

Policy Title:	Residence Halls Conduct
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Policy Number:	SAD.006	Date Approved:	July 1, 2015
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A. Description

This policy helps ensure a pleasant, secure, and equitable standard of living in the residence halls.

B. Definition(s)

None.

C. Policy Statement

Community Responsibility

1. Residence hall students agree to obey all applicable laws and to respect the rights, privileges and property of other members of the University community and visitors to the campus. Residence hall students will abide by all policies and regulations in the contract and by any additional regulations, policies and standards of the University and the Housing Services Office. Residence hall students will respect the dignity of other members of the University community and visitors to campus and understand that any acts that denigrate an individual's race, gender, sexual orientation, heritage, culture, religion or disability will not be tolerated. In addition, residence hall students agree to comply with the directions of University officials and their authorized agents acting in the performance of their duties.

2. Residence hall students will not do anything that will interfere with University operations or endanger the health, safety or welfare of other people or him/herself. Residence hall students will be responsible for the behavior of their guests. If a residence hall student or his/her guests do not comply with the regulations and policies, the residence hall student hosting that guest and/or the guest may be subject to fines, probation, dismissal from the residence halls, and/or other University action. While in the Southern Oregon University residence halls, residence hall students and their guests will not:

- a. Sell, use or possess illegal drugs (including possession by consumption);
- b. Sell, use, possess (including possession by consumption) or provide beverages containing alcohol if the residence hall student or his/her guest is under 21 years of age;
- c. Possess empty or full kegs of beer, or other common source containers of alcohol (e.g., beer balls, pony kegs, boxed wine, etc.).
- d. Use or possess open beverages containing alcohol in public areas;

- e. Possess paraphernalia used for drinking excessive amounts of alcohol, such as keg taps or "beer bongs" are prohibited in the residence halls and will be confiscated.
- f. Gamble;
- g. Remove University furnishings or other property from its assigned location;
- h. Carry or possess any device that produces a projectile through a barrel, ammunition, explosives (including fireworks), dangerous chemicals, martial arts weapons, or other dangerous weapons or replicas of any of the above-mentioned items;
- i. Make unreasonable and excessive noise, that is, noise that can be heard in the corridors or beyond the boundaries of my room;
- j. Keep any pets except fish;
- k. Throw or drop any object from a window, stairwell or balcony including storing items or walking on the balcony ledges;
- l. Interfere with the security system, tamper with locks or elevators, or prop or unlock doors designated to be locked at all times;
- m. Cook in my room. Small appliances such as popcorn poppers and coffee makers are acceptable if the heating element is enclosed. Refrigerators up to 3 cubic feet and microwave ovens which do not exceed 800 watts may be used in residence hall rooms.

3. Have a space heater in my room;

4. Burn a candle or incense or create an open flame (the exception to this is smoking in designated areas). Decorative candles are allowed in the residence halls as long as the wick is cut off or the candle does not show any sign of being burnt;

5. Engage in sports or other physical activities inside the residence halls which might endanger the health or safety of other residents or damage University property;

6. Walk out on, sit on, or otherwise use ledges, roofs, or other exterior areas of buildings which are not designed for student use;

7. Violate Quiet Hours. Check with your Resident Assistant to find out your hall's specific quiet hours. During quiet hours, all noise must be contained within individual rooms. During final exams, 24-hour quiet hours are in effect beginning at 12:00 a.m. on Sunday of finals week and ending after the last exam time.

At all other times, courtesy hours are in effect. Courtesy hours are defined as noise levels appropriate for residence hall living and not disruptive to others. This policy governs activities in individual rooms and outside in close proximity to the halls.

Residence life staff members are available to help resolve noise-related problems. It is always best to try to resolve such problems yourself before asking staff to intervene.

Noise that is deemed by residents or staff as excessive or disruptive to maintaining conditions that are conducive to study, sleep, and livability is prohibited at all times in University residence halls. This includes excessive yelling, offensive language, slamming of doors, and other actions deemed as disorderly;

8. Residence hall students will not duplicate or alter University keys, nor will they knowingly or willfully misuse a

key.

9. Residence hall students will not tamper with fire safety equipment. This includes pull stations, smoke detectors, sprinklers or fire extinguishers. Residence hall students will report equipment malfunctions to Maintenance. Residence hall students must also evacuate the building in a reasonable and timely manner during the sounding of a fire alarm.

