

# Residence Hall Handbook

## Academic Year 2022-2023

### Welcome!

---

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 and Community Statements (below).

The procedures and policies contained in this handbook (“Handbook”) are designed to provide a safe and healthy environment for all residents. The information in this Handbook is intended to advise you of the terms and conditions associated with the License Agreement, to inform you of Housing & Residence Life procedures, and to acquaint you with staff, facilities, and services available to you.

#### **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 toward 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, and we must all do our part by respecting others.

#### **Community Statement**

The University of Idaho’s Residential Housing Communities are operated 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 UI Housing Department 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,”

provide each student access to their education records and provide students with an opportunity to correct erroneous information in their education records. We are limited as to the information we can discuss with others regarding your education 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 that will be added to your education records. To complete this form please visit the Registrar's Office, located in the Bruce Pitman Center. For more information, please call the Registrar's Office at 208-885-6731.

### **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 directory information, please refer to the Registrar's website:

<https://www.uidaho.edu/registrar/students/studentrights>. If, for any reason, you prefer not to have your directory information released to anyone (this includes mailing lists for campus functions, friends, family, and Residence Hall Association), you must complete the appropriate form at the Registrar's Office, located in the Bruce Pitman Center. For more information, please call the Registrar's Office at 208-885-6731.

### **Residence Hall Procedures**

---

#### **Important Dates to Remember**

##### **Fall 2022 Dates:**

July 1, 2022: Last day to request room change before check-in. Room change requests will then begin after the first day of classes.

Thursday, August 18, 2022: 8:30 am to 4:30 pm. If you are a new first-year student or a new transfer student to the University of Idaho, you move-in this day.

Friday, August 19, 2022: 8:30 a.m. to 4:30 p.m. Late arriving students & returning students move-in.

December 12-16, 2022: FINALS WEEK: Students are asked to vacate within 24 hours after their last final, but no later than Saturday at noon. Students who are deemed to be disrupting the community and impeding the academic pursuits of others will be referred for disciplinary action.

December 17, 2022 by noon: All students must vacate their room for the entire winter break, until spring semester opening (except Living Learning Community Buildings and the Stevenson Wing of Wallace). Residence halls and dining services will be closed between semesters.

**Spring 2023 Dates:**

January 8, 2023: Halls open for check-in at noon. This is the earliest that new and returning students can move into their rooms after winter break.

January 11, 2023: 9 a.m. to 5 p.m. all students with spring-only license agreements must be checked in by 5 p.m.

May 8-12, 2023: FINALS WEEK: 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 13, 2022: 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 Housing & Residence Life to stay until noon on May 14, 2022.

## **COVID-19 Policy Updates**

---

Per the updated COVID-19 protocols issued by University of Idaho President Scott Green on August 11, 2021, everyone must wear a face covering when in any indoor university-sponsored event or space, regardless of vaccination status. This requirement was effective immediately. The University of Idaho will review this requirement every three weeks and will communicate changes. Absent a communication revoking this requirement, it shall remain in effect.

Students are not required to wear their face coverings while in their personal room/suite but are required to wear a face covering when they are in community spaces including but not limited to kitchen, community bathrooms, hallways, lounges, family rooms, study spaces and other shared community spaces. Agreement holders will be notified of any changes to these policies via their official University email.

## **Application, Deposit & Eligibility**

### **Application & Deposit**

You are required to pay a \$200 deposit. This will not be applied to your housing or dining charges. There are no deposit refunds for cancellations. Once the requirements of the license agreement have been met, and you have not renewed for the following year, the full \$200 deposit will be applied to your account and a refund issued unless you have not met other University financial obligations. For anyone who renews their license agreement, the deposit will carry over to the next year. If the license agreement is canceled after renewal, the deposit will be forfeited.

### **Eligibility**

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 9 credits, unless completing thesis or dissertation requirements. Students who drop below full-time status will need written approval from Housing & Residence Life to remain a resident. Graduate students completing their thesis or dissertation requirements must register and pay fees for at least 1 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.

### **Convicted of Crime**

A student must notify Housing & Residence Life in writing if they have 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 Housing & Residence Life a statement with a complete description of their actions and full details of the charges/sanctions against them. Failure to notify Housing & Residence Life of a criminal conviction prior to Housing & Residence Life occupancy or immediately upon conviction of a crime during Housing & Residence Life occupancy may be grounds for denial of or immediate removal from Housing & Residence Life.

Once Housing & Residence Life has been notified by a student that they have been convicted of a crime or is currently being charged, the matter will be reviewed. The University shall always have the right to determine residency eligibility.

### **First-Year Live-On Policy**

The University of Idaho has a first-year live on-campus requirement. Students may choose to live in the Residence Halls or a Greek House.

If a student would like to request an exemption to living on-campus the first-year they do so through the Dean of Students Office. 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.

For more information, please call the Dean of Students Office at 208-885-6757 or email [askjoe@uidaho.edu](mailto:askjoe@uidaho.edu).

### **Check-In/Out Procedures, License Agreement & Termination**

You are considered checked in and having taken occupancy when you obtain the room key or electronic room/suite access. Any repairs in the residence halls must be performed by a Housing & Residence Life staff member. Students must not attempt to repair damage themselves. If new damage occurs Students must report by submitting a service request on VandalWeb within 24 hours, then a professional from the Residences Services Team will repair the damage.

### **License Agreement**

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 Housing & Residence Life 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.

Please note that at the time you signed your License Agreement, you agreed to the following statement:

“If, during the term of this License 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 to release information about me, including but not limited to incident reports, room location, and other information from my education records, as requested by law enforcement in order to assist in the investigation of the incident.”

### **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.

### **Check-Out Procedures**

When vacating the assigned room (either to leave Housing & Residence Life or to change rooms), you must receive written authorization from the Housing & Residence Life office. Inspections by Housing & Residence Life will serve as the basis for check out charges if assessed.

Check-out procedures include, but are not limited to:

- Completing paperwork with Housing & Residence Life staff members,
- Removing personally owned belongings, 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,
- Performing cleaning and maintenance required to return the assigned room to the same condition as when it was accepted. If the University appointed personnel are required to perform any necessary maintenance, cleaning or repairs, 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.

An hourly rate will be charged to the student for staff and/or personnel work completed in the removal of any items left in the room after they have vacated. Any personal items that are estimated at a value of \$25.00 per item or higher, will be inventoried and placed into storage for no more than 30 days. Items left behind that are valued below an estimated value of \$25.00 per item will be disposed of/donated immediately.

