrooms, recreation/entertainment areas, and stairways. A student room with an open door is considered a common area when the room is open to the general view of people in the hallway.

RH29e: Large quantities of alcoholic beverages are prohibited.

RH29f: Containers holding more than one gallon of alcoholic beverages are prohibited everywhere within the residence hall system.

RH29g: Activities that promote an atmosphere of irresponsible consumption are prohibited, such as beer bong, drinking games (i.e. “beer” pong), etc., regardless of age.

RH29h: It is also a violation of policy to provide alcoholic beverages to anyone under 21.

RH29i: Residents living in designated substance-free living environments may not have alcohol of any amount in their possession, regardless of age.

RH29j: Individuals under 21 years of age and all residents living in substance free halls/floors, regardless of age are prohibited from displaying and/or possessing alcoholic beverage containers (empty or full) within University Housing.

Illegal substances

Illegal substances, including drug paraphernalia, are prohibited in the state of Idaho. Incidents involving illegal substances may be referred to the Dean of Students Office for adjudication under the Student Code of Conduct.

RH30aThe possession or use of controlled substances, including paraphernalia is prohibited everywhere within the residence hall system and will be addressed by the police.

RH30b: The odor of marijuana is sufficient evidence to take administrative action in the residence halls.

Solicitation and business operation

If a student encounters solicitation activity, please notify a staff member immediately.

RH31a: No door-to-door activity (i.e. canvassing, solicitation, sales) for any purpose unrelated to the management of the building is permitted within the residence hall system.

RH31b: Students shall use their rooms for living purposes only. Students shall not use their room or housing facilities for any commercial purposes or for-profit businesses.

Window displays

RH32a: Signs and other postings that can be viewed from the exterior of the building are not permitted.

UI Residential Data Connection Privilege Agreement, Specific Policy Summary

RH33a: The voice, video and data networks are for the use of UI students, faculty and staff, and are to be used only for the educational, academic, and research purposes of the university.

RH33b: Residence hall students must comply with the University of Idaho Computer use policy (www.uidaho.edu/policy).

RH33c: Residence hall students must install and regularly maintain a virus scanner on their computer.

RH33d: Residence hall students may not use any software or hardware designed to disrupt the security of the campus network or any devices attached to the network. Residence hall students must not engage in any activities designed to interrupt or intercept the network traffic of other users.

RH33e: It is against network policy to use routers or wireless access points with the network port in residence hall rooms.

RH33f: Residence hall students must not use UI resources to support personal business interests and may not sell or provide access to UI networks to outside concerns.

RH33g: Residence hall students must not use network connections to engage in software piracy or copyright infringement.

RH33h: Residence hall students must not activate any type of shared file service or server that allows access to their personal computers by anyone other than themselves.

RH33i: Residence hall students are personally responsible for any activities originating from their network.

Recording Devices

RH34a: Making or attempting to make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants subject to such recordings. Any area within a residence hall provides a certain level of privacy, as this is our students home, as such, the uses of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings.

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