

**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 2013-2014**

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2013-2014 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 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 affording 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," provide each student access to his or her 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 Student Union Building. For more information, please call the Registrar's Office at 208-885-6731.

**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.”**

## **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 Registrar’s website:

<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. 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 (excluding 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. For more information, please call the Dean of Students Office at 208-885-6757.

## **Important Dates to Remember**

### **Fall Semester Dates:**

**July 1, 2013:** Last day to cancel academic year license agreement, and still receive a 50 percent

(\$125) refund of your deposit. **Cancellation must be submitted in writing by US Mail or Vandal e-mail and must include the student's name and student ID#.**

**July 31, 2013:** 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 22, 2013: 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 23, 2013: 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 24, and 25, 2013: 1 to 5 p.m.** Open for all students to check in.

**December 16-20, 2013:** 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 21 2013 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, 2013:** Last day to cancel spring only Residence Hall License Agreement and still receive a 50-percent refund of deposit. **Cancellation must be submitted in writing by US Mail or Vandal e-mail and must include the student's name and student ID#.**

**January 12, 2013: at noon** halls open for check-in. This is the earliest that new and returning students can move into their rooms after winter break.

**January 13 &14, 2013: 9 a.m. to 5 p.m.** all students with spring-only license agreements must be checked in by 5 p.m.

**May 12-16, 2013:** 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 17, 2013:** 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 17, 2013.



## **Some 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 legally 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 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 9 credits, unless completing thesis or dissertation requirements. Students who drop below full-time status will need written approval from University Housing 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 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.

### **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, 2013, for an academic year; or November 1, 2013, for a spring-only license agreement. If you apply and/or cancel after July 1 or November 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, 2013.

### **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,
- 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 director of University Housing 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, 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 on Vandalweb, and then 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 stated 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 bookshelves. Students in the LLCs and McConnell who wish to have a bed adjusted or lofted or students living in Wallace Residence Center who wish to have their bed adjusted (lofting/debunking not allowed in Wallace), 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),
- 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.

Student will be charged for the removal of any items left in 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 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 is based on date of residence hall check out.

## **Residence Hall Refund Schedule**

**Partial Refunds of Room and Meal Plan Charges to Students Who Withdraw from University.** If Student withdraws from the University and checks out properly prior to the deadline below, Student may be entitled to a partial refund of room and meal plan charges.

11.1 Residence hall partial refunds are made based on a review of extenuating circumstances and approval by University Housing. 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. The last date to apply for a Residence Hall partial refund for the fall semester will be October 23, 2013. The last date to apply for a Residence Hall partial refund for the spring semester will be March 9, 2014.

11.2 Meal plan partial refunds are made based on a review of extenuating circumstances and approval by Dining Services and University Housing. Should a partial refund be approved, the refund will be prorated based on daily rate of plan and usage of any flex dollars in your plan.

## **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**

Subject to approval by the University at its sole discretion, any student may be released from his or her obligations under the License Agreement by finding a qualified student to assume his/her obligations under the License Agreement. A qualified student must not have a current housing application or assignment and must be approved by University Housing and must take occupancy. The student seeking release from the License Agreement is still responsible for fulfilling all obligations under the License Agreement until the qualified student takes occupancy and will forfeit their deposit. The qualified student will be taking over the financial obligations but is not required to take the same room of the student seeking release from the License Agreement. A student must obtain prior written approval from University Housing 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 charges 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/she officially checks out of his/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 notify the University Housing 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 the payment is not made, the student will receive a three day notice to vacate the residence halls. The student should contact University Housing 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 Housing Application 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 single room wait 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 who has requested a double room 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.

## **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 (RA), Area Assistants (AA) and House Directors (HD)**

Your RAs, AAs, and HDs, 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.

### **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 hall government 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.

## **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 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 be left in a clean and orderly condition at all times. Students should dispose of all room trash and garbage in the dumpsters outside of the buildings. Do not use common area garbage cans to dispose of room trash, if personal bags of garbage are found in common trash bins student may be charged for disposal. 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 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 residence hall 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 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. 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 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**

### **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 for review. 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 cleaning fee.

### **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.

### **Room and Living Learning Community (LLC) Suite Temperature**

In 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 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 of 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
- Whether 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.