It is the responsibility of the student to remove all their items; including items they want to throw away or donate. If they accidentally forget an item, it is their responsibility to contact housing to inquire as to whether items were found/stored. Students that contact housing to inquire about left behind items and claim them must pre-pay shipping costs to return items via mail services.

All property not claimed within 30 days after the expiration or termination of the agreement, will be considered abandoned. All abandoned property will be disposed of/donated without liability regardless of estimated value.

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 their 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, is stated in the Residence Hall License Agreement: Partial Refunds of Room and Meal Plan Charges to Students Who Withdraw from University.

### **Refund Schedule**

If student withdraws from the University and checks out properly prior to the date listed in the RH License Agreement, student may be entitled to a partial refund of room and meal plan charges.

- Residence hall partial refunds are made based on a review of extenuating circumstances and approval by Housing & Residence Life. Should a partial refund be approved, the refund will be prorated based on the nightly rate of the Assigned Room and will be calculated by reviewing the number of nights remaining on the term of this Agreement after the student has properly checked out. Please refer to the Residence Hall License Agreement for last date to receive a partial refund.
- Meal plan partial refunds are made based on a review of extenuating circumstances and approval by Dining Services and Housing & Residence Life. Please refer to the Residence Hall License Agreement for the last date to receive partial refunds.

### **Termination of Agreement**

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,
- You fail to pay room and meal plan payments when due,
- You are no longer a full-time registered student and have not received written permission from the office of Housing & Residence Life to stay as a part-time student,
- 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,
- You misrepresent information on the Housing Application, the Residence Hall 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.

If for some reason your room is rendered untenable by fire or other casualty, the University may either immediately terminate the license agreement without liability to you, move you to a different room in the residence halls, or repair and replace the damaged room within a reasonable time.

### **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 License Agreement is not in effect during winter break except for students in the Living Learning Community (LLC) with a full academic year agreement, and students who have signed a winter break agreement in the Housing & Residence Life 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 your belongings before the last day of the fall semester.

### **Damage Appeals**

A student may appeal damage charges by submitting a written appeal to Housing & Residence Life. A student has 15 days from the day the student officially checks out of the student's room to submit an appeal. Students may not appeal the forfeiture of the \$200 deposit.

### **Payment Options**

Financial aid, if applicable, is applied to the student's room and board charges after tuition is paid. Any balance remaining after aid posts must be paid by the first day of classes for each semester or a payment plan must be set up. If a student is expecting financial aid, but it has not posted by the first day of classes, the student must notify the Housing & Residence Life Office.

If the student does not have enough financial aid, the student should contact University Financial Aid at 208-885-6312 for further options. If a student needs to set up a payment plan, they do so by logging into VandalWeb or can contact Student Accounts at 208-885-7447.

If payment is not made, the student will receive a three-day notice to vacate the residence halls. This notice will be sent via Vandal Email as is all official correspondence from the University of Idaho. The student should contact Housing & Residence Life when having financial difficulties.

### **Record Hold**

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

### **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. Housing & Residence Life highly encourages students to obtain renter's insurance (if not covered by parent's homeowners' insurance).

### **Consolidation of Vacant Space**

Housing & Residence Life may require consolidation of space in order to allow for occupancy needs. If consolidation is needed a student will be sent a consolidation letter if the student is left in a double room without a roommate. The student will have seven calendar days 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.

### **Room Moves**

Students must contact the Housing & Residence Life Office regarding room changes. Any students who have made room changes without approval of Housing & Residence Life will be assessed a \$50 improper room change fee and will be referred for disciplinary action. Improper room change includes not moving in the required timeline and not contacting a Housing & Residence Life staff member.

Students who wish to change rooms during the dates in which their agreement is effective, at their own request and not as part of a Housing & Residence Life re-assignment, may do so at the Housing & Residence Life Office. Room changes do not occur during the final two weeks of the semester. Room change requests will incur a non-refundable \$50 cleaning and processing fee (fee will be waived for first time room change each year). This fee will be billed to student's account at the time of room change approval.

### **Room Selection**

Housing & Residence Life uses a self-selection (assignment) system for Academic Year applicants. During the application process the student will select (assign) to a room space from the available list. Spring and summer sessions Housing & Residence Life staff will process applications as they are completed, and assign based on availability. Room assignments are made without regard to race, religion, national origin, sexual orientation or disability. Housing & Residence Life reserves the right to make assignments and re-assignments of accommodations as deemed necessary.

## **Residence Life Staff & Resources**

### **Resident Directors (RDs)**

The RDs are full-time, professional staff members whose responsibilities include, but are not limited to, the following:

- selecting, training and supervising student 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.

### **Senior Resident Assistants (SRAs), Resident Assistants (RAs), Academic Peer Mentors (APMs), and Program Coordinators (PCs)**

Your SRAs, RAs, APMs, and PCs, are students and have been specifically selected and trained to assist other 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. APMs work in the Student Success Center and assist with all areas of academics for all students. PCs are responsible for

overseeing the variety of activities happening in the residence halls each week. SRAs are experienced student leaders who mentor RAs, APMs, PCs, and Community Council members.

### **Student Success Program**

The Student Success Program offers students a comfortable space to study independently or in groups, receive tutoring, attend workshops focused on academic and life success, or seek one-on-one support from an Academic Peer Mentor. We are here to guide and offer support towards your academic goals. Find us in the Wallace Residence Center basement.

<https://www.uidaho.edu/student-life/housing/success-program>

### **Residence Hall Association (RHA)**

All students living in the residence halls are members of the RHA. The RHA is a student-run organization made up of representatives from every community council and is dedicated to improving the quality of life in the residence halls. The 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. Each community has a student leadership opportunity including a President, Vice President, Senator, and Programming Chairs for Wallace, Tower, McConnell, and Living Learning Communities. <https://www.uidaho.edu/rha>

### **National Residence Hall Honorary**

The Vandal National Residence Hall Honorary (NRHH) Chapter is comprised of the top 1% of student leaders living in the residence halls. National Residence Hall Honorary is a national organization that focuses on recognizing student leaders and services throughout the residence halls. The Vandal NRHH Chapter works to recognize a Person of the Week (POTW) and Leader of the Week (LOTW). The chapter also works to nominate and judge Of The Month (OTM) awards, one of the highest forms of recognition in the halls. <https://www.uidaho.edu/student-life/housing/vandal-living/leader>

### **Housing Climate & 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. These policies may be found in the Faculty Staff Handbook, sections [3200](#), [3210](#), [3215](#), [3220](#) and the [Student Code of Conduct](#). 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.

