



**Question?** Enter your complete question here, like, 'When will I know my room assignment?'



## Terms & Conditions

Nittany Apartments

Residence Halls & Eastview Terrace

## Residence Halls & Eastview Terrace

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### Terms, Conditions, and Regulations of the Housing and Food Service Contract for Undergraduate Residence Halls and Dining Commons

The University reserves the right to revise or amend the *Terms, Conditions and Regulations* at any time without notice.

Please read the following information thoroughly and keep it for reference throughout your stay in University housing.

- [Introductory Information](#)
- [Insurance](#)
- [Special Housing Requests](#)
- [Registration](#)
- [Campus Meal Plan](#)
- [Checking Into the Room](#)
- [Checking Out of the Room](#)
- [Room Changes](#)
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- [Safety](#)
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### Introductory Information

Penn State strives to provide a residence environment that is both comfortable and conducive to learning and personal growth. The University assigns housing accommodations without regard to personal characteristics, not related to ability, performance, or qualifications as determined by University policy, or by state or federal authorities. The University does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, or veteran status. All students should familiarize themselves with the Terms, Conditions, and Regulations of living on campus.

### Legality

The Housing and Food Service Contract is a legally-binding contract, and begins when the student accepts the Contract. Students are expected to abide by the Terms, Conditions, and Regulations of the Housing and Food Service Contract, which includes assuming financial responsibility for the entire contract period. Residence accommodations are available only on a combined room-and-board basis unless otherwise noted. The Housing and Food Service Contract cannot be transferred or assigned to another student except as outlined in the "Contract Transfer of Obligation" [link to appropriate section] process. The Penn State id+ Card provides access to the residence hall security system and the Campus Meal Plan, and may only be used by the student to whom it is issued. Failure to pick up the room key or properly check-in does not release a student from the Housing and Food Service Contract.

## Housing Deposit

When a student accepts the Housing and Food Service Contract, a \$100.00 non-refundable housing deposit must also be submitted, or the student must agree that the University can charge the housing deposit to the student's Bursar account if the housing deposit is not on file. The housing deposit will not be refunded if the student decides to not attend the University for the student's admitted contract period. The housing deposit will be retained by the University throughout the contract period that the student resides in University Housing, until the student no longer has a Housing and Food Service Contract on file with the University for future academic periods. The housing deposit will be credited to the student's account within 30 days after the final contract period the student resides on campus ends.

## Insurance

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The University is not responsible for loss or damage to occupants' personal property, therefore each individual is strongly advised to carry property insurance.

## Special Housing Requests

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if a student feels that he or she has a significant chronic physical or emotional condition that may impact the assigned housing environment, the Housing Accommodation Form must be submitted by the deadline indicated at [Medical Accommodations](#). A student must have a valid, accepted Housing Contract before the form can be submitted. If the Housing Accommodation Form is received after the deadline date, Housing Contract preferences for area, building, Special Living Options, and/or roommate will be reviewed but only taken into consideration if space permits. The Housing Accommodation Form determination will supersede any preferences indicated on the Housing Contract. If the Housing Accommodation Form is received after room assignments are posted, Housing reserves the right to reassign the student to a space that will meet the medical need. This move will only accommodate the student requiring the medical need, and not any requested roommate(s). If a student is offered a change to the housing environment, an additional cost may be associated with the resulting assignment or requests.

Questions regarding this process should be directed to the The Assignment Office for Campus Residences at 814-865-7501 or [assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu). Students requiring special assistance for academic activities should contact the coordinator of services for the disabled in 115 Boucke Building at 814-863-1807 (TDD).

## Temporary Medical Conditions

Room changes for temporary medical conditions are only valid for the academic year in which they are filed. If a student needs to request a Temporary Medical Condition, the student's attending physician must complete the Housing Accommodation Form. Once the medical need is established, the student will be moved to a space that will best accommodate his or her need until such a time that the accommodation is no longer required, or until the end of the contracted period should the original room assignment be assigned to another student with a Housing Contract.

## Meningococcal Disease Vaccination

The University is required by state law to maintain Meningococcal Vaccination information for every student who lives on campus. All Penn State students residing in on-campus housing, including all residence halls and apartments, are required to comply with this law by indicating acknowledgement of this requirement when accepting a Housing Contract. More information about Meningococcal disease can be found on the [Frequently Asked Questions](#) page.

## Registration

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### Registration Status

Students must be in registered status as a degree-seeking student at University Park to reside in University-owned housing. This means the student must have his or her semester bill paid in full. If a student has not paid the student bill, he or she will be asked to leave the residence halls. Housing will then cancel the current contract and place a financial hold on the student's records until such time as the student pays all charges incurred.