### **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**

Each residence hall room has access to Air Vandal Gold, the University of Idaho's wireless network, in addition to wired ports. 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 are not allowed. 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://www.uidaho.edu/resnet> 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 208-885-5507 or 800-681-9361, or by e-mail at [axs-support@uidaho.edu](mailto:axs-support@uidaho.edu).

Ethernet ports provide direct campus and Internet connections in every room. Student computers must have an Ethernet adapter installed to be able to access the wired/hardline campus network and the Internet. Most modern computers come factory-equipped with Ethernet capability. Students must also provide a patch cable to plug their computer(s) into the wall plate. This is a special cable called a CATV or CATVI cable. Although Ethernet ports and cables look like telephone ports and cables, they are not the same; a telephone cable will not work. External Ethernet adapters 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. In an effort to reduce the risk of electrical fires, we are requiring students to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection. Products that meet or exceed these requirements are Fire Shield Surge Strips and Fire Shield Safety Extension Cords. While they are not the only products, they are among the best, and we encourage students to consider the Fire Shield products to meet our requirement. The Fire Shield products can be purchased from local retailers, including Wal-Mart.

## **Trunk Rooms**

Each residence hall 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 pm. 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. 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 Residence Center 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 his/her room.

## **Forwarding Mail**

Students moving out of the residence halls should fill out a forwarding address on the Web: [www.vandalweb.uidaho.edu](http://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 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 University Housing students.

## **Room Maintenance**

Students may submit a service request through their Vandal Web account to address maintenance concerns in rooms and common areas.

## **Smoke Detectors**

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 through your Vandal Web account. 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 of each building. 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 trash cans or recycle bins) may result in student receiving a removal/cleaning charge.

## **Service and Assistance Animal Policy**

A service or assistance animal is a domestic animal necessary to afford a person with a qualifying disability equal opportunity to use and enjoy a residence. A student seeking permission to have a service or assistance animal in campus housing must first contact University Housing and Disability Support Services.

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. Questions related to whether the student has a qualifying disability and whether the requested animal is necessary to afford the student equal opportunity to use and enjoy the University residence will be determined by a committee comprised of representatives from University Housing, Disability Support Services, and the Counseling and Testing Center. **The University may require 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 following policies and requirements

apply to all permitted service or assistance animals:

- A. The animal must perform a specific service, assistance, or support function directly related to the student's disability.
- B. The animal must be kept in compliance with all applicable city and county animal laws and regulations, including but not limited to those regarding licensing, vaccination and nuisance/noise prohibitions, and must wear vaccination and owner identification tags.
- C. The animal must have current vaccinations required by law and all core vaccinations as recommended by Washington State University College of Veterinary Medicine <http://www.vetmed.wsu.edu/depts-vth/vaccinations.aspx>
- 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.
- F. The owner must be in full control of the animal at all times. The animal must be leashed when outside the unit, and shall not be left unattended in campus housing or yard areas.
- G. 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. If the service animal is a dog, it is the owner's responsibility to collect feces and dispose of it in an outdoor waste receptacle.
- H. 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.
- I. 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 outside the unit, in order to protect small children and others from contact with animal waste.
- J. The owner must ensure that the animal does not damage property inside or outside of the unit and assumes responsibility for the cost of repairing all damage caused by the animal.
- K. If at any time the animal is replaced with another animal, the student must immediately notify University Housing of the reason and get approval for the new animal. The University may require recertification of need by the student's attending or diagnosing medical provider.
- L. The owner must notify the University of any change in her or his medical or mental health condition that affects the owner's need for a service or assistance animal as a reasonable accommodation for her or his disability.

## **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 near 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 Building, or online on Vandal Web, as soon as possible. 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, your student account will be billed 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](http://www.uidaho.edu/policy)).

You must install and regularly maintain a virus scanner on your computer. The University of Idaho offers Sophos Anti-Virus for free to current students, staff, and faculty (<http://support.uidaho.edu/security/antivirus/>).

- 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 World of Warcraft, Call of Duty, 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 computers or laptops. Students who do not have an eye bolt at the time of check-in can submit a service request at <http://www.uidaho.edu/resnet>.