#### **Harassment**

Housing & Residence Life works to promote a campus climate and work environment that is open and welcomes all people. Acts of discrimination or harassment 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 communications 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 always be left in a clean and orderly condition. Students should dispose of all room trash and garbage in the dumpsters outside of the buildings. Common area trash cans should not be used to dispose of personal room garbage. If personal bags of garbage are found in common trash bins student may be charged \$10 per bag of trash along with a \$10 processing fee. Keep all hallways, stairwells and landings clean and free of clutter.

### **Medical Emergencies**

If a student has a medical emergency and needs an ambulance, dial 911 (or 9-911 if calling from a University landline) and send someone to find a staff member. If the student is unable to locate a staff member, call the Housing Information Desk at 208-885-7379 and request assistance.

### **Security & 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. Do not provide access to people you do not know, or prop open any residence hall door. Lock your door and carry your keys and Vandal Card when leaving your room or the building.

Keys are the property of the University of Idaho. Keys are to be returned to the Housing Information Desk upon request, or upon departure from the University. Residents must not lend keys to others or permit keys to be reproduced. All University keys that are not returned at the time of checkout or departure will result in a lock change and a charge will be billed to the student account. Re-keying a room will cost \$75.

Lost or stolen keys must be reported to the Housing Information Desk immediately. Lost or stolen keys will result in a lock change and charge will be billed to the student account.

Any resident who is locked out of their room or building may go to the Housing Information Desk, located in the LLC area, and check out a spare key or temporary access card, during desk hours. When the desk is closed residents should call the RA on-call for their area for lockout assistance. Each student will receive the first two lockouts free of charge; any lock out after this will result in a \$10 fee being assessed to the student's account for each lock out. Lock out keys not returned within 24 hours may result in room locks being changed and the student being charged the rekey cost. The student will be charged \$25 for each key/temporary access card that is not returned on time. Lost or stolen temporary access cards must be reported to the Housing Information Desk immediately.

## **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 for 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 as found in the Fire Safety Policy section in this handbook. With your cooperation, the threat of fire can be greatly reduced.

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 throughout the building.
- 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 exits, 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**

### **Microwaves and Refrigerators**

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 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 appliances. Failure to clean the units in the manner described above shall result in a cleaning fee.

### **Telephone Service**

Courtesy phones are in each community in designated common areas. These phones are for emergency use. These phones do not receive incoming calls.

### **Temperature/Thermostat**

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

The LLC buildings run on the campus steam plant system. The system determines the availability of heating and cooling. The university system can only have either heat or chilled water on, not both at the same time. This greatly restricts your ability to control the temperature within your suite. The thermostat within the suite has only a few degrees variance of control. During seasonal transitions there may not be the level of control indicated by the thermostat. If the Power Plant has not yet turned on the heat to the buildings, you will not be able to turn up the heat by using the thermostat; this also applies for cooling the units.

### **Heat Transitions**

Housing & Residence Life works in collaboration with University Facilities on heat transitions. The transition to heat in the residence halls is dependent upon several factors. Some factors considered by Housing & Residence Life and University Facilities include the following:

- Two to three nights of freezing weather in a row.
- How many windows are still open in the buildings?
- Whether Housing & Residence Life and University Facilities has received six or more work orders from students concerning heating.

Once a decision to turn the heat on or off has been made, the process for transitioning and finding a comfortable temperature usually takes several days.

### **Wireless Connections**

Each residence hall room has access to AirVandalHome, the University of Idaho's residential wireless network, in addition to wired ports. Due to possible interference with the campus wireless network, electronic devices broadcasting in the 2.4 GHz range, including wireless routers, cordless phones, wireless video transmitters, and wireless audio speakers are not allowed. You may use phones and other 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**

All computers, mobile devices and game systems must be registered with the campus network before they can be used. Before you arrive on campus you may go to <https://auxiliaries.uidaho.edu/resnet> to find out what equipment you need and the steps needed to activate your connection. If you have questions regarding the use of wireless or Ethernet, please call the University ResNet office at 208-885-5507, or send an e-mail to: [resnet@uidaho.edu](mailto:resnet@uidaho.edu).

Ethernet ports provide direct campus Internet connections in every room. You must provide an Ethernet cable to plug your computer into the wall plate. This is a standard Ethernet cable sometimes referred to as a CAT5 or CAT6 cable. Ethernet adapters and patch cables are available at most computer retail stores and can be purchased on campus at the University Vandal Store.

For the protection of your computer, you should always use a surge protector. In an effort to reduce the risk of electrical fires, students are required to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection.

### **UI Residential Data Connection Privilege Agreement**

The Ethernet and wireless connections are provided in your room as a privilege, not a right. Along with the freedom of access our campus information infrastructure affords comes the responsibility to be a good citizen. 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, and you must comply with the University of Idaho Computer Use Policy, which can be found at <https://www.uidaho.edu/governance/policy/policies/apm/30/12>

By using the Ethernet or wireless connection provided by Housing & Residence Life, you agree to abide by the terms and conditions set forth in the policy.

### **Important Security Note**

If you use the campus wireless network, you should clearly understand that you would be transmitting your information and data through the public airwaves. The University of Idaho

assumes no responsibility for any data loss or the compromise of private information such as passwords, credit card information, registration data, etc., as a result of your using the wireless network.

### **Mail Services**

Students will be notified, via their vandal email, when they have mail. Students may then pick-up their mail at the Housing information desk, located in the LLC area.

### **Forwarding Mail**

Students moving out of the residence halls should log into the Housing portal at [www.iwanthousing.uidaho.edu](http://www.iwanthousing.uidaho.edu) and update their forwarding address. Housing will only forward mail for 30 days following check-out.

### **Parking**

Silver parking lots are designated for residence hall student use only. Economy permits are also available for residence hall students. Students can purchase a parking permit from Parking and Transportation Services or on their website at <http://www.uidaho.edu/parking>. Students moving out of the halls must return residential parking permits and 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 Housing & Residence Life students.