### Campus Registration

Upper-class students who are attending another Penn State campus or college and are planning a change of campus (COC) to University Park may request a Eastview Terrace Housing Contract through the Online Contract System process during the advertised process. The change of campus process must be initiated by the student at his or her current campus. If the change of campus to University Park is not approved, it is the student's responsibility to contact The Assignment Office at [assignmentoffice@psu.edu](mailto:assignmentoffice@psu.edu) to cancel the University Park Housing Contract. If a student whose University records reflect a campus other than University Park after July 1, his or her room assignment will be held until such time as the change of campus to University Park is complete. Any student who has not completed the change of campus by the last day of the second summer session will lose his or her room assignment and will be placed in space reserved until the change of campus is approved. The student will then be assigned to either a regular or supplemental room, whichever is available. If the change of campus to University Park is not approved, and the student does not notify The Assignment Office prior to arrival day, the student's contract will be canceled and the student will forfeit the \$100 housing deposit.

### **University Academic Drop**

If a student is academically dropped by the University, he or she is responsible for notifying the Assignment Office of their status. Any room and board charges that the student incurred during a stay on campus will need to be paid by the student directly to the Assignment Office. If the student becomes re-enrolled during the contract period, he or she will be obligated to the remaining portion of the contract.

### **Rental Contract Periods**

There are three rental contract periods for assignment to Eastview Terrace. A separate contract request must be accepted for each applicable period a student is interested in residing on campus.

1. Academic Year (fall and spring)
2. Break Access Housing (includes fall, semester, and spring breaks when the residence halls are closed)
3. Spring Semester

### **Break Access Housing**

A Break Access Housing Contract is an option for a student who is unable to leave campus during break periods that the residence hall closes. This option is available to select when the student accepts the Housing Contract and indicates housing preferences in eLiving. There is an additional semester charge for Break Access housing, which is available at [www.hfs.psu.edu/rates](http://www.hfs.psu.edu/rates). The student's account will be charged accordingly per semester. Students with a Break Access Housing Contract will be assigned to a designated building. Students with this contract can indicate a roommate preference, but not a room or building preference. Food Services options may be limited during periods, as residential food service options close during the breaks. Food service is not provided to students residing in Break Access Housing and is not included in the fee.

### **Rental Contract Periods**

There are four rental contract periods for assignment to University Park residence halls. A separate contract request must be accepted for each applicable period a student is interested in residing on campus.

1. Academic Year (fall and spring)
2. Break Access Housing (includes fall, semester, and spring breaks when the residence halls are closed)
3. Spring Semester
4. Summer Session

### **Break Access Housing**

A Break Access Housing Contract is an option for a student who is unable to leave campus during break periods that the residence hall closes. This option is available to select when the student accepts the Housing Contract and indicates housing preferences in eLiving. There is an additional semester charge for Break Access housing, which is available at [www.hfs.psu.edu/rates](http://www.hfs.psu.edu/rates). The student's account will be charged accordingly per semester. Students with a Break Access Housing Contract will be assigned to a designated building. Students with this contract can indicate a roommate preference,

but not a room or building preference. Food Services options may be limited during periods, as residential food service options close during the breaks. Food service is not provided to students residing in Break Access Housing and is not included in the fee.

## Campus Meal Plan

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The Housing and Food Service Contract includes the Campus Meal Plan for students residing in traditional residence halls. All undergraduate students residing in the residence halls are required to purchase the Campus Meal Plan for each semester/session the student is living on campus and pay the total rate for the Campus Meal Plan, based on the level selected. Depending upon the level selected, the available dining dollars used to make actual meal purchases may not be enough to cover all meal plans during a semester/session. Additional information about the Campus Meal Plan is available at [www.foodservices.psu.edu/meal\\_plans](http://www.foodservices.psu.edu/meal_plans).

### Academic Year Meal Plan Level Options

The Campus Meal Plan offers six levels, with varying dining dollars available to purchase meals. When the Housing Contract is accepted, the Campus Meal Plan is defaulted to level three. To adjust the level, the student can login to eLiving and select a different level. Levels can be adjusted during the semester until seven days before the end of the semester. Levels can be adjusted higher or lower as applicable, and additional dining dollars can be added directly to the student's account online at [www.idcard.psu.edu](http://www.idcard.psu.edu). Any dining dollars remaining at the end of spring semester are forfeited and will not be refunded.

### Campus Meal Plan Account Balances

Remaining dining dollars at the end of summer session will carry over to fall semester, and from fall semester to spring semester, provided the student has an active Campus Meal Plan. Even if dining dollars are carried over to the next semester, students are still required to purchase the Campus Meal Plan and pay the total semester board rate for the level selected. If a student has a large amount of dining dollars at the end of fall semester, a lower level should be selected for spring semester. Any remaining dining dollars at the end of spring semester are forfeited, and no refunds will be offered.

### Transfer of the Campus Meal Plan to Another Student

The Campus Meal Plan cannot be transferred or assigned to another student. The id+ Card is used as the meal access card and may be used only by the student to whom the card is issued.

### Special Diets

A student with special dietary requirements (religious, medical, personal, dietary preference, etc.) that cannot be fulfilled by individual selection from the menu choices needs to contact the Residential Dining Office prior to accepting the Housing and Food Service Contract. If Campus Dining is unable to provide reasonable accommodations, the student may be exempted from the Campus Meal Plan for the student's first year of residency only. Should the student pursue living on campus for subsequent years, the exemption will not apply if the student accepts a Housing Contract.