## **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 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 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 University Housing 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 students 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 correction.

### **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 and will be referred for judicial review. 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**

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 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. 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 his/her 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 his/her 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.

## RESIDENCE HALL POLICIES

Where applicable, policies are in effect for all students, those who live in campus housing, as well as those who live off campus. The following is a list of prohibited conduct:

RH policies

- 1) **Active Sports.** Participating in active sports in areas that are not designated for that purpose.
- 2) **Alcohol (displaying, having, etc.).** Possession or use of alcoholic beverages by any student under the age of 21 or in areas where alcohol is not allowed is not permitted. The following are also not permitted:
  - a. Possession of alcohol in common area spaces including kitchens, lounges, hallways, elevators, restrooms, student rooms with an open door, etc.;
  - b. Providing alcohol to anyone under the age of 21;
  - c. Public intoxication;
  - d. Possession of common containers (i.e: kegs, or containers larger than 1 gallon);
  - e. Possession of more than one open container per individual of legal drinking age;
  - f. Open containers of alcohol in the presence of guests that are under 21;
  - g. Residents that are under 21 years of age whose guests are 21 or over, may not possess alcohol;
  - h. Activities or items that promote an atmosphere of irresponsible consumption including shot glasses, beer bong, beer pong, etc.
  - i. Individuals under the age of 21, and those on substance free floors, may not possess

or display alcoholic beverage containers regardless of their contents.

- 3) Appliances.** Possessing items used to cook food or to create heat that do not have an automatic shut off. Possessing items with exposed heated coils/elements or halogen bulbs. Specifically, the following items are prohibited in students rooms/suites:
- |                     |   |
|---------------------|---|
| a. Waffle Iron      | j. Electric Kettle  |
| b. Electric Grill   | k. Deep Fryer   |
| c. Slow Cooker      | l. Rice Cooker  |
| d. Crock Pot        | m. Hot Plate  |
| e. Toaster          | n. Portable Heaters (unless authorized)                             |
| f. Toaster Oven     | o. Sunlamps   |
| g. Convection Oven  | p. Microwaves over 800 watts  |
| h. Coffee Pot       | q. Refrigerators exceeding 4.6 cubic ft,<br>115 volts, or 100 watts |
| i. Espresso Machine |   |
- 4) Bed Guidelines.** Not complying with guidelines for university beds, including but not limited to:
- Usage of cinder blocks;
  - Attaching lofts to walls, floor, or ceiling;
  - Not coated with fire retardant;
  - Waterbeds .
- 5) Bicycles.** Bicycles not stored in approved locations, not registered with the City of Moscow, or not secured with a locking device are prohibited. Bicycles not removed after spring semester will be considered abandoned property. Additionally:
- Bicycles or bicycle parts are not permitted in the Living Learning Community buildings;
  - Bicycles are not to be chained or locked to handrails, benches, or buildings;
  - Bicycles are not to be ridden in buildings.
- 6) Community kitchens.**
- Unattended appliances or food;
  - Failure to appropriately clean up kitchen or cooking supplies;
  - Extended storage of food in community refrigerators.
- 7) Computer Usage.** Failure to comply with University of Idaho Computer Use Policy, including:
- Utilizing voice, video and data networks for purposes that are not educational, academic, or research purposes of the University;
  - Failure to install and regularly maintain a virus scanner on personal computer(s);
  - Utilizing software or hardware designed to disrupt the security of the campus network or any devices attached to the network or engaging in any activities designed to interrupt or intercept the network traffic of other users.
  - Utilizing routers or wireless access points with the network port within the residence hall;
  - Utilizing UI resources to support personal business interests, selling or providing

access to the UI networks to outside concerns;

- f. Utilizing network connections to engage in software piracy or copyright infringement including any type of shared file service or server that allows access to personal computers by anyone other than the owner.

**8) Disruptive Behavior.** Behavior that a reasonable person would view as substantially or repeatedly interfering with the community, University Housing staff, or other University officials.