### **Room Maintenance**

Students may submit a service request through the Housing website to address maintenance concerns in rooms and common areas. <https://auxiliaries.uidaho.edu/ServiceRequests/>

### **Smoke Detectors**

Smoke detectors are intended for room occupant notification only. The alarm will not alert the rest of the building of a fire situation. It 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 through your Vandal Web account. McConnell Hall has battery-powered smoke detectors, which must be kept in operable condition and tested monthly by students. 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.

### **Trash and Recycling Disposal**

Dumpsters are conveniently located outside. Student room trash and recyclable materials must be disposed of properly. Improper room trash disposal (includes but is not limited to the

hallway, lounge and bathroom trashcans or recycle bins) may result in student receiving a removal/cleaning charge.

### **Vandal Card Access**

Your Vandal Card serves many purposes on campus and is your official student ID card. It provides access to numerous events, facilities, your residence hall and the dining hall.

If you lose your Vandal Card, you should report the loss to the Student Technology Center in the Idaho Student Union Building (ISUB), online on Vandal Web, or at 208-885-4357 as soon as possible.

### **Abandoned Property**

Any property left behind that are estimated at a value of \$25/per item or higher, will be inventoried and placed into storage for no more than 30 days. Items left behind that are valued below an estimated value of \$25/per item will be disposed of/donated immediately. Student will be charged for disposal of trash and/or property left behind.

Bicycles found stored improperly will be considered abandoned and will be removed.

### **General Room Care & Maintenance**

#### **Room Decoration & Modification**

Students are encouraged to personalize their space in their assigned rooms within the University policies and guidelines. 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 holes or painting 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.

#### **Room 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 spaces, including mattresses. If a student chooses to re-arrange furniture provided, it must be returned to original layout prior to check out. If there is an accommodation needed, please contact the Center for Disability Access and Resources on campus at 208-885-6307 or [cdar@uidah.edu](mailto:cdar@uidah.edu).

Bed adjustments vary by community.

- Tower beds may not be lofted. Students may use an industry standard bed riser.
- LLC and McConnell residents need to submit a service request for any bed adjustments. Loft kits have been installed in those rooms that require them for space guidelines.

- Wallace Residence Center beds are unable to be lofted or de-bunked. Students who wish to adjust bed heights need to submit a service request.
- Cinder blocks are not allowed in the rooms for any purpose.

### **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 Housing & Residence Life staff member will investigate the incident to determine who is responsible for the damage. In the event that the responsible individual(s) cannot be identified, costs of the repair or replacement can be assessed on a prorated basis to the accounts of students residing in the area where the damage occurred. Students will be notified in advance of charges that will appear on their student accounts.

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 Housing & Residence Life staff member to return the item(s) to their original location.

### **Service Requests**

For non-emergency repairs and damages, please submit a service request. It is the responsibility of the resident to submit the service request on the web at [Service Requests \(uidaho.edu\)](http://uidaho.edu) and request the repair(s).

Please do not leave your room/suite unlocked because you are expecting a maintenance person as this could result in being locked out. Housing & Residence Life staff will always have a key to your room/suite and will lock the door when they leave.

### **Emergency Maintenance During Non-Business Hours**

Should you have an emergency maintenance situation take place when the information desk is closed; please contact the RA on-call number. If the emergency maintenance situation occurs when the desk is open, please contact the Housing Information Desk at 208-885-7379. The situation will be assessed by Housing staff and maintenance personnel will be contacted, if determined to be appropriate.

An emergency maintenance situation is one that will cause or could potentially cause physical harm to residents or will cause or could potentially cause physical damage to the halls/house. The following are examples of an emergency maintenance situation that will be given immediate attention:

- No heat (when the inside temperature is below 60 degrees)
- No electricity
- Plugged or broken toilet, sink, bathtub or sewer lines

- Water leaks or broken water lines where the resident cannot close a valve or shut the water off to the room/suite
- Frozen water pipes
- Refrigerator not operating (resident should store items with neighbors until fixed). Housing & Residence Life is not responsible for spoiled items from the fridge
- Broken windows that compromise safety and/or security

The following would NOT constitute an emergency after business hours:

- No hot water
- No heat when the inside temperature is above 60 degrees
- Removing articles such as contact lenses or rings from drains

### **Non-Emergency Maintenance During Regular Business Hours**

Maintenance personnel are available Monday through Friday, except holidays. Once they receive your request for service, depending on the maintenance needed, you can expect to have your problem addressed within five business days. Although you may submit a Service Request online on weekends and holidays, no requests will be completed until (at earliest) the next working day. For timely service, please submit the Service Request as soon as the problem develops, especially if same day service is requested.

Maintenance for normal wear and tear will be handled at no charge to the student. If damages result from carelessness, misuse, abuse, negligence, deliberate vandalism, accident or any other cause by a resident or guests of a resident, any resulting maintenance, repair or replacement, necessitated by these damages must be paid for by the resident. Furthermore, a \$10 processing fee will be assessed. If you have a problem submitting a Service Request on the Housing & Residence Life website or are not getting the service you need, please contact Housing & Residence Life at 208-885-6571.

### **Right of Entry / Room Entry**

The University makes every effort to respect a student's right of privacy. 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.

#### *Facility team entry guidelines:*

The University reserves the right to enter the room or suite without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 6:00 p.m.

have been designated as a reasonable time period. A Maintenance Service Card will be left by the maintenance personnel stating when they were in your room and what was done.

*Guidelines for entry:*

Housing & Residence Life staff will knock on the room/suite door, wait 30 to 40 seconds and knock again, louder. If there is no answer at the door or no indication that someone is home, they will use their passkeys, open the door about six or seven inches and call out to see if anybody is home.

### **Health & Safety Code Compliance**

The student shall comply with the city, county, state and federal codes regarding health and safety. Upon proper notice, the student shall comply with all requests from Housing & Residence Life pertaining to the correction of health and safety concerns or violations in their assigned space. Students will be given a specific amount of time to correct the health and safety concerns or violations. Should the student fail to correct the violation in a timely manner, Housing & Residence Life reserves the right to send in staff to correct the concerns or violation and the student will be responsible for the cost of such correction. Housing & Residence Life also reserves the right to terminate a student's License Agreement if a reasonable level of cleanliness and sanitation is not maintained.

### **Health & Safety Inspections**

Residence Life staff members perform regular safety inspections. 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 disciplinary action. Staff will also check for double occupancy violations (please see Consolidation Procedures).