If the student has accepted the Housing and Food Service Contract and subsequently develops a medical condition that requires a special diet, the student may be required to submit medical documentation verified by University Health Services. If the documentation confirms dietary requirements with Campus Dining is unable to accommodate, the Campus Meal Plan will be canceled for the remaining days of the session/semester, a prorated credit processed, and the student will be required to make alternative food arrangements. Students with questions about special diets should contact the Residential Dining Office prior to accepting the Housing and Food Service Contract.

### Removing Food or Unauthorized Entry into the Dining Commons

When dining in the all-you-care-to-eat locations, the only takeout options are one piece of hand fruit (apple, orange, or banana) and one ice cream cone. Removing additional food or beverages, dishes, or silverware from the dining room or entering the dining commons without paying for the meal will be considered theft. Theft in the dining commons is a serious issue that will result in disciplinary action by the Office of Residence Life, the Office of Student Conduct and/or University Police. Further repercussions could include cancellation of the Housing and Food Service Contract. Campus Dining reserves the right to examine customers' backpacks or bags when they exit the dining commons. Acts of horseplay, food fights, and inline skates are prohibited. If a student violates this policy, he or she will be subject to disciplinary action.

## Meals During Illness

If a student becomes ill and is unable to consume meals in the dining commons, a meal may be obtained by notifying the dining commons office. The staff will then provide instructions for securing a meal.

## Checking Into the Room

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### Check-In and Room Inspection Form

Information about when check-in will be held for each semester will be announced in advance through the [Welcome Week](#) site. Students should plan on arriving on the appropriate scheduled arrival day, unless arrangements have been made for a special group to arrive early.

The student must be present to check in, a parent or other family member may not check-in for the student. The student must present his or her Penn State id+ Card or other valid photo identification at check-in to receive a room key. Each student will receive one room key at the time of check-in, and will sign in acknowledgment of receiving the room key. Information about the student's mailbox will also be provided.

The Room Inspection Form must be completed online at [www.eLiving.psu.edu](http://www.eLiving.psu.edu) by the student within seven days of check-in. The Room Inspection Form is used to identify any damages or missing items in the room, and will be verified upon the student's check-out of the room. Any damages or missing items not noted will be charged to the student's account.

### Late Check-in

Unless the student requests an extension of the arrival period in writing to The Assignment Office, the University is not obliged to hold a specific room assignment later than 5:00 p.m. of the first day of classes. Students must accept other available accommodations if they arrive after that time, and will be obligated for full room and board charges if enrolled at the University.

## Checking Out of the Room

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### Check-Out and Room Key

All rooms, regardless of the date or circumstances, should be clean and in good condition at the time of check-out. Students should notify the Housing Office regarding the date of check-out and determine a time the room can be inspected.

The student needs to return the room key to the area commons desk in the envelope provided in the student's mailbox prior to check-out. If a student does not return a room key, the cost to process a core change will be charged to the student's account.

Any items a student leaves in the room will be handled in accordance with the lost and found policy. For additional information about the check-out process and room inspection, refer to [Moving Out](#).

Only students withdrawing from the University are permitted to cancel the Housing and Food Service Contract. If a student leaves the University during the contracted period, the Assignment Office must be notified of the student's change of enrollment status prior to the student vacating the room.

### University Break Periods

Eastview Terrace will be closed during University breaks. Dates of closing and opening will be posted on bulletin boards in the residence halls, and are posted online on the Penn State Academic Calendar and Housing website. Room and board rates do not include services during official University breaks. If a student has a Break Access Housing Contract and is assigned to a designated Break Access building, he or she will not be required to vacate the room during breaks and can remain until the end of the contracted period. At the end of each semester, residence halls close at 4:00 p.m. on the day following the last scheduled examination for official University courses, as announced by the University Registrar.

## Room Changes

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### Direct Room Exchange

A direct room exchange is a change of assignment with another student with a Housing Contract. Students assigned to single-gender houses can only do an exchange with a student of the same

gender. Both students must complete the Direct Room Exchange Form, available through the eLiving system. A Direct Room Exchange cannot be processed for students assigned to a medically equipped room due to a medical need unless the change is to a similarly equipped room. There are some restrictions to room exchanges, depending upon room type, such as Break Access Housing or rooms with medical accommodations.

### **Emergency Room Change**

An emergency room change will be arranged only when all other options to resolve differences between roommates have been thoroughly explored. If a student feels that an emergency room change is need, the student must discuss the need for a change of a residence hall assignment with a Residence Life staff member. If the staff member determines that an emergency exists and space is available, the Residence Life staff member will contact the Assignment Office to process a change in assignment.

### **Routine Room Change for Spring Semester**

A student interested in changing their room assignment for spring semester may do so during the posted time periods beginning in November and continuing through early December. During the posted time periods, students will be informed where to view the list of rooms being vacated for spring semester. Interested students