



Residence Hall Handbook 2023-2024

Table of Contents

RESIDENCE HALL HANDBOOK OVERVIEW	4
RESIDENTS' RIGHTS	4
RESIDENTS' RESPONSIBILITIES.....	4
ROOMMATE AGREEMENTS	5
MyCHART AND PERSONAL INFORMATION	5
CONSUMER INFORMATION.....	6
MOVE-IN AND MOVE-OUT.....	6
EARLY ARRIVAL	6
STUDENT CONDUCT PROCESS	6
COVID 19 HOUSING PROTOCOLS	7
FACE COVERINGS.....	7
MONITORING FOR COVID-19.....	7
TESTING/ CONTRACT TRACING.....	7
TERMINIATION	7
HOUSING AND RESIDENCE LIFE POLICIES	8
ALCOHOL	8
General Alcohol Policies.....	8
For persons under 21 years old	9
For persons age 21 or older	9
Good Samaritan Clause.....	10
ASSAULT	10
BATHROOMS	11
BED SAFETY RAILS.....	11
BICYCLES	11
COMMON AREA SPACE	11
DANGEROUS CONDUCT	12
DOORS.....	12
DRUGS.....	12
ELECTRICAL APPLIANCES AND EQUIPMENT	12
Air Conditioners	13

Microwave Ovens	13
Refrigerators.....	13
Prohibited Items	13
ELEVATORS	13
EXTENSION CORDS.....	13
FIRE SAFETY AND PREVENTION	14
FLAMMABLE MATERIALS/ EXPLOSIVES.....	14
FURNITURE	14
GAMBLING.....	15
GARBAGE	15
GRILLS	15
GUESTS/ VISITATION	16
HARASSMENT.....	16
HOUSING EQUIPMENT.....	16
IDENTIFICATION.....	17
KEYS	17
LOFTS.....	17
MISSING STUDENT NOTIFICATION POLICY.....	17
Missing Student Notification	17
Missing Student Policy.....	18
NOISE/ QUIET HOURS	18
Quiet Hours.....	18
Courtesy Hours	18
OPEN FLAMES	18
Candles	19
Incense.....	19
PARKING/ TRAFFIC.....	19
Residence Hall Parking Space Building Allocation.....	19
Visitor Parking	20
Parking Regulations	20
PETS.....	21

POSTING POLICIES 21

RACIAL DISCRIMINATION 21

ROOM ALTERATIONS AND DECORATION 21

 Ceilings..... 22

 Doors and Windows..... 22

 Lights 22

 Holiday Decorations..... 22

ROOM CHANGES 22

ROOM CONDITION REPORTS (RCRs) 22

ROOM/BUILDING CONDITION AND DAMAGES..... 23

ROOM ENTRY 23

SALES AND SOLICITATION..... 23

SEXUAL ASSAULT 24

SEXUAL HARASSMENT 24

SKATEBOARDING/ ROLLER SKATING/ IN-LINE SKATING/ BICYCLING 25

SMOKING 25

SPORTS AND RECREATION 26

STAFF REQUESTS/ NON-COMPLIANCE 26

TECHNOLOGY USAGE (RESNET) 26

THEFT..... 27

VANDALISM 28

VEGETATION..... 28

VENDING AND LAUNDRY..... 28

 Equipment..... 28

 Laundry Facilities 28

VERBAL ABUSE 28

VIDEO/ CELL PHONES AND OTHER ELECTRONIC DEVICES..... 28

WEAPONS 29

WEIGHTS/EXERCISE EQUIPMENT..... 29

WINDOWS AND SCREENS..... 29

RESIDENCE HALL HANDBOOK OVERVIEW

Housing and Residence Life is committed to offering academic support and student support opportunities that contribute to the overall student development of students living in the residence halls and apartments at the University of Wisconsin-Parkside. By living in the residence halls, residents will gain essential skills to achieve personal and academic success. The policies and information provided in the Residence Hall Handbook is aligned with the four engagement areas of our Residential Ranger Experience:

- Academic Engagement
- Community Engagement
- Leadership Engagement
- Social Justice Engagement

A goal for the residence halls is to have an environment where all residents are an integral part of the community and, as such, assume an active role in developing and maintaining an atmosphere that promotes success for all members. The primary responsibility for behavior rests with the individual. Consideration and tolerance of others is required.

These policies, together with those mandated by the University of Wisconsin-Parkside, University of Wisconsin System (UWS), and local/state/federal laws, constitute the expectations of the residence hall community. University and UWS policies are covered in the Student Handbook, and students are responsible for knowing this information. The Student Handbook can be viewed online. Failure to abide by these policies will result in referral to the University Student Conduct process.

RESIDENTS' RIGHTS

As members of the residential community, you have the right to expect the following:

- The ability to sleep, read, and study free from undue interference, unreasonable noise, and other distractions.
- Personal privacy within the limits of the residence halls.
- A clean-living environment.
- Freedom from harassment, including sexual harassment, as well as threats of intimidation and physical or emotional harm. This includes acts of ethnic or racial intimidation, hazing, or harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability, and/or veteran status.
- Assistance and support from housing staff.

RESIDENTS' RESPONSIBILITIES

As members of the residential community, you have the responsibility to:

- Help maintain an environment conducive to academic pursuit.
- Treat residents and staff with respect, consideration, and cooperation.
- Accord every resident personal dignity and report incidents of racial and/or other

- discrimination or harassment to Housing and Residence Life staff.
- Understand and comply with all University and Housing and Residence Life policies and regulations.
 - Resolve personal and community issues in a calm and diplomatic manner.
 - Act to address notify a Housing and Residence Life staff member or a fellow resident (if you feel comfortable) when it interferes with your rights or the rights of others.
 - Exercise an individual commitment to personal and community security.

ROOMMATE AGREEMENTS

It is important to start the year off with mutually defined room standards and expectations. At the beginning of each academic year, your Resident Advisor will discuss the process for completing roommate agreements with your roommate(s). The roommate agreement process is essential to the roommate relationship by establishing common practices for the shared living space. Housing and Residence Life encourages open and honest conversations among residents when they are experiencing conflict in their roommate relationship. Residence Advisors and Housing Professional staff are available to lend support during these conversations and may reference/amend the Roommate Agreement as needed to assist the roommates in achieving an agreed-upon compromise. Roommate agreements can be, mutually, amended at any time between roommates.