### **Cleanliness and Sanitation**

For the health and safety of all students, it is the responsibility of the residents:

- To keep the room and suite clean and free from garbage and trash.
- To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells, and laundry rooms.
- To dispose of all trash and garbage in the dumpsters provided near each building. Do not use dumpsters that are not located in Housing & Residence Life. Residents shall not sweep trash from inside to hallway or throw dirt, trash, garbage, or waste from windows or balconies.
- To not use corrosives such as Drano or Liquid Plumber. They are a safety hazard to our employees as well as our pipes. If you have a slow or plugged drain, submit a Service Request.

### **Pests and Nuisance Prevention**

All residents must help by practicing good housekeeping techniques. Please use the following suggestions:

- Do not leave dirty dishes or food on the countertops or sinks overnight.

- Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
- Do not use contact paper in cabinets. Cockroaches feed on the sticky backing.
- Keep all counter tops and floors clean and free of food crumbs.
- Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.
- Do not leave articles of clothing or bedding on closet floors, in corners, etc. Pests nest in dirty closets.

### **Service and Assistance Animal Policies**

Additional information regarding the University's policy on service and support animals can be found at <http://www.uidaho.edu/apm/95/16>.

### **Service Animal Policy**

A service animal is a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, and the work or task must be directly related to the individual's disability. A student wishing to bring a service animal into campus housing should first contact Housing and Residence Life and the Center for Disability Access and Resources (CDAR).

The University requires the student to provide a Certification of Need for Service or Assistance Animal from the student's attending or diagnosing licensed health professional confirming the student's disability and disability-related need for the requested animal as a reasonable accommodation. CDAR may ask the student whether the animal is required because of a disability and what work or task the animal has been trained to perform. Certification is required on an annual basis. **The University requires recertification of need for a service or assistance animal as the result of changes in the student's medical or mental health condition, replacement of student's animal, or revision of University policies.**

The resident must comply with the policies set forth in the Administrative Procedures Manual Section 95.16 C-2.a and C-4.a. The University may require the resident to remove a service animal from the dwelling if the resident is not complying with applicable laws, the animal poses a direct threat to the health or safety of others, the animal's presence fundamentally alters the nature of University Housing Operations, the resident cannot effectively control the animal, or the animal is not housebroken.

Please see "Animal Policies and Requirements" for the specific provisions under which the animal must be kept.

### **Support/Assistance Animal Policy**

Qualified support animals are allowed in residential rooms once fully documented and approved. A support animal is an animal that provides support that alleviates one or more identified symptoms or effects of a person's disability. Unlike service animals, support animals are not trained to perform work or tasks and are not considered pets. Pursuant to the Fair

Housing Act, a resident may keep a support animal in the residence if the resident has a disability, if the animal is necessary to afford the resident an equal opportunity to use and enjoy the residence, and there is an identifiable relationship between the disability and the assistance provided.

Support animals may accompany the resident in the room/suite.

Before a support animal can move into residential spaces with a resident, a request must be made to the Center for Disability Access and Resources (CDAR) and approval granted (30 days prior to occupancy) by submitting the Disability Services Request Form, which can be obtained by contacting the CDAR office. CDAR will require documentation from a licensed physician or mental health provider that provides sufficient information for CDAR to verify: (a) the existence of a disability (i.e., physical or mental impairment that substantially limits one or more major life activities); and (b) that the support or assistance animal alleviates at least one of the identified symptoms or effects of the disability.

The University does not require residents who are accompanied by support animals in residential rooms to pay a surcharge for their support animal, such as a pet deposit. After CDAR & Housing approve a request for a support animal they will meet with the student and all parties will sign the Service and Assistance Animal Agreement.

The resident must comply with the policies set forth in the Administrative Procedures Manual Section 95.16 C-2.c and C-4.c. The University may require the resident to remove an assistance or support animal from Housing if the resident is not complying with applicable laws, the animal poses a direct threat to the health and safety of others, the animal would cause substantial physical damage to the property of others, the animal would pose an undue financial and administrative burden on the University, or the animal would fundamentally alter the nature of Housing Operations.

Please see below for the “Animal Policies and Requirements”

If a person has a disabling condition that may be affected by the presence of a support animal in residential spaces, that person may contact the CDAR & Housing for assistance. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

### **Animal Policies and Requirements**

In addition to the policies set forth in the Service Animal Policy and Assistance/Support Animal Policy sections, all students with approved animals in University Housing must comply with the following provisions:

- A. The animal must be kept in compliance with all applicable city and county animal laws and regulations (see Moscow City Code Title 10, Chapter 5 Dogs and Other Animals),

including but not limited to those regarding licensing, vaccination and nuisance/noise prohibitions, and must wear vaccination and owner identification tags.

- i. The animal must have current vaccinations required by law. If the animal is a dog, cat, or ferret, Moscow City Code Title 10 § 5-15 requires such animals to be vaccinated against rabies. All core vaccinations as suggested by the Washington State University College of Veterinary Medicine are strongly recommended, <http://vth.vetmed.wsu.edu/client-information/sa-vaccines>.
  - ii. If the animal is a dog, Moscow City Code Title 10 § 5-2 requires the dog to be registered with the City of Moscow. Copy of registration will be provided to Housing.
- B. If the animal is subject to city registration and vaccination laws, the student must provide proof of current registration and certification from a veterinarian of current rabies vaccination.
- C. If the animal is a canine or feline; student must provide certification of altering (spay or neuter).
- D. The animal must be in good health.
- E. The animal must be appropriately socialized to reside in an on-campus community, and must not demonstrate aggression toward people or other animals. The owner of an aggressive or repeatedly disruptive service or assistance animal will be required to remove the animal from university facilities as it poses a direct threat to the health and safety of others.
- F. The owner must be in full control of the animal at all times. The animal must be leashed, or otherwise contained and controlled. Animal shall not be left unattended in campus yard areas or other public spaces.
- G. If residing in a double occupancy space the animal must be under the direct control of the owner at all times within the room space. The animal may not intrude into the space of the other occupant within the room. The animal must be crated/leashed when not under the direct control of the owner, such as times when the owner leaves the room or is sleeping.
- H. The animal must be house broken and may not relieve itself in the unit, except in properly designated locations, e.g., the litter box for a cat. It is the owner's responsibility to collect feces and dispose of it in an outdoor waste receptacle. If the assistance or support animal is a cat, disposal of cat litter, including litter marked "flushable," by flushing it down the toilet or any other plumbing fixture is prohibited. CDAR or Residence Life can provide additional guidance on where to dispose of animal waste if necessary.
- I. The owner is responsible for animal hygiene sufficient to prevent offensive odors within, or permeating from, the unit. Flea control is essential and adequate measures are required. If a flea problem develops, it must be remedied immediately and effectively.