10. Residence hall students will not use their room or any other building facility for commercial purposes without prior written approval from the Area Coordinator of their hall. Solicitation of any kind and the selling or articles or materials within the residence halls is prohibited unless permission is granted by the Director of Residential Education and Services.

11. Residence hall students understand that their University Identification Card is the property of Southern Oregon University, and that they must present their card to authorized University personnel upon request.

12. It is the students' responsibility to check their university email account as well as their campus mailbox on a daily basis.

Alterations and Damages

1. Residence hall students will complete the Room Inventory Form when they move in, change rooms and move out. Residence hall students will be held responsible for any changes in the described conditions.

2. Residence hall students will not paint their room or make any permanent changes. Residence hall students will not use mounting material, such as cellophane tape, that will damage the walls when removed.

3. Residence hall students will not make any repairs to the room. If a residence hall student wants repairs made, the residence hall student must make a maintenance request.

4. When a residence hall student vacates he/she agrees to leave his/her room and all of its equipment in good order and repair except for reasonable wear, and pay the University the value of anything missing from my room at that time.

5. If a residence hall student damages his/her room, door or other areas in the Residence Halls -- either purposefully or through negligence, he/she will be responsible for the cost of the repair. If there is damage to the Residence Halls and no one is found to be liable the cost of repair will be divided among the students in that floor/hall.

6. Residence hall students are responsible for any damage in their room as indicated by the Room Inventory Form. It is the residence hall student's responsibility to negotiate damage responsibility with his/her roommate.

Room Assignment and Reassignment

1. Only the people assigned to a room may reside in that room. With the permission of a residence hall staff member and the roommate, residence hall students may have overnight guests three nights per person, per term.

2. The University reserves the right to reassign rooms at any time for the sake of individual or group welfare, to accommodate disabled students or to use available space more efficiently.

3. If a residence hall student is occupying a double room by themselves, they may be required to move to another room with two-week notice for compliance or pay the higher single rate. If a residence hall student does not wish to

pay the additional charge or move, it is his/her responsibility to find an eligible roommate.

4. All room changes must be authorized in writing by the Area Coordinator. The first room change is free, any move thereafter will incur a \$20 administrative fee. If a residence hall student makes an unauthorized room change, he/she will be charged an additional \$50 and charged the room rate for both rooms until he/she has completely vacated his/her original room assignment.

5. If a residence hall student does not complete his/her authorized room/hall change within 48 hours, and does not follow the proper procedures for completing this change, he/she will be charged \$50 for improper check-out and will be charged for both rooms until the keys to the old room are turned into the hall staff or the Housing Office. If a residence hall student's keys are not returned within the 48-hour period, he/she may be charged to have the lock changed in addition to the fee for improper room/hall change.

Entry and Inspection

1. The University reserves the right to enter a residence hall student's room during reasonable hours for inspections and to make repairs and/or alterations or to conduct safety checks.

2. The University will not abuse its right of access or use it to harass a residence hall student. Except in emergencies or where it is impractical, the University will give residence hall students at least 24-hour notice of its intent to enter, and will enter only at reasonable times. When a Residence hall student requests maintenance, he/she will not receive any prior notice that workers will be entering his/her room.

3. In cases of emergency where immediate access is necessary, residence hall students waive their right of advance notice. If a residence hall student moves out without properly checking out of the hall and/or Residence Hall System, he/she waives all my rights of consent.

Injury or Property Loss

The University takes no responsibility for any injury to any residence hall students or loss or damage to my property. The University will not compensate a residence hall student for any such injury, damage or loss unless it was solely a result of the University's negligence. The University recommends that residence hall students carry appropriate insurance against such injury, loss or damage.

Moving Out

1. Residence hall students must thoroughly clean their room and any University-provided appliances, and remove all personal belongings before they leave.

2. The University will inspect a residence hall student's room before he/she turns in his/her keys, and will determine damages and cleaning costs.

3. Residence hall students must be completely moved out by the deadline published (24 hours after the last final) but no later than 4:00 p.m. on the last day of the term. Residence hall students will follow proper checkout procedures including but not limited to turning in their keys and completing their Room Inventory Form. Students who do not follow proper checkout procedures may be charged a minimum of \$50 for failure to follow this policy. Residence

hall students will also fill out a forwarding address card.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

D. Relevant Authority

Director of Housing

E. Other Information

None.

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.