MyCHART AND PERSONAL INFORMATION

- Immunization Record Update with SHCC: Maintaining up-to-date immunization records is crucial for ensuring a healthy and safe campus community. All students are required to provide their immunization records to the Student Health and Counseling Center (SHCC) upon enrollment and whenever updates are made. Please promptly submit any changes to your immunization record to SHCC via MyChart.
- Importance of Carrying Insurance Cards (Health and Auto): As a responsible member of our university community, it is essential to carry your insurance cards at all times. Having your health insurance card readily available will expedite medical treatment and help you access necessary services. Additionally, for those who drive, carrying your auto insurance card is mandatory for compliance with state laws. Remember to keep these cards up-to-date and readily accessible in case of emergencies or unforeseen situations.
- Understanding Health Insurance Coverage: It is essential for all students to have a clear understanding of their health insurance coverage. Before seeking medical services, take the time to familiarize yourself with the details of your policy, including co-pays, deductibles, and coverage limitations. Please remember that the university does not cover the cost of medical transportation. It is your responsibility to know the extent of your health insurance coverage to avoid unexpected expenses.

Note: This information is subject to change, and it is the responsibility of each student to stay informed about any updates related to health and insurance policies. Please refer to the official university website or contact the relevant departments for the most current information.

CONSUMER INFORMATION

UW-Parkside is required by the Department of Education to provide enrolled and prospective students and their guardians/families certain information. To view Parkside's consumer information visit:

<https://www.uwp.edu/explore/aboutuwp/consumerinformation.cfm>

MOVE-IN AND MOVE-OUT

- The resident can move their belongings into their room or apartment on designated move-in days prior to the start of each semester.
- At the end of each semester, if a resident is not returning to their space for the upcoming term, the resident should vacate their room or apartment within 24 hours after their last exam. If the resident cannot vacate the residence hall, they must obtain prior permission from the Office of Housing and Residence Life to remain later.

EARLY ARRIVAL

- Housing is open year-round for students. If a resident is approved for early arrival prior to the start of their specific contract terms, early arrival residents will be placed in temporary early arrival housing.

STUDENT CONDUCT PROCESS

Students who violate Housing and Residence Life Policy, University, UWS, and/or laws will be referred to the Student Conduct Process and may face Student Conduct sanctions, which will be administered through Office of Housing and Residence Life.

A complete reference to UWS policies and procedures can be found in UWS Chapters 14, 17, and 18 of the University of Wisconsin Administrative Code, which can be found on the following web sites:

UWS Chapter 14: https://docs.legis.wisconsin.gov/code/admin_code/uws/14

UWS Chapter 17 https://docs.legis.wisconsin.gov/code/admin_code/uws/17

UWS Chapter 18: https://docs.legis.wisconsin.gov/code/admin_code/uws/18

Questions regarding students' rights and responsibilities or about the grievance and complaint procedures may be directed to the Dean of Students Office at (262) 595-2598.

COVID 19 HOUSING PROTOCOLS

FACE COVERINGS

Our campus continues to monitor the transmission levels of COVID-19 and its variants. Based on guidance from the Center for Disease Control (CDC), residents are not required to wear a mask/face-covering. However, there may be individuals who choose to wear a mask due to their health status. Based on federal, state, and local public health guidance, Housing and Residence Life reserves the right to update the face covering protocol.

MONITORING FOR COVID-19

Residents are required to monitor for symptoms each day before leaving their residence hall/apartment. If you are experiencing symptoms such as shortness of breath, fever, cough, or loss of taste or smell, even if they are mild, remain in your residence hall room. Students should contact the Student Health and Counseling Center by phone at 262-595-2366 for an appointment.

TESTING/ CONTRACT TRACING

Students who are symptomatic can be evaluated by the medical providers in the Student Health and Counseling Center and tested as deemed appropriate. Residents who test positive are asked to notify their close contacts and their instructors. A resident who tests positive will be required to isolate for 5 days or until cleared by a health care provider. Please visit the Center for Disease Control website to determine dates of isolation: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>

Close contacts are recommended to test 5 days from the last date of contact with the positive individual (but are no longer required to quarantine). At-home tests can be picked up from the Housing and Residence Life Office (located in Ranger Hall)

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Center for Disease Control:

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/stay-up-to-date.html>

TERMINIATION

Upon reasonable notice, Housing and Residence Life reserves the right to terminate Housing Contracts due to public health emergency needs.

HOUSING AND RESIDENCE LIFE POLICIES

ALCOHOL

The legal drinking age in Wisconsin is 21. The University and the Office of Housing and Residence Life comply fully with all federal, state, and municipal regulations regarding the sale, possession, and consumption of alcoholic beverages.

The Office of Housing and Residence Life supports responsible choices involving the consumption of alcohol beverages. The possession and/or consumption of alcohol in moderation are a privilege for those residents of legal drinking age in their assigned rooms.

The misuse (underage drinking, drinking in unauthorized areas, etc.) and the abuse of alcohol (drinking to an extent such that one's behavior and judgment are impaired or results in disruption of others) are prohibited, regardless of where the alcohol was consumed. The effects of alcohol misuse and abuse include excessive noise, disruptive behavior, interpersonal conflict, inappropriate drinking habits, interference with cleanliness of the residence halls, physical damage, or vandalism. Individuals who misuse or abuse alcohol negatively affect the community and also endanger their own health or education.

Violations of the alcohol policy will be reported to University Police and to Residence Life. All alcohol policy violations will require a Student Conduct hearing. Students are also subject to police issued citations for violations of state laws regarding alcohol. Additional information regarding University Police citations can be obtained by going to their web address at: <http://www.uwp.edu/live/offices/universitypolice/>.

General Alcohol Policies

- a. Residents and their guests may not possess or consume alcohol in a manner inconsistent with either the policies of UWS, the University, Residence Life, or in violation of Wisconsin State laws. Those found in violation of alcohol policies must immediately dispose of the alcohol when requested to do so by housing staff or other University officials.
- b. No one may provide alcohol to anyone less than 21 years of age. University Police may cite persons providing alcohol to individuals under the legal drinking age.
- c. Residents may not sell alcohol to other individuals.
- d. Any person in possession of alcohol or who brings alcoholic beverages into a residence hall must produce a driver's license or state identification card upon request as proof of eligibility to possess or consume alcohol. A University identification card is not acceptable for this purpose.
- e. Open alcoholic beverage containers are not allowed in hallways, lounges,

stairwells, public bathrooms, other public areas, or outside and on grounds adjacent to residence hall buildings. This includes patios, balconies, sidewalks, and parking lots.