- J. The owner is responsible for the health and welfare of the animal, providing adequate nutrition, making sure it gets adequate exercise, giving it ample time to eliminate its waste in appropriate locations, and immediately cleaning up after the animal when it defecates, in order to protect small children and others from contact with animal waste.
- K. The owner must ensure that the animal does not cause injury or damage to property inside or outside of the unit and assumes responsibility for the cost of injuries & repairs for all damage caused by the animal.
- L. The owner must ensure that the animal does not pose a direct threat to the health and safety of others.
- M. If at any time the animal is replaced with another animal, the student must immediately notify CDAR & Housing of the reason and get approval for the new animal. The University will require recertification of need by the student's attending or diagnosing health professional.
- N. The owner must notify the university of any change in their medical or mental health condition that affects the owner's need for a service or assistance animal.
- O. The owner must recertify animal annually, 30 days prior to occupancy. Recertification includes updated documentation and approval.
- P. The owner is responsible for setting up an emergency plan for the animal in case owner is unable to care for the animal or there is an emergency on campus that requires vacating the room space such as a fire drill etc.

## Residence Hall Policies

---

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 Housing & Residence Life 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 for community-oriented policing, educational programming and to address community concerns as they arise.

### 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. Violations of housing policies are also violations of the Student Code of Conduct. Sanctions are imposed 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 their 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 hearing officer in restitution to the community.
- Probation – a documented statement that the student’s status in Housing & Residence Life 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 the student is responsible.
- Fines – charges levied against the student account (not to exceed \$200).
- Student account hold – a hold will be placed on your student account which could restrict registration, graduation, and/or receiving transcripts.
- Termination of the agreement – an administrative action taken by Housing & Residence Life to remove a student from the residence hall. Such action does not absolve the student of their financial obligation.

### Policies

Where applicable, policies are in effect for all students, those who live in campus housing, as well as those who live off campus.

**1. Administrative Procedures.**

- a. All students must abide by the procedures listed in this Handbook, or License Agreement.

**2. Active Sports.**

- a. Participating in active sports in areas that are not designated for that purpose is prohibited.

**3. Advertising / Posting.**

- a. Unless approved by Main Housing Office or professional staff member, any advertisements or postings are prohibited.
- b. Community Postings that are approved, must clearly display the name of University-related sponsor on the posting.
- c. Individual Room Postings must follow the below guidelines:
  - i. Items visible from the outside of a room must not be offensive, lewd, or contain alcohol/drug references or imagery;
  - ii. Combustible items shall not be utilized as ceiling or wall coverings;
  - iii. A maximum of 25 percent of wall space may be covered in items capable of burning (such as, but not limited to: cloth, paper, wood, canvas, nylon, posters, pictures, wreaths, etc.);
  - iv. No more than 50 percent of room door may be covered;
  - v. The room number must always remain visible;
  - vi. Flammable materials are strictly prohibited.

**4. Alcohol.**

- a. Students under the age of 21 may not possess, consume, provide, manufacture, sell, exchange, or otherwise distribute alcohol.
- b. Students under 21 will not participate in events where alcohol is being served or be in the presence of alcohol in a residence hall room and/or suite.
- c. Students who are at least 21 years of age may consume alcohol responsibly in the privacy of their room with the door closed and may only possess one open container per individual of legal drinking age where drinking is permitted
- d. Students of legal drinking age may not manufacture or sell alcohol, nor may they provide or distribute alcohol to minors, or consume alcohol in the presence of minors.
- e. Alcohol is permitted for those residents who are of legal drinking age, but may not be consumed in presence of minor guest(s), must be consumed within the room with a closed door, may not be consumed in public areas, and containers must be disposed of immediately.
- f. Possession of full or empty containers equaling more than 144 ounces of beer, one 750 mL bottle of wine, or a 750 mL bottle of liquor is not allowed per room with residents of legal drinking age.
- g. Guests of legal drinking age visiting residents of non-drinking age may not consume alcohol.

- h. Students may not display or decorate room/suite with alcoholic beverage containers or signage. Beverage containers are defined as those containers whose sole purpose or intention are to contain alcohol.
- i. Students who are noticeably intoxicated and/or disruptive when they return to the residence halls and/or requiring assistance may be subject to disciplinary action.
- j. Consuming alcohol in public areas is strictly prohibited. Public areas include but are not limited to lobbies, kitchens, restrooms, elevators, rooms with doors open, hallways, bathrooms, and any area other than a student's room with door closed.
- k. Empty alcohol containers must be disposed of or stored promptly.
- l. Delivery or shipment of alcohol to a student housing facility is prohibited. Any packages that reasonably appear to contain alcohol will be detained and opened with the student. If the package contains alcohol beverages, it will be returned to the sender at the expense of the student.
- m. Activities that promote an atmosphere of irresponsible consumption are prohibited, including but not limited to kegs, beer bongs, and beer/water pong.
- n. Alcohol of any kind is prohibited in communities that are substance free.

**5. Appliances.**

- a. Possessing items in student rooms/suites used to cook food or to create heat that do not have an automatic shut off is prohibited.
- b. The following items are strictly prohibited regardless of automatic shut off in all interior spaces and buildings, including, but not limited to: toaster, pressure cooker (including Instant Pots), deep fryer, air fryer, hot plate/heating element, open flame or gas grill of any size or kind, etc.

**6. Bed Guidelines.**

- a. Cinder blocks are prohibited.
- b. Attaching lofts to walls, floor, or ceiling without proper authorization is prohibited.
- c. Any mattress and bed not provided by Housing & Residence Life are prohibited.
- d. Un-bunking beds within Wallace Residence Center is prohibited.

**7. Bicycles.**

- a. Bicycles not stored in approved locations (including indoor bicycle storage areas in some areas), not registered with the City of Moscow, or not secured with a locking device are prohibited.
  - i. Bicycles may not be stored in suites or rooms except for the Living Learning Community (LLC). Residents in an LLC building may store their bike in their room, but not in the common area of the suite
  - ii. Bicycles may not be stored in any hallway, lounge, or common space unless otherwise designated for bicycle storage;
  - iii. Bicycles are not to be chained or locked to handrails, benches, or buildings.
- b. Bicycles are not to be ridden in buildings.
- c. Bicycles not removed after spring semester will be considered abandoned property.

