

kitchens clean for sanitation purposes (to avoid odors, ants, roaches, rodents, mold, etc.). Residents MUST appropriately ventilate the apartment while cooking to reduce the likelihood of smoke or odors entering the hallway. Under no circumstances are microwaves, stoves, and other similar appliances to be left unattended. Any damage done or inconvenience caused to the community (smoke alarms, fires, etc.) is the financial and judicial responsibility of the resident.

### **Cooperation with Staff Requests**

Residents and their guests are expected to comply with any reasonable request of a University staff member or authorized official. Such requests may include, but are not limited to, producing identification, key, or proximity card; reducing noise levels; disposing of alcoholic beverages; or leaving a location. In addition, residents are expected to comply with any reasonable requests made by another UHS resident or a roommate. As a member of a community, the rights and compelling interests of the community outweigh those of the individuals.

### **Damages**

Each resident must give reasonable care to the room/suite/apartment, its furnishings, and common areas. Residents are expected to maintain sanitary and safe conditions acceptable to the university. Residents will pay for any damages to University Housing facilities (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a specific individual or group, but was in substantial part caused by individuals, groups, or invited guests acting from within the residence community, the Licensees of the hall or complex will be charged collectively. Residents may also be referred to the UHS judicial system. When residents occupy the same room/suite/apartment, and responsibility for

damages or loss in the room cannot be determined by UHS, the cost of damages or loss will be divided and assessed equally amongst the residents.

Any malicious damage to the buildings, grounds, or other facilities is prohibited.

To avoid unnecessary or inaccurate damage charges, residents should thoroughly review the Room/Apartment

Inventory Form upon check-in. If there is disagreement with the initial assessment of the room's condition, residents must note as such on the Room/Apartment Inventory Form and meet with the Residential Life Coordinator within five working days of check-in to have the Room/Apartment Inventory Form amended.

When moving out of their room, residents must properly checkout by completing a checkout inventory sheet with a

UHS staff member. The condition of the room at checkout will be compared to the condition at check-in. Charges are assessed from this comparison and from any cleaning beyond normal use; however, UHS reserves the right to perform a final inspection and additional charges may be added. If you fail to checkout with a staff member, or fail to checkout properly, you may be charged an improper checkout fee of \$50. Please read the back of your inventory check-in sheet provided at check-in for more information.

Damages to common areas (hallways, lounges, bathrooms, etc.) will be charged to all residents of a particular wing, floor, or living area unless it can be determined specifically who is responsible.

### **Decorating and Renovating Room Structure, Furnishings, or Grounds**

Any personal items or furniture brought into the room/suite/apartment must be removed upon checkout.

University furniture is to remain in the room/suite/apartment at all times. University Housing cannot store university furniture to make room for personal items or furniture.

Do not make holes in walls. To hang something on a painted surface, use a product that is

approved to prevent damage. (Contact University Housing for product recommendations). Nails, tacks, non-approved adhesives, tape, and stickers are not to be affixed to University property. Painting and spray painting is not permitted in the Housing facilities or on Housing grounds except by authorized personnel. Elevated beds must be returned to their original position.

Any form of bed/furniture elevation that involves non-University Housing furniture, or attachments to University Housing furniture is considered a loft and not permitted.

Tapestries, flags, and burlap burn rapidly. If hung from a wall or ceiling, they can feed a fire. It is prohibited to hang such materials from the ceiling. These decorations may be affixed to the wall if they have been treated with a fire retardant and are so labeled.

Due to state fire codes, message boards and nameplates are not permitted on the exterior of the apartment/suite/room door.

Holiday decorations such as artificial trees are permitted in apartments, but not bedrooms and MUST be approved by the Residential Life Coordinator. Lights should be used only when a resident is in the apartment. All lights/cords must be in good condition and be UL certified. No candles or open flames may be used.

Doors and windows may be decorated within the unit as long as the decorations do not cause damage or a safety hazard. All decorations visible to the public must be acceptable for public display, with due consideration given to the diverse population of the residential community. All trees, holiday decorations, and window decorations must be removed within seven days of the holiday.

The community grounds are maintained by the University.

Residents shall not erect fences, cultivate plants, or make other changes to the grounds. All decorations must be confined to the interior of the unit door. At no time can anything be in the corridors.

Residents who are offended by materials posted in common areas are to consult with their Residential Life Coordinator immediately.

## **Disruptive Behavior / Disorderly Conduct**

Any conduct that disrupts the normal order of the community is considered disorderly and is prohibited.

Residents are responsible for their actions as well as the actions of their guests while in any UHS facility or on UHS grounds.

## **Drugs**

The possession, use, distribution, sale, or manufacture of illegal drugs/narcotics is prohibited by State law and University policy. Such drug activities are not permitted and will not be tolerated in UHS facilities. For University Housing judicial purposes, the smell of marijuana in addition to the presence of other evidence that supports the use of marijuana may be sufficient enough to revoke a resident's license agreement. Revocation of the license agreement may also result if the sale or inappropriate usage of prescription drugs is found. Residents whose licenses are revoked must move out of their assigned space within 72 hours of receipt of sanction. In these instances, all housing fees are NON-REFUNDABLE. Please note that residents are subject to criminal prosecution as well as University disciplinary proceedings through the Office of the Vice President for Student Affairs.

## **Electrical Equipment**

UHS facilities have limits on their electrical systems.

Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

- Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters, and hot plates.