



Rights and Responsibilities

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Behavior

- Section 1
- Section 2
- Section 3
- Section 4
- Section 5
- Section 6

Policies

- Section 7
- Section 8
- Section 9
- Section 10
- Section 11
- Section 12
- Section 13
- Section 14
- Section 15
- Section 16
- Section 17

Conduct

- Section 18
- Section 19
- Section 20
- Section 21
- Section 22
- Section 23

Appendices

Student Conduct System

Forms

Statistics

Brochures

FAQ

Academic Integrity

Alcohol & Drug Education

Student Development

University Policies

10. Living in the Residence Halls

10.0 The Department of Residence Life strives to create a comfortable and educational living community for all students. Each student is expected to behave in a manner which respects and considers the rights of others in the University community. The exercise of one person's rights must not infringe upon the exercise of another's rights in the ordinary course of daily living. Policies and procedures relating to residence halls are contained in previous sections of this publication, the Residence Halls and Dining Services License, and in other publications issued by the University. These policies and procedures carry the force of University regulations. All students are expected to comply with these policies and procedures as well as the ones listed below.

10.1 Room Vacancies:

If a vacancy occurs in a room or suite or apartment during the academic year, the remaining occupant(s) have 48 hours or two (2) class days in which to inform the Department of Residence Life, in writing, of the desired new qualified occupant of the room. After this time, the Department of Residence Life reserves the right to assign a new roommate without prior notification. If, at the beginning of a semester, there are still students not yet housed, the Department of Residence Life will assign a new occupant to any vacancy as required. Any conduct, including deception or harassment, designed to dissuade potential residents or roommates is unacceptable.

10.2 Room Transfers:

Room changes are not allowed during the first two weeks of a semester. In order to begin the process of a room transfer or to visit rooms with vacancies, students must contact their Quad Director. In order to move into a new space, students must complete a Room Transfer Form available through the appropriate Quad Director. As stated in the Residence Halls and Dining Services License, a student may be reassigned for the purpose of consolidation or to meet other assignment needs as determined by the Director of Residence Life or the director's designee.

10.3 Involuntary Reassignment of Housing:

Pending the outcome of a disciplinary proceeding, the Department of Residence Life reserves the right to reassign students to other locations or remove them outright from University housing. The decision to reassign or remove a student shall be made by the Director or Associate Director of Residence Life after consultation with the Dean of Student Life or his/her designee. If a student is reassigned or removed outright, the procedures outlined in Section 20.1 shall begin within 10 class days after the reassignment/removal (see also [Section 22](#)).

10.4 Door, Key and Lock Security:

Keys for all residence halls, suite doors and individual room doors are distributed by the Residence Life staff. Any lost key must be reported to the Department of Residence Life immediately. If the key is not located within 24 hours, the Department of Residence Life may change the lock and bill the responsible student for the cost of the lock change. Additional charges may apply for suite door and entrance door keys. Failure to return keys when vacating an assignment will result in a lock change and the appropriate charge(s) to

the student. For the safety of all residents, keys to the residence halls may not be duplicated or distributed to others.

10.5 Lock-outs:

If a student is locked out of her or his room, the student may go to the Department of Residence Life between the hours of 9 a.m. and 5 p.m. Monday through Friday, and temporarily check out a loaner key after presenting proper identification. On holidays, weekends, and after 5 p.m. on weekdays, the Department of Public Safety in Stoneman will unlock student rooms upon presentation of proper identification. Facilities personnel are instructed not to open locked doors for students. Students are expected to carry their room keys with them at all times; multiple lockouts will result in administrative action.

10.6 Right of Entry:

The University reserves the right to inspect rooms and perform maintenance at reasonable times, and to enter rooms at any time in case of emergency, in response to a complaint of a disturbance, or when there is reason to believe that a violation of University policy is occurring within the room (see also [Sections 17.2](#) and [17.3](#)). Residents are not permitted to change or add private locks or security devices to their rooms or to any part of the building. University personnel may enter a room after knocking and identifying themselves.

10.7 Room and Common Area Accountability:

Damage to property in a University residence hall is the responsibility of the residents. Each student is responsible for any damages caused by him or herself and/or the student's guests. When damage can be attributed to the responsible person(s), the cost of repair or replacement is billed to the individual(s) involved. When damage occurs in a student's room, corridor, or apartment but cannot be attributed to a specific party, the costs are billed in equal parts to all residents of that area. Each student is responsible for completing and returning to the appropriate Quad Director his or her Room Condition Report at the beginning of the year (or when occupying a new assignment). To avoid billing upon termination of the Residence Halls and Dining Services License, all rooms and corridors must be left clean, neat, and in order. All pieces of furniture must be intact and in their original locations.