## **8. Community Kitchens.**

- a. Unattended appliances or food while cooking is prohibited.
- b. Failure to appropriately clean up kitchen or cooking supplies is prohibited.
- c. Extended storage of food in community refrigerators or cabinets is prohibited.

## **9. Computer Usage.**

Failure to comply with [University of Idaho Computer Use Policy](#) is prohibited.

## **10. Dining Services**

- a. Failure to comply with Idaho Eats policies and procedures is prohibited.

## **11. Disruptive Behavior.**

- a. Behavior that a reasonable person would view as substantially or repeatedly interfering with the community, Housing & Residence Life staff, or other University officials is prohibited.
- b. Failure to comply with reasonable requests made by Housing & Residence Life staff or other University officials is prohibited.
- c. Activities in hallways and other indoor areas that could cause damage to persons or property including sports in the halls, skateboarding, etc. is prohibited.
- d. Interference, disturbance, or obstruction of any other student or staff member by means of noise, abusive language or other nuisance is prohibited.
- e. Failure to provide identification when requested by a Housing & Residence Life staff member is prohibited.
- f. Engaging in lewd, obscene, indecent behavior or any conduct that is offensive to accepted standards of decency such as public nudity or public urination is prohibited.

## **12. Doors/Egress/Entrance.**

- a. Propping open exterior building doors, fire doors (including some interior room/suite doors), and hallway doors is prohibited.
- b. Obstructing the safe and efficient egress or entrance to rooms, hallways, or common spaces in any way is prohibited.
- c. Modifications or alterations of any type to windows, ledges, or doors including removal of stops and screens is prohibited.
- d. Throwing or hanging any materials or liquids from windows or entrances and/or passing objects through or otherwise breaking the plane of the window is prohibited.
- e. Accessing the canopy, roof, access panels, gutters, window ledges, or other exterior elements of any building is prohibited.

## **13. Drugs, Prescription Medication, and Illegal Substances.**

- a. Illegal substances are prohibited by campus (Student Code of Conduct Article VII), state and federal law.

- i. While the State of Washington has made possession and use of marijuana legal under Washington law, the possession and use of marijuana remains illegal under both federal law and the laws of the State of Idaho. Even though you can buy marijuana at a retail marijuana store in the State of Washington, it is illegal and violates the Student Code of Conduct to bring marijuana into Idaho. You will be subject to criminal penalties and disciplinary action under the Student Code of Conduct if you possess or use marijuana in the residence halls or in the State of Idaho.
- b. Consumption, possession, furnishing, manufacturing, selling, exchanging, or otherwise distributing any drugs is prohibited by state and federal law.
- c. Using or misusing illegal substances is prohibited by federal and state law.
- d. Misuse of over the counter drugs or prescription medication is prohibited.
- e. Providing over the counter drugs or prescription medication to any person(s) is prohibited.
- f. Any object or device (homemade or otherwise) that reasonably can be used to conceal or consume controlled substances is prohibited.
- g. Any device found to have drug residue is considered paraphernalia and is prohibited.

**14. Electrical Cords.**

- a. Improper maintenance and upkeep of cords and wiring are prohibited.
- b. Daisy chain extension cords are prohibited, this includes but is not limited to: one power strip plugged into another; multiple extension cords linked, etc. Only one power strip per plug directly into the wall.
- c. 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. This may also include any item that is deemed by Housing & Residence Life staff as unsafe.

**15. Elevators.**

- a. Inappropriate behavior in the elevator is prohibited. This includes, but is not limited to:
  - i. Forcing doors open;
  - ii. Pushing emergency button without experiencing an emergency;
  - iii. Pushing multiple buttons for floor other than destination;
  - iv. Jumping, horseplay, and loitering.
- b. Use, or attempted use, of elevators during fire alarm is prohibited.

**16. Entrepreneurial Enterprises.**

- a. No business may operate out of, or use as its base of support, any room or residence on University property, or through University network.

**17. Failure to Comply.**

- a. Residents are required to comply with official requests or directives of the

- university or a university official.
- b. Residents must not interfere or obstruct staff performing their duties.
  - c. Residents must not provide false information.
  - d. Failure to comply is prohibited, which includes but is not limited to:
    - i. Refusal to present identification;
    - ii. Falsely identifying yourself by name, age, residence, etc.;
    - iii. Providing false information to staff and/or officials;
    - iv. Refusing or ignoring a direction while staff are performing duties;
    - v. Failing to open one's room/unit door at a staff member's request;
    - vi. Purposely violating policy, directive, or restriction communicated by staff or officials;
  - e. Failure to respond to official request by verbal, letters, university email, etc. is prohibited.

### **18. Fire Safety.**

- a. Tampering with, altering, damaging, disabling, or inappropriately utilizing any fire safety equipment or creating such condition that could create a potential fire hazard, including false fire alarms and failure to evacuate during a fire alarm is prohibited.
- b. Unless approved by Housing & Residence Life staff, the following items are prohibited: Live trees, wreaths, or garlands in student spaces; Any live trees in community spaces must have approval from Professional Housing staff; Open flame items (even if not lit) including: candles, incense, punks, lanterns, etc.; Flammable liquids, gases, oil, etc.; motor vehicles of any type (including but not limited to Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices), or associated parts for maintenance, repair, or storage; Student construction, made of wood, not coated with two coats of fire retardant paint.
- c. Cords placed under carpets or doors are prohibited.
- d. Students will not set a fire, pull or call in a false alarm, discharge or remove a fire extinguisher or hose, tamper with smoke detector, break the safety glass on the fire extinguisher case, prop fire doors, and/or leave an area through the locked fire door.

### **19. Furniture.**

- a. University furnishings shall not be removed from student rooms, common spaces or lounge spaces.
- b. Furniture, other than that provided or authorized by Housing & Residence Life, is prohibited in lounge spaces.
- c. Modifying or damaging University furniture is prohibited.

### **20. Guest Responsibility.**

- a. Any individual that is not a resident student of the specific room, hall, or building must be invited to the community and must always be escorted by a hos/resident. The host will be responsible for guest's behavior.

- b. Hosting a guest without permission from the resident's roommate is prohibited.
- c. Guests staying more than three nights in a row or seven nights per semester is prohibited.
- d. Having a number of guests that exceeds the fire capacity for a room/suite is prohibited.