- f. Common sources of alcohol are not permitted and can result in dismissal from Residence Life on a first offense. Common sources of alcohol are all containers (kegs, barrels, half-barrels, ponykegs, mixes in large containers, bowls, wapituli, etc.) where the alcohol is intended to be served to a number of people.
- g. To avoid unnecessary conflicts or misunderstanding regarding the presence of alcohol in rooms/apartments, containers that were originally used to hold alcoholic beverages are not permitted in student rooms/apartments. For example, cans, bottles, bottle caps, cartons, and kegs may not be used as decorative items. In addition, those containers/items that promote the excessive and/or irresponsible use of alcohol (e.g., beer bong, funnels, etc.) are prohibited. Any of the aforementioned items (or others that fall into this category) may be confiscated by Housing and Residence Life or University staff.
- h. The "trophying" (display of empty containers) or the use of alcoholic beverage containers as furniture or decoration is not permitted.
- i. Alcoholic beverages may not be brewed or distilled in residence hall facilities.
- j. Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in Residence Life sponsored programs.
- k. Alcoholic beverages may not be consumed by residents or their guests at Residence Life sponsored events.
- l. If guests under the age of 21 are under the influence of alcohol or other drugs, they are not welcome in the residence halls and will be asked to leave. Guests 21 years or older who are disruptive and under influence of alcohol or other drugs are not welcome in the residence halls and will be asked to leave.
- m. Students who are transported to the hospital or detox may have their parents/guardians contacted.
- n. Incapacitation, and/or the need for medical attention because of alcohol or other drug use is considered a violation of alcohol policy.

For persons under 21 years old

- a. If both students in a room are under the legal drinking age of 21, the room must be alcohol free at all times. No person under the age of 21 may store, possess, or consume alcoholic beverages in a residence hall or host a party where alcohol is present. Guests who are of legal drinking age may not consume alcohol in these rooms.
- b. University Police may cite individuals under the legal drinking age.
- c. Persons under the legal drinking age found in possession of a fake ID may be cited by University Police and face disciplinary action.

For persons age 21 or older

- a. If both residents of a room are 21 years of age or older, they are allowed to

- possess and consume alcohol in their private room or apartment (with the door closed) when such possession and consumption is consistent with the University policy and Wisconsin State laws. Their guests may consume alcohol if the guests are at least 21 years old.
- b. If one roommate is of legal drinking age and the other roommate is under the legal drinking age, the of-age roommate and their guests of legal age are allowed to possess and consume alcohol in the room. Guests who are at least 21 years old cannot possess or consume alcohol unless their of-age host is present. The underage roommate and their guests of any age are not allowed to possess and consume alcohol in the room.
 - c. All residents and guests who are 21 years of age and choose to drink within a resident room are still responsible for their behavior and abiding by the community expectations and policies.

Good Samaritan Clause

In cases of intoxication and/ or alcohol poisoning, the primary concern is the health and safety of the individual(s) involved. If an intoxicated student needs medical assistance, it is the university's priority to assist without punitive consequence. In most cases, neither the intoxicated individual(s) nor an individual/group who assists will be subject to punitive Student Conduct action. This does not excuse or protect those who flagrantly or repeatedly violate University of Wisconsin System and the Residence Hall Handbook policies in regards to alcohol. The Good Samaritan guide applies to straightforward cases of alcohol poisoning only. If other infractions occur, such as assault or property damage, the clause does not apply.

Students, or members of the community, who observe a medical or other emergency are obligated to call for help. If the "Good Samaritan" who places a call for help is found to be in violation of a housing policy, the fact that they placed the call will be considered a mitigating circumstance when sanctions are imposed.

If you feel a community member needs medical assistance please contact University of Wisconsin-Parkside Police Department at (262) 595-2911.

ASSAULT

Assault/battery against another individual is prohibited. Violations of this include, but are not limited to: threatening another person with physical harm, verbally or physically, or touching another person, with or without a weapon, in a manner that is aggressive or threatening.

A physical act or a threat in conjunction with a physical act between roommates will result in automatic arrest. If an assault occurs between roommates and the police are called, the State of Wisconsin domestic violence laws require the police to arrest the resident who

committed the physical assault. This type of behavior will also result in an automatic referral to the Director of Housing and Residence Life with possible removal from the Residence Hall.

BATHROOMS

- a. Residents should use bathrooms that aligns with their gender identity.
- b. Bathrooms are not to be used for sexual activity or other inappropriate behavior.
- c. Storing personal belongings within community bathrooms for any length of time is prohibited.
- d. Residents and guests are expected to dispose of personal care items as posted.

BED SAFETY RAILS

Safety rails for beds when they are bunked or lofted are available from the Housing and Residence Life office. Safety rails can be requested at the office in person during office hours. Students are not required to have safety rails, but are encouraged. Students are required install rails themselves.

BICYCLES

Bicycles may not be stored in your room. Bicycle racks are located outside residence hall buildings for bicycle storage. Bicycles may not be attached to trees, signs, etc.

COMMON AREA SPACE

- a. Residents are expected to abide by community decisions regarding use of common area space.
- b. Housing-provided furniture in hallways and lounge areas may not be removed. Persons involved in the removal of University property from common areas may be fined \$25 for each day the property is missing or may be ticketed by University Police for possession of stolen property.
- c. Residents are expected to remove garbage and any leftover food, dishes, and silverware that are used.
- d. Common area space should not be used for sleeping or sexual activity.
- e. Residents may not play sports in common areas or hallways and may not use any type of bat, ball, stick, or other objects.
- f. Hallways, lounges, and lobbies should not be used for storage of belongings for any length of time, even on a temporary basis.
- g. Residents should not organize events in common areas without consulting with, and receiving approval from, a Hall Director or the Office of Housing and Residence Life.
- h. Common area spaces cannot be used to show or listen to pornographic material. Questions regarding the appropriateness of material should be directed to the Hall Director.
- i. Alcoholic beverages or empty alcoholic beverage containers are not allowed in common area spaces.

DANGEROUS CONDUCT

Behavior that endangers or threatens the personal health or safety of oneself or another person within the residence halls is not permitted.

DOORS

- a. Removal of doors from hinges is prohibited.
- b. Personal property on the outside of a room door must be attached to the door only and not expand to the door frame or the walls.
- c. Harassing or demeaning material (i.e. graffiti, genitalia, etc.) should not be posted on the outside of/on a room door, bulletin boards, dry erase boards, or other resident room doors. Questions regarding the appropriateness of material should be directed to the Hall Director.
- d. No electrical lights may be hung on doors or door frames.
- e. Room doors must be able to open freely and without obstruction.
- f. Exit doors meant to be locked and/or closed should not be opened or propped open.
- g. Locking mechanisms should not be tampered with to ensure that doors can be securely closed and locked.