10.8 Room and Furniture Alterations:

All University supplied furnishings must remain in the students' rooms, suites, and apartments unless approved by the Department of Residence Life. Furniture must meet all fire codes before being allowed into the residence halls. Any student seeking reasonable physical alterations to his or her room or furniture must request permission from the Department of Residence Life. Residence Life may consult with the Health Center and the Department of Facilities Management before permission is granted.

10.9 Postings and Material Distribution:

The outside of a room door in the residence halls is considered part of the hallway or common area of the residence halls. Any student group or organization (including students or student groups) wishing to post materials or distribute questionnaires, etc. in the residence halls must have approval from the Department of Residence Life. The Quad Director will determine appropriate posting locations in each area.

10.10 Storage:

The University does not provide storage facilities for students. Bicycles, motorbikes, furniture, or other items may not be stored in corridors, stairwells, or entryways. All personal property, whether in a student's room or elsewhere in the University, shall be kept at the sole risk of the student. The University strongly recommends that all valuable belongings be taken home or stored in a private storage facility during breaks.

10.11 Visitors and Guests:

Overnight visitors and guests are permitted in the residence halls, provided that consideration is given to the rights of all permanent occupants. Any student whose guest remains within the residence hall for more than three consecutive days must notify the Quad Director responsible for that area. One week per semester is the maximum length of time permitted for each guest. Public spaces are reserved for use by all residents, and therefore may not be used to accommodate overnight guests. Residents assume responsibility for the actions of their guests.

10.12 Social Gatherings and Parties:

The Department of Residence Life encourages social gatherings in the residence halls. However, large gatherings, events with alcohol (see [Section 5.3](#)), and other events which may impact the community must be 5 days in advance with the Quad Director responsible for the area in which the event is to be held. Such gatherings may require additional approval from the Department of Public Safety. University staff members may enter to inspect an event at any time (see [Section 8.6](#)) and such events/gatherings must end no later than 1:00am. Residents sponsoring events assume responsibility for the actions of their guests. Approval of a gathering does not constitute permission to violate University policy.

10.13 Noise:

Quiet hours are established for all residence halls from 11 p.m. to 8 a.m. Sunday through Thursday, and from 1 a.m. to 10 a.m. Friday and Saturday. During these times a student should be able to study, read, relax, or sleep in his/her room without being disturbed by noise. At all other times, residents are expected to be respectful of others with regard to noise. A professional Student Life staff member may extend quiet hours for an approved purpose.

10.14 Solicitation in the Halls:

Because residence halls are living communities, students living on campus should be free from the pressures of door-to-door solicitation, sales or distribution. All salespersons or solicitors must have explicit permission from the Department of Residence Life or another Student Life office. Students may not use their rooms for the purpose of operating a business (see [Section 15](#)).

10.15 Video Cassettes, DVDs, and Other Media:

In compliance with copyright laws, video cassettes, DVDs and other media intended for private use may be shown in public areas within the residence halls only if no admission is charged, the event is not widely advertised, and no University funds (including Students Activities Fee funds) are used to rent or purchase films.

10.16 Athletic Endeavors:

For the safety of all residents, athletic endeavors of any nature are not permitted in the residence halls except in designated fitness areas (this includes "hall" sports).

10.17 Pets:

For the health and safety of all residents, fish are the only pets permitted in the residence halls. Fish tanks may have a maximum capacity of ten gallons of water. See also [Section 2.15](#) regarding exceptions for guide and service animals.

10.18 Safety Restrictions:

To protect the safety of all residents, certain items and actions are strictly prohibited in the residence halls.

Postings and decorations must comply with safety and security guidelines. Other items may also be considered unsafe and may be similarly restricted. Strictly prohibited are:

- torchiere-style halogen lamps that use tubular halogen bulbs

- overloading of electrical outlets, including using extension cords (use UL multiple power strips instead)
- tampering with electrical or lighting fixtures
- furniture closer than 12 inches to an electric heating unit in the Foster Mods or the Charles River Apartments
- storage or use of flammable fluids in buildings
- large fabric ceiling hangings and other flammable postings or decorations
- propping furniture using cinder blocks or other unsafe methods
- air conditioners without medical authorization
- standard size refrigerators in rooms
- water beds
- installation of outside antennae or other exterior devices
- throwing items from windows, stairwells, ledges, etc.
- violations of any fire safety policies (See [Section 9](#))
- "hall sports" of any kind. Activity in the residence halls and rooms involving athletic equipment such as balls, etc may damage fire safety equipment, walls, ceilings, or University property.

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