**21. Key Responsibility.**

- a. Failure to maintain possession of their room key, , and student ID card is prohibited.
- b. Loaning or giving a key or student ID card to another person or using a key or student ID to admit an unescorted, non-resident is prohibited.
- c. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance is prohibited. This includes occupying or utilizing a room space to which you are not assigned.
- d. Keys must not be copied or reproduced.
- e. Lost or stolen keys must be reported to the Housing Information Desk immediately.
- f. Keys must be returned to the University upon request or upon checkout
- g. Keys that are lost or not returned on time will result in a \$75 rekey fee.

**22. Misuse of University Resources, Property, or Personal Property of Others.**

- a. Theft, or attempted theft, of property of the University or another person is prohibited.
- b. Property in an assigned space shall not be removed without proper authorization.
- c. Tampering or borrowing any property without permission is prohibited.
- d. Damages caused to University or personal property, including but not limited to, graffiti, placing or dumping trash, damaging bulletin boards, and other destructive activity is strictly prohibited.
- e. Unauthorized possession of keys or identification for the purpose of access is prohibited.

**23. Odors.**

- a. Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

**24. Passive Participation.**

- a. Residents are obligated to remove themselves from any situation that is a violation of Housing Policy and/or the Student Code of Conduct and report the situation to a Residence Life staff member.
- b. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for that violation.

**25. Pets**

- a. Students may not have animals in any residential building on either a temporary or permanent basis, except for fish kept in aquariums/tanks.
- b. Fish tanks cannot be over ten gallons and only one tank is allowed per room/suite.
- c. Students should properly clean, store, and empty fish tanks, including during extended breaks.
- d. Students shall not leave fish unsupervised over extended breaks.
- e. Preventative measures should always be taken for odor control. Consideration of others must be considered.
- f. Residents will be charged for labor and supplies for damage to the room/suite, furnishings, or floor that exceeds normal wear and tear. When the resident vacates the room/suite, staff will bill the resident for any cleaning over and above the norm that must be undertaken because the room/suite housed the pet.
- g. Residents are expected to properly care for pets.
- h. Liability for Pets: Residents are responsible for the actions of their pets, including any personal injury or property damage the pet causes.
- i. Any violation of this pet policy, including neglect of the pet, can result in additional fines or fees, student conduct action, and possible Housing Contract cancellation.

**26. Pranks and Harassment.**

- a. Individual or group behavior which leads to actual or potential harassment, accident, injury, or damage to a person or property is prohibited.
- b. Stalking, abusive language, insults or taunting directed toward another person are prohibited and rationales such as ignorance, humor, anger or alcohol will not be accepted for such harassment.
- c. Students will not engage in pranks which result in disturbances or distress to others, cause damage to campus or personal property or result in accidents or injuries.

**27. Quiet Hours.**

- a. Unreasonable noise is any sound, human or otherwise, which is disturbing to others. Unreasonable noise is prohibited. Not adhering to minimum mandatory quiet hours in or around residence halls is prohibited. Standard quiet hours are 11 p.m. to 7 a.m. Sunday through Thursday and midnight to 7 a.m. on Friday and Saturday.
- b. Not adhering to quiet hours in areas and at times designated by Housing & Residence Life including during finals week is prohibited.
- c. Not adhering to a courteous level of sound at any time or failure to reduce volume when requested to do so by another student or staff member is prohibited.

**28. Recording devices.**

- a. 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, without the knowledge and consent of all participants subject to such recordings is prohibited. All areas within a residence

hall provide a certain level of privacy; as such, the use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings.

**29. Roommate and/or Suitemate Agreement(s).**

- a. Failure to abide by agreed to room and/or suite terms is prohibited.

**30. Room Assignment.**

- a. Students may not live in, occupy or allow another student to occupy any residence hall room or space other than one's assigned location according to Housing & Residence Life Assignments staff.
- b. Student must comply with any Housing & Residence Life request or consolidation requirement.
- c. Failure to abide by procedures outlined is prohibited.

**31. Room Entry.**

- a. Entering another student's room without the invitation or consent of the room resident at the time of entry is prohibited.
- b. Failure to abide by access procedures outlined is prohibited.

**32. Room Responsibility.**

- a. Behaviors which are in violation of the Housing Handbook or Student Code of Conduct that occur in a student room or suite are prohibited.
- b. Students living in a room designated for double occupancy may only occupy one-half of the room space. The other half of the room must remain empty and in its original condition.
- c. Residents are expected to maintain a safe and healthy living environment.

**33. Service & Support Animals.**

- a. Student must follow all requirements outlined in Service & Support Animal section. Failure to follow policy may result in removal of animal from Housing & Residence Life.

**34. Smoking.**

- a. Smoking any product that produces smoke/vapor, including but not limited to cigarettes, cigars, pipes, or electronic cigarettes in any Housing & Residence Life facility or on the University of Idaho campus is strictly prohibited.

**35. Weapons, Firearms, Fireworks and Explosives.**

Additional information regarding the University Weapon Policy w can be found at:

<http://www.uidaho.edu/apm/95/12>

- a. Possessing, using, or storing firearms, explosives, weapons, projectile, explosive devices, or explosive substances within Residence Hall premises is prohibited.
- b. Prohibited items include but are not limited to:

- i. Air soft guns, BB guns, Billy clubs or batons, brass knuckles, CO2 guns, knives (blades over 4”), swords, nunchaku, paintball guns or markers, pellet guns, sling shots, stun guns, blowguns, bow and arrow, crossbows, throwing stars catapults, and any device which causes dangerous chemical reactions. The full list of items defined as “weapons” is available in the Administrative Procedures Manual 95.12 B-2.
- ii. Misuse of pepper spray or mace.
- iii. Demilitarized weapons are prohibited.
- c. Kitchen cutlery is allowed for culinary purposes only. Any items used as weapons will be treated as such.

**36. Windows, Ledges, and Exteriors.**

- a. Windows and ledges should be always be kept free of material. Do not attempt any modification to your windows, ledges, or doors. Do not tamper with or remove window stops and screens.
- b. Windows are not to be used as exits or entrances.
- c. 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 is prohibited.
- d. Residents are not allowed to change, alter, or access the canopy/roof, access panels, gutters, window ledges or other exterior elements of the building.
- e. Signs and other postings that can be viewed from the exterior of the building are not permitted.