DRUGS

- a. The possession, use, distribution and/or intent to deliver narcotics or dangerous drugs, including marijuana, is prohibited.
- b. The possession, use, distribution and/or intent to deliver narcotics or dangerous drugs, including marijuana, on grounds adjacent to the residence halls is prohibited.
- c. The possession and/or use of paraphernalia that is specific and unique to illegal drug use is prohibited.
- d. The misuse of prescription medication, including, but not limited to, sales and distribution, is prohibited. The misuse of over-the-counter medication is also prohibited.
- e. All drugs and/or paraphernalia will be confiscated.
- f. All violations of state or federal law and will be immediately referred to civil authorities and the University Student Conduct system.

ELECTRICAL APPLIANCES AND EQUIPMENT

Residents may bring some personal property, appliances, and equipment to campus for use in their rooms or apartments, provided that such property, appliances, and equipment do not endanger resident safety, restrict reasonable freedom of movement within shared living space, and do not violate policy guidelines.

Use of electrical appliances, such as frying pans, Crockpots, Instapots, sandwich grills, hot plates, waffle irons, or other cooking appliances, are prohibited in areas other than the

University Apartments kitchens, kitchenettes in Pike River Suites, the public kitchens in Ranger Hall and Pike River Suites. Appliances should be attended while in use and unplugged when not in use. Residence Life reserves the right to remove any electrical appliances that is unauthorized or used inappropriately.

Air Conditioners

Only air conditioners furnished by Housing and Residence Life are permitted.

Microwave Ovens

Microwave ovens are permitted in student rooms, but may not exceed 15 amps.

Refrigerators

Refrigerators are permitted in student rooms, but may not exceed 3.2 cubic feet.

Prohibited Items

The following appliances are not permitted in residence rooms/apartments: space heaters, clothes washers, clothes dryers, electric dryers, dishwashers, stand-alone freezers, halogen lights, hot plates, air fryers, appliances with open flames, and any appliances with open coils, flames, or exposed heating elements.

Please note that Housing and Residence Life is not liable for damage to electronic appliances and other items caused by power surges. Residents may be held responsible for any damages caused by negligent use of appliances. Housing and Residence Life reserves the right to remove any unauthorized or dangerous electrical appliances.

ELEVATORS

Tampering with elevators is not permitted. This includes, but is not limited to:

- a. tampering with the control panels/key access,
- b. forcing elevator doors open or preventing them from closing,
- c. cramming too many people into the elevator,
- d. tampering with the alarm system, and/or
- e. engaging in behavior that damages the proper functioning of the elevators, including dumping water or other substances in an elevator.

EXTENSION CORDS

Extension cords are permitted if they are UL approved 12-gauge grounded cords or higher. An extension outlet bar equipped with a circuit breaker is the recommended extension device. Cords should never be placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpet or bedding. Residents may not use any extension cord on a permanent basis. Octopus plugs or other multiple plugs are prohibited.

FIRE SAFETY AND PREVENTION

- a. The unauthorized use, tampering, or damage to fire safety equipment, such as fire alarms, fire extinguishers, sprinkler systems, exit signs, smoke detectors, etc., is prohibited and punishable under State of Wisconsin statutes and University policy. Violators will face university action, may be fined, and may be referred to civil authorities. Violations of this policy include, but are not limited to:
 - a. removing a fire extinguisher from its prescribed location,
 - b. discharging a fire extinguisher for any purpose other than putting out a fire,
 - c. activating an alarm absent an emergency situation,
 - d. tampering with the covers on fire alarm pull stations, and/or
 - e. tampering with common area and room sprinkler systems.
- b. Residents should become familiar with the stairwells and exits in the buildings. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. Obstructing or failure to evacuate a building during emergency evacuation procedures or drills is prohibited and is punishable under the State of Wisconsin statutes and University policy.
- c. Setting fires inside or outside residence hall buildings is prohibited and is punishable under State of Wisconsin statutes and University policy. This includes, but is not limited to, igniting bulletin boards, bonfires, wall coverings, trash containers, and door decorations. The police will be involved in investigating all fire incidents.
- d. Any action by a resident, intentional or otherwise, which causes damage to university property may be billed to the person(s) responsible or to the community if the individual responsible is unknown.
- e. Any action by a resident which places other residents at risk will usually result in removal from the residence halls and housing contract termination. Such actions include not only setting a fire but also tampering with safety equipment. In addition, the resident may be placed on University Probation or possibly be expelled from the University.

FLAMMABLE MATERIALS/ EXPLOSIVES

The use and/or possession of explosives, firecrackers, fireworks (including smoke bombs or explosive devices of any type), flammable liquids (i.e. gasoline, lighter fluid, paint thinner, solvents etc.), and/or any other flammable materials that might create a hazard are not permitted in residence halls and may not be stored anywhere in or around the residence hall buildings. Possession and/or use of such materials is a violation of state law and may result in referral to University Police and/or the Student Conduct process. Use of such explosives may also result in immediate cancellation of the residence hall contract.

FURNITURE

Residents may add limited personal furnishings to their rooms or apartments, provided that the furnishings neither restrict reasonable freedom of movement within shared living

space nor endanger resident safety.

- a. University owned furniture must be left in rooms and common areas to which it has been allocated.
- b. Residents may not drill holes in or disassemble any Housing furniture.
- c. Resident-provided furniture must be removed before checking out of the room.
- d. Furniture or other University property from common spaces and public areas is not permitted in student rooms, and a charge may be assessed for the unauthorized possession of furniture.
- e. Residents may not remove university furniture or fixtures (including doors) from their rooms or apartments.
- f. Students will be held personally responsible for damage sustained by themselves or others in the room resulting from modifications made to the room or its furnishings. Examples include construction of bunk beds, partitions, or lofts.
- g. Beds or dressers may not be stacked on other furniture.
- h. Bedsprings may not be flipped due to the damage caused to the bed frame.
- i. Arrangement of furnishings in a manner that hinders easy exit from the rooms shall not be permitted.
- j. Resident-owned and/or provided furniture must be removed before checking out of the room.

GAMBLING

Gambling, including on-line gambling, betting on athletic events, or the possession of gambling devices in residence halls, is prohibited by state law and University policy.

The exchange of money in gambling ventures is prohibited, including but not limited to penny poker, games of chance, betting on sports, and online gambling from the residence halls.

GARBAGE

Residents must properly dispose of all room or apartment garbage in designated garbage/recycling rooms or university-provided dumpsters located outside of each residence hall. Residents found to be improperly disposing of trash or recycling may be charged for its cleanup and removal.

Students may not dispose of TVs, computers, refrigerators, paint, or cell phone batteries in university provided trash and recycling dumpsters or containers. Students should contact the Office of Housing and Residence Life for instructions or assistance in disposing of these items.

