

information about keys, loan keys, and key replacement. Improper use of keys, such as giving keys to persons who do not reside in the hall, allowing a non-resident to use your room key to enter the building, or failing to show room key upon a request from front desk security may result in disciplinary action.

Pets - Animals are not allowed in the residence halls with the exception of seeing eye dogs. Fish are the only pets permitted since other animals may cause problems with allergies, odors, sanitation, noise, insects, and shedding.

Posting Policy -The posting of printed material in the residence halls must be approved by the Department of Residence Services. The sign must clearly show the sponsoring organization and written approval for posting. Materials cannot be posted on glass doors, windows, woodwork, or other surfaces where damage may be caused to the surface. Signs posted improperly for any reason are subject to removal and the sponsoring group or individual may have their posting privileges rescinded. The individual or group posting materials is responsible for removal the day following the event. No literature or signs promoting consumption of alcohol or displaying profanity or other offensive material may be posted.

Suggested and Prohibited Items

Some of the basic necessities most students need are:

- * Bed and bath linens (mattress 36" x 80")
- * Pillow and blanket
- * Personal grooming items
- * Clothes hangers
- * Desk lamp
- * Small fan for non-air conditioned buildings
- * Alarm clock
- * TV and/or radio
- * Shower caddy
- * Laundry bag
- * Decorations
- * ID key ring
- * Extension cord
- * Shower shoes/flip flops
- * Robe (to wear to and from the shower)
- * Surge protector
- * Toilet paper and bathroom cleaning supplies for Marshall Commons

The following items are prohibited in the halls:

- * Cooking appliances (except coffeepots and popcorn poppers)
 - * Candles and incense
 - * Oil lamps
 - * Open-coil heating units or other flame-making devices
- Plan carefully, because room space is limited and valuables cannot be insured or secured by the university.

All furniture must stay in the room at all times.