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

**9) Doors/Egress/Entrance**

- a. Propping open exterior building doors, fire doors, and hallway doors;
- b. Obstructing the safe and efficient egress or entrance to rooms, hallways, or common spaces in any way;
- c. Modifications or alterations of any type to windows, ledges, or doors including removal of stops and screens;
- d. Items thrown from the window, hanging out the window, or otherwise breaking the pane of the window;
- e. Accessing the canopy, roof, access panels, gutters, window ledges, or other exterior elements of any building.

**10) Electrical cords**

**11) Elevators.** Inappropriate behavior in the elevator which includes, but is not limited to:

- a. Forcing doors open
- b. Pushing emergency button
- c. Pushing buttons for floors other than destination
- d. Jumping or horseplay
- e. Loitering
- b. Any live trees in community spaces must have approval from Professional Housing staff;
- c. Open flame items (even if not lit) including: candles, incense, punks, lanterns, etc. ;
- d. Flammable liquids, gases, oil, etc.;
- e. No motor vehicle of any type, or associated parts for maintenance, repair, or storage;

**12) Fire Safety.** 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. Specifically, the following are prohibited:

- a. Live trees, wreaths, or garlands in student spaces;

- f. Student construction, made of wood, not coated with two coats of fire retardant paint;
- g. Cords placed under carpets or doors.

**13) Firearms, fireworks and explosives.** Possessing, using, or storing firearms, explosives, other weapons, projectile or explosive devices, or explosive substances within Residence Hall premises. Firearms are defined as any instrument that can be used in the propulsion of shot, shell, or bullets, or other harmful objects by the action of gunpowder exploded within it, by the action of compressed air within it, by the power of springs and including, but not limited to, what are commonly known as air rifles, BB guns, and pellet guns.

- a. Possession of firearms in area other than those specified by University Housing.
- b. Unauthorized use or possession of dangerous projectile or explosive devices, including but not limited to sling shots, crossbows, catapults, and devices which causes dangerous chemical reactions.

**14) Furniture.** University furnishings shall not be removed from student rooms or lounge spaces.

- a. Students may not bring or utilize mattresses except those provided by University Housing;
- b. Furniture, other than that provided or authorized by University Housing, is prohibited in lounge spaces.

**15) Guest Responsibility.** Any individual that is not a resident student of the specific room, hall, or building must be invited to the community and must be escorted by host at all times. The host will be responsible for guest's behavior. The following are also violations:

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

**16) Key Responsibility.** Failure to maintain

possession of their room key, mail key, and student ID card. 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. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance.

**17) Odors.** Having odors that originate from inside a student room that are detectable outside the room including: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

**18) Posting materials.**

- a. Community Postings
  - i. Not posted in University Housing approved posting location;
  - ii. Failure to have posting approved by University Housing;
  - iii. Failure to clearly display name of University-related sponsor on posting
- b. Individual Room Postings
  - i. Items viewable from the outside of a room must not be offensive, lewd, or contain alcohol/drug references or imagery;
  - ii. Combustible items utilized as ceiling or wall coverings;
  - iii. Placing items capable of burning (such as, but not limited to: cloth, paper, wood, canvas, nylon, posters, pictures, wreaths, etc.) on more than 25 percent of walls within student spaces;
  - iv. Covering more than 50 percent of room door;
  - v. Covering room number to where it is not visible.
  - vi. Flammable

**19) Quiet hours.** Unreasonable noise is any sound, human or otherwise, which is disturbing to others. Not adhering to minimum mandatory quiet hours in or around residence halls is a violation. Standard quiet hours are 11 p.m. to 7 a.m. Sunday through Thursday and midnight to 7 a.m. on Friday and Saturday.

- a. Not adhering to quiet hours in areas and at

times designated by University Housing including during finals week;

- b. 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.

**20) Recording devices.** 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.

**21) Smoking.** Smoking any product that produces smoke, including but not limited to cigarettes, cigars, pipes, or electronic cigarettes in any University Housing facility is strictly prohibited.

**22) Room assignment.** Living in, occupying, or allowing another to occupy any residence hall room or space other than one's assigned location.

- a. Failure to comply with Housing consolidation requirements.

**23) Room entry.** Entering another student's room without the invitation of the room resident at the time of entry.

**24) Room Responsibility.** Behaviors which are in violation of the Housing Handbook or Student Code of Conduct that occur in a student room or common area.