GRILLS

- a. Grills may be used only when beyond 25 feet from any building and/or entrance.
- b. Grills may only be used on cement or grass areas. Grill may not be used on or under

any wooden structure. Grills are not permitted on balconies.

GUESTS/ VISITATION

A "guest" is defined as any person who is not assigned by the Office of Housing and Residence Life to live in the room or apartment.

- a. Guests are expected to adhere to all university policies. The hosting resident is responsible for providing guests with policy information.
- b. The hosting resident assumes full responsibility for, and will be held accountable for, the behavior of their guests and visitors.
- c. Guests involved in policy violations may be banned from residential areas.
- d. Residents must accompany guests at all times.
- e. The rights of roommates must be respected at all times.
- f. All roommates must discuss and agree to guest privileges.
- g. Residents may have one guest stay up to two nights within any fourteen-night period, without prior authorization from the Hall Director. Overnight guests are restricted to a maximum of four (4) nights per month. Action will be taken to correct any inappropriate behavior. This may include immediate removal of a guest or limiting future guest privileges.
- h. Guests may occupy housing beds only with the consent of the individual to whom the bed is assigned.
- i. Guests and visitors may not be in possession of resident room keys or Ranger Cards.

HARASSMENT

- a. "Harassment" is defined as verbal threats, intimidation, or conduct that tends to cause or incite a breach of the peace, or is severe or pervasive enough to substantially interfere with a student's reasonable educational performance, opportunities or benefits, or mental, emotional or physical well-being and that actually do so interfere. The presentation of any idea, regardless of the idea's nature or perceived value, may not be considered harassment unless it is accompanied with verbal threats, intimidation, or conduct as previously defined.
- b. Behaviors and actions exhibited via electronic media, including e-mail, text messaging or social media platforms (e.g. Facebook, TikTok, Instagram, Twitter, etc.), may be in violation of the harassment policy.

HOUSING EQUIPMENT

Residents are allowed to use and/or checkout equipment owned by Housing for temporary use. The equipment must be returned to the Housing Office (Ranger 36) within 24 hours. Failure to return items within 24 hours will result in being charged a late fee. Items include but are not limited to: grey rolling carts, flatbed carts, vacuums, mallets, tools, items from housing desks, etc.

IDENTIFICATION

A student is required to carry their Ranger Card (University ID card) at all times and must present it to University staff members upon request. Under no circumstances should a Ranger Card be loaned to another individual. Students may not impersonate a University staff member, including student staff members.

KEYS

A student is responsible for the security of their keys and Ranger Card. Under no circumstances should a student's keys or Ranger Card be loaned to another individual or duplicated. Lost or missing keys or a lost Ranger Card must be reported as soon as possible. When keys are reported missing, a new key will be issued. Residents are financially responsible for the cost of replacement locks and keys.

If a key is lost, the following charges apply*:

PIKE RIVER SUITES: \$80/key

RANGER HALL: \$40/key

UNIVERSITY APARTMENTS: \$40/room key, \$50/apartment key

*Prices are subject to change.

LOFTS

All residence halls have loftable furniture available.

- a. Loft system furniture in Pike Rivers Suites and Ranger Hall must remain permanently in rooms and may not be removed from the rooms. If loft furniture is removed from a room, residents may be held financially responsible for loft furniture replacement.
- b. There is only one loft kit per double room in Pike and Ranger. Single rooms are not furnished with a loft kit.
- c. Loft furniture for University Apartments are available first come first serve. Contact Hall staff to see if any are available.
- d. Lofts must not impede the exit from the room.

MISSING STUDENT NOTIFICATION POLICY

The 2008 Higher Education Opportunities Act states in section 488;

Missing Student Notification

Federal law requires institutions that have on-campus student housing to establish and implement a "missing student notification" policy for students who reside in on-campus housing that:

- a. Informs each student about and provides students the option of designating an emergency contact
- b. Provides students a means to "register confidential contact information"
- c. Requires disclosure to students who are under age of 18 that the institution is

- required to notify parent or guardian if student is deemed missing
- d. Required disclosure that institution will notify law enforcement within 24 hours after determining student is missing
 - e. Requires the institution to implement emergency notification procedures when students have been deemed missing
 - f. Requires activating "official notification procedures" when students have been missing for more than 24 hours by:
 - o Notifying law enforcement
 - o Notifying parent/guardian of students who are under 18
 - o Notifying emergency contact of students who are over 18

As a result, Housing and Residence Life created the following policy & procedure:

Missing Student Policy

Residence Life will notify authorities immediately when made aware of possible missing person. Those notified include University Police for all individuals and either the parent/guardian for residents under the age of 18 OR the emergency contact of students who are over the age of 18. Emergency contact information will be obtained from the information residents provide to the campus.

Any time a student believes that a resident is a threat to themselves or others; they should contact University Police immediately. If they want to report that a student is missing they can either contact the police directly or Housing and Residence Life.

NOISE/ QUIET HOURS

The Office of Housing and Residence Life is committed to providing an environment within the residence halls that is conducive to academic achievement. The right to study, sleep and enjoy a peaceful living environment supersedes the privilege to create noise that is disturbing to others.

Quiet Hours

Quiet hours begin at 10 PM each night on Sunday through Thursday and end the following day at 8 AM. On Friday and Saturday, Quiet Hours begin at 11:59 PM and end the following day at 10 AM. During final exams week, quiet hours are enforced 24 hours a day.

Courtesy Hours

Courtesy hours are in effect 24 hours a day, 7 days a week.

OPEN FLAMES

Items with an open flame (i.e. candles, alcohol burners, incense, etc.) may not be used or kept in a resident's room/apartment or any other area of a residence hall. Open flames

create a serious fire hazard and a risk to the lives and safety of other residents.

Candles

Burning candles in resident rooms, public areas, and residence hall buildings is prohibited. Candles with burned wicks may be removed and confiscated by Housing and Residence Life staff. Wax warmers, without an open flame or a hotplate, may be used.

Incense

Burning incense in resident rooms, public areas, and residence hall buildings is prohibited. Residents who burn incense in residence hall buildings will be charged for damages and housekeeping, including but not limited to carpet cleaning, upholstery cleaning, and painting.

PARKING/ TRAFFIC

Parking and traffic regulations are enforced by University Police throughout the year. Residence hall students are subject to the parking fees and regulations outlined on the UW-Parkside University Police web site. Vehicles may be ticketed and/or towed at the owner's expense.

Parking for residence hall students is limited to Residence Hall parking lots. Housing students (with a valid housing parking permit) will be allowed to park in the Physical Education and Communications Arts Parking lots after 5 PM until 2 AM Monday through Friday, and from 6 AM until 2 AM on Saturdays, Sundays, and Holidays.

All university parking lots (except Residence Hall lots) are closed to all vehicles between 2 AM and 6 AM.

Residence Hall Parking Space Building Allocation

To ensure adequate parking spaces for current residential lot parking permit holders, all permit holders should park in the designated proximate space near their assigned residence hall:

- a) Ranger Hall Residents:
 - Ranger Hall residents are allocated parking spaces in the designated "Ranger lot."
- b) University Apartment Residents:
 - Buildings 1-3 residents are allocated parking spaces in the "Ranger lot" and the "UA lot" located near Buildings 1-2.
 - Buildings 4-5 residents are allocated parking spaces in the "UA lot" near Buildings 2-4.
 - Buildings 6-7 residents are allocated parking spaces in the "UA lot" near Buildings 4-6.
- c) Pike Residents:
 - Pike residents are allocated parking spaces in the designated "Pike

lot" and the "UA lot" near Building 6-7.

It is essential that each resident adheres to this parking allocation policy to ensure an equitable distribution of parking spaces that are proximate to their respective buildings

Visitor Parking

Visitors staying longer than 30 minutes should purchase a visitor parking permit per 24-hour time period. Between the hours of 9 PM and 2 AM, visitors may park for free in the Student Center parking lot. Visitor parking permits are purchased at parking kiosks located in Ranger and University Apartments.

Parking Regulations

- a. Parking is permitted only within the marked stalls of the lots.
- b. Vehicles may not park on or along any roadway or in the traffic lanes of the parking lots.
- c. Parking is not allowed in fire lanes or yellow curb areas.
- d. Parking is not permitted in loading zones, on sidewalks or grassy areas.
- e. Reserved spaces are restricted as posted.
- f. Motorcycles must park in designated areas.
- g. Parking without a valid parking permit or with a forged, altered or stolen permit is prohibited.
- h. Changing oil and/or washing cars is prohibited in the Residence Hall parking lots.
- i. The UW-Parkside Facilities Department is responsible for plowing the Residence Life parking lots.
 - a. To allow for plowing students will be required to move their vehicles from the Residence Life parking lots to other parking lots. The University Police will post announcements on the University Police Web Page that the Residence Life lots will be closed for snowplowing. Additionally, the Office of Housing and Residence Life will notify the residents via electronic messages and signs posted in the entrances of the residence hall buildings along with Molinaro Hall and the Student Center that the parking lots will be closed for snowplowing.
 - b. At no time will vehicles be allowed to park in the Residence Life parking lots when the lots have been designated closed for snowplowing. Any vehicle parked in the lot when it has been closed for snowplowing will be issued a citation and is subject to being towed. Citations issued during the designated Residence Life snowplowing sessions cannot be appealed.
- j. All Wisconsin motor vehicle laws are applicable on campus property. Pedestrians shall be given the right of way at all times.
- k. Motor vehicles are not permitted on the sidewalks or in the courtyards surrounding the residence halls. You may not ride a moped in these areas.
- l. Motor vehicles and mopeds are not permitted inside any University building, including residence halls, under any circumstances.

PETS

To protect the health and safety of all residents no pets, except fish, are allowed. Fish tanks must be less than 15 gallons. Having unauthorized pets in the halls or apartments may result in fines.

POSTING POLICIES

Material may be posted in the public areas in the residence halls according to established guidelines. Before posting, all materials must be approved by the Office of Housing and Residence Life.

RACIAL DISCRIMINATION

Racist or discriminatory conduct is not appropriate in a University community. Incidents involving this type of behavior will be referred to the Dean of Students and the University Student Conduct process.

ROOM ALTERATIONS AND DECORATION

Students are encouraged to personalize their rooms with decorations; however, the following guidelines are provided for safety prevention and for residents to avoid being charged for damages. Questions about room decorations should be directed to the Hall Director or the Office of Housing and Residence Life.

- a. Pins, nails, duct tape, adhesive hooks, and adhesive LED lights, scotch tape should not be used, due to possible damages to the room. Removable, adhesive, double-backed poster mounts are available to residents in the Office of Housing and Residence Life.
- b. Residents may not paint resident rooms.
- c. Construction of any kind is not permitted in the residence halls (i.e. lofts, paneling, carpeting of walls, rewiring of lights and wall sockets is prohibited).
- d. In personalizing rooms or apartments, residents may not rewire them or otherwise modify electrical outlets, switches, fixtures, or wall coverings.
- e. Decorations of a highly combustible nature such as cloth, and fish netting and paper are not permitted.
- f. No permanent or temporary bars or bar like structures are permitted.
- g. Darts and dartboards are not permitted due to the potential for personal injury and property damage.
- h. The total electrical requirements added to accommodate decorations, lighting and appliances should not exceed that which can be provided by one extension cord per built in electrical outlet. The use of "power strips" with a built-in circuit breaker is recommended to provide additional outlets.

Ceilings

Items should not be affixed to and/or hung from the ceiling. These items include, but are not limited to: fishnet, flags, posters, clotheslines, ceiling-mounted lights, or ceiling fans.

Doors and Windows

Student room doors and room windows in residence halls are considered "private living space." If an item is posted on or is visible in a student room door or room window that targets a specific individual or group in a harmful, harassing, or intimidating manner, the resident/s will be asked to remove it. If an item that is posted is generally discriminatory or distasteful, a discussion between the student and the Hall Director will occur.

Lights

Decorative lights should be unplugged if you are not in the room. No decorations should hang from ceilings or raceways. Adhesive LED lights are prohibited.

Holiday Decorations

During the holiday season, students may not have natural trees or wreaths in residence hall rooms/apartments due to the potential fire hazard. Indoor lights which are UL approved may be used. Indoor lights may not be wrapped around metal surfaces, bed frames, or lofts.

ROOM CHANGES

- a. Under special circumstances, room changes will be allowed after the 3rd week of each semester and at the end of fall semester, with authorization from the Office of Housing and Residence Life.
- b. Unauthorized room changes may result in a \$100 service charge and/or Student Conduct action.
- c. The University reserves the right to assign roommates, to change room or hall assignments, and/or to consolidate vacancies by requiring residents to move from one accommodation to another.

ROOM CONDITION REPORTS (RCRs)

A room condition report (RCR) is given to every resident at check-in when one moves in to a residence hall room. The RCR must be completed prior to a resident moving into a room and returned to the Office of Housing and Residence Life within 24 hours of occupancy. The RCR serves as the record of the condition of a room at the beginning of occupancy. Students should note any defects in the room, ceiling, and furnishings, and inventory the equipment provided. Failure to complete the RCR will mean that the condition of the room will be determined to be as it was at the end of the previous occupancy. Therefore, failure to return an RCR could mean that a resident may be held responsible for damages that

predate one's occupancy. The condition of a room/apartment will be checked and the condition of the furnishings will be evaluated after a resident moves out of a room. If damages have occurred or if items are missing that are not noted on the RCR, the resident will be held responsible for the costs of repair or replacement.

ROOM/BUILDING CONDITION AND DAMAGES

A resident must pay for any damages, lost property, or unnecessary service costs caused by them or their guests because of neglect or intentional damage. When responsibility for the damage cannot be ascertained, the charge will be assessed equally between residents of the apartment or residents of the floor/house/building.

ROOM ENTRY

- a. The university respects residents' rights to privacy, and every effort is made to ensure privacy in Residence Life. Nevertheless, authorized personnel may enter a room and/or apartment/suite, with or without notice, for reasons of health, safety, general welfare, or policy violation; to perform custodial, maintenance, and repair services; to recover university property; to perform check-out inspections after a resident vacates a room/apartment/suite; and to inspect for damages or cleanliness. As a general rule, occupied premises will not be entered without the permission of the student or a search warrant.
- b. Reasonable effort will be made to give 24-hour notice before the service or inspection is performed. Please note that routine work and inspections occur during semester breaks.
- c. A designated university official may enter and search university premises if there is reason to believe that the premises are being used for an illegal purpose or a purpose that violates health or safety regulations or interferes with normal university operation. Evidence found in such a search might be confiscated and used in Student Conduct proceedings. In Residence Life, a designated university official shall be a professional Housing and Residence Life staff member. If a designated university official enters and searches any Residence Life housing as provided for under this paragraph, reasonable efforts must be made to have present a resident of the room or apartment being searched.
- d. Law enforcement officials may enter, search, and seize evidence in accordance with applicable law.

SALES AND SOLICITATION

- a. All forms of door-to-door canvassing and soliciting, whether for commercial or informational purposes, are prohibited. This includes a prohibition against materials placed under or on resident doors.
- b. Commercial activities, solicitation, or advertisement in or on the University Residence Halls premises, including use of phones and information technology resources, is prohibited.

- c. Door-to-door campaigning is prohibited.
- d. Only University agencies, residence hall student organizations/interest groups/committees and UW–Parkside registered student organizations are permitted to engage in political campaigning with limitations in the residence halls, with prior permission, which must be obtained in the Office of Housing and Residence Life.
 - Solicitation by political candidates in the living areas of the residence halls is prohibited. Political candidates may solicit in the lobby and basement recreational areas, or on the floor if invited by the residents of the floor. Political candidates must complete a reservation in the Office of Housing & Residence Life, and have a copy of the approved reservation on their person at the time of solicitation.
- e. No person may sell, peddle or solicit for the sale of goods, services, or contributions on any university lands except:
 - a. When the occupant of a specific university office, or university house, apartment, or residence hall room has given specific permission in advance for a person engaged in that activity to come to that particular office, house, apartment, or dormitory room for that purpose.
 - b. Sales by an individual of personal property owned or acquired by the seller primarily for their own use pursuant to an allocation of space for that purpose by an authorized university official.

SEXUAL ASSAULT

Sexual assault is a serious, violent crime, which has far reaching effects. Sexual assault is defined as sexual contact with a person without the consent of that person. Students living in the residence halls who wish to make a complaint about a sexual assault may do so through the University Police or the Student Conduct System through the Office of Housing and Residence Life and/or the Dean of Students.

Persons accused of sexual assault will be subject to campus Student Conduct procedures provided by UW-System Chapter 17, in addition to possible criminal prosecution. Student Conduct sanctions may include expulsion from the UW-System.

SEXUAL HARASSMENT

Sexual harassment is any unwelcome sexual advance, request for sexual favor, reference to gender or sexual orientation, or other physical or verbal conduct of a sexual nature when:

- a. Submission to or rejection of such conduct is used either explicitly or implicitly as a basis for any decision affecting terms or condition of an individual's participation in any program or activity or
- b. Such conduct has the effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or

offensive environment for working, learning, or living on campus.

Sexual harassment may include but is not limited to: subtle pressure for sexual activity; suggestive comments, sexual innuendoes or insults; verbal abuse disguised as humor; disparaging remarks about one's gender; physical aggression such as pinching or patting; unnecessary brushing or touches; obscene gestures, leering, whistling; or display of offensive graphic materials. The effect of harassment is: a feeling of personal responsibility or guilt; helplessness; disbelief; increased fear and confusion; fear of retaliation; a feeling of failure for not having prevented the behavior.

The University recognizes an informal and a formal means to report sexual harassment. All complaints are kept confidential. Any person experiencing sexual harassment is encouraged to report these incidents. If an individual wants to register or discuss a complaint, they are encouraged to report the complaint to Housing and Residence Life staff, The Title IX Coordinator (titleIX@uwp.edu) or the Dean of Students.

For more information, see the Student Guidebook. Sanctions may include expulsion from the UW-System. Sexual harassment may also result in criminal prosecution.

SKATEBOARDING/ ROLLER SKATING/ IN-LINE SKATING/ BICYCLING

Because of potential damage to floors and carpets, the use of skateboards, roller skates, in-line skates, roller blades, scooters, wheeled shoes and similar items, and bicycles may not be used in residence hall buildings. Bicycles should not be stored inside the residence halls.

No person may skateboard, roller skate, or use roller blades or any other similar wheeled device in university buildings, on sidewalks, roadways or parking areas on university lands.

SMOKING

Smoking is not permitted in any residence hall or University Apartments, including public areas, such as hallways, lounges, conference rooms, or bathrooms, as well as student rooms, balconies, or within 25 feet of each residence hall building entrance, including doors and windows. Residents or guests who smoke in residence hall buildings will be charged for damages/housekeeping, including but not limited to carpet cleaning, upholstery cleaning, and painting.

Residents are responsible for properly disposing of smoking-related materials and cigarette/cigar butts.

Smoke, haze and/or fog machines are prohibited in residence hall buildings.

SPORTS AND RECREATION

Playing sports and/or using any type of bat, ball, stick, or other object is not allowed in or near residence hall buildings.

Objects such as balls, Frisbees, hockey pucks, etc., are not to be thrown/used in hallways, student rooms, public areas, or from windows. Playing sports or similar behavior that endangers resident safety or university property is not permitted in residence halls.

STAFF REQUESTS/ NON-COMPLIANCE

University staff members are trained to respond to emergency situations and policy violations; however, their effectiveness often depends on cooperation from students. Residents are expected to comply with requests made by staff members in their efforts to create an academic environment in the halls and maximize the residential living experience for all residents.

- a. Students are expected to comply with all reasonable directives, written or verbal, from staff members and must not interfere with the performance of any duties. This compliance includes but is not limited to opening a door, stepping into the hallway to speak with a staff member or providing identification when a staff member makes such a request related to the enforcement of community guidelines.
- b. Intentionally or recklessly interfering with staff members in the performance of their duties is unacceptable. Any verbal abuse, harassment, or intimidation of staff members will be immediately referred to the Student Conduct System and may result in contract reassignment or cancellation.
- c. Compliance with officially posted signs and notices (e.g. signs indicating the gender for which bathrooms are intended, smoking signs, etc.) is expected.

TECHNOLOGY USAGE (RESNET)

The University of Wisconsin-Parkside, through the Office of Housing and Residence Life, provides network connection services in student rooms, apartments, suites and other university-owned housing facilities.

Use of ResNet is a privilege, and it is the responsibility of each user to utilize these services appropriately. Violation of any of the following policies may result in immediate disconnection from the network, student conduct sanctions, and/or monetary fines and criminal sanctions from local, state or federal authorities.

- a. By connecting a device (computer, cell phone, iPod, etc.) to ResNet, users are bound to and required to adhere to all aspects of the UW-Parkside University Network Access and Code of Practice (policy 58), found at <http://www.uwp.edu/explore/offices/governance/policy58.cfm> and ResNet Acceptable Use Policy, found at <https://www.uwp.edu/explore/offices/campustechnologyservices/data-security-and-policies.cfm>. Users are also expected to abide by any and all university, local, state,

and federal regulations.

- b. Housing and Residence Life cooperates with Campus Technology Services (CTS) in the compliance of all local, state and federal laws; all university rules and policies; and all applicable contracts and licenses including, but not limited to, laws of libel, privacy, copyright, and trademark. Included in such laws, rules, policies, contracts, and licenses is piracy or copyright infringement, as in the case of illegal file sharing of copyrighted music, movies, software, etc.
- c. In addition to copyrighted materials, residents may not acquire or distribute audio, video, still images, or any other data files including, but not limited to, word processing files, databases, or class programming files, without the expressed consent of the file owner.
- d. As the primary intention of ResNet is to provide residents with access to academic services and resources, residents should refrain from abusive and excessive use of the finite resources of ResNet and the UW-Parkside network.
- e. Users will not set up any routers or wireless access points that in any way hamper or degrade ResNet services.
- f. Residents may not attempt to circumvent the established registration process.
- g. Residents will not modify, tamper, or extend any ResNet network wiring, hardware, or jacks.
- h. Residents are responsible for all network traffic originating from devices registered to them.
- i. Residents may not bring or install satellite dishes or antenna, in or on Residence Life property.
- j. Residents may not establish their own in-room cable or telephone services.

THEFT

Theft, or unauthorized possession of personal possessions or university services, property, appliances, or equipment, is a serious offense, which will be investigated and may be punished to the full extent of university policy and federal, state, and local laws and ordinances.

- a. Residents may not use another's personal property without prior authorization, including, but not limited to, another's access to long distance or computer database services or Ranger Card account.
- b. The removal of personal property belonging to your roommate or another community member without their consent is prohibited and will be treated as theft. Theft from a roommate may result in removal from the residence halls and housing contract termination.
- c. Theft of university services includes, but is not limited to, the unauthorized use of university long distance service, computer database or cable television access, and Ranger Card accounts or services.
- d. Removal of housing-owned furniture from the building is prohibited and will be treated as theft.

- e. Tampering with washing machines, game machines, and/or vending machines in order to avoid paying for services is prohibited.

VANDALISM

Damage, defacing, and/or destroying University and/or personal property belonging to another resident or guest, either deliberately or through negligence is a criminal offense. Offenders will be billed for the repair or replacement of property and referred to the University Student Conduct system and/or civil action.

VEGETATION

Potted plants and fresh flowers are permitted in resident rooms/apartments/suites, balconies, or common spaces. All other non-planted or dried vegetation of a combustible nature (i.e. Christmas trees, evergreen boughs, wreaths, logs, wood with bark on it, straw, cornstalks, etc.) is not permitted in rooms.

VENDING AND LAUNDRY

Equipment

The residence halls are equipped with vending machines, washers, and dryers that are available for the exclusive convenience of residents and their guests. Students must use Ranger Cards to operate washers and dryers. Please report inoperable machines or appliances to Housing and Residence Life staff.

- a. Tampering with or maliciously damaging any machine or appliance is prohibited.
- b. The unauthorized use of laundry machine coin box keys or a Ranger Card account constitutes theft.

Laundry Facilities

Laundry facilities are for the use of residents and guests only.

VERBAL ABUSE

The Office of Housing and Residence Life makes every effort to ensure that each member of the residence hall community feels welcome, comfortable, and safe. All members of the community are expected to refrain from abusive language in their interactions with residents and staff. Verbal abuse may include all forms of communication, such as oral, written, telephone, computer, etc.

VIDEO/ CELL PHONES AND OTHER ELECTRONIC DEVICES

Residents may not take images of someone without their permission. Transmission of images electronically also requires permission of the person.

WEAPONS

The possession and/or use of any firearms, ammunition, and/or other dangerous weapons (including firearm and dangerous weapon replicas) is prohibited in and/or around residence hall buildings.

This includes, but is not limited to, all guns, pellet guns, BB guns, Airsoft BB guns, paint ball guns, tasers/stun-guns, bows and arrows, martial arts equipment, slingshots, wrist rockets, knives, switchblades, swords. Hunting equipment and/or other dangerous weapons are not allowed on campus.

Residents possessing these items may be subject to removal from residence halls.

Residents must report the unlawful possession, use, or storage of firearms or weapons, to Housing and Residence Life staff.

WEIGHTS/EXERCISE EQUIPMENT

Free weights or other weight lifting equipment under 10 pounds may be used in resident rooms or apartments. Other equipment can create safety, space, and facility concerns and is prohibited.

WINDOWS AND SCREENS

- a. Due to the potential for injury and property damage, windows and/or screens may not be removed. There will be a \$20 fine to rehang a screen. Damaged screens needing to be replaced will result in additional fees.
- b. No items should be outside on window ledges.
- c. Nothing may hang or be thrown from a window.
- d. Climbing in or out of a window is prohibited. Exiting your room via the window is prohibited unless it is due to a life-threatening situation.
- e. Yelling or playing music from windows is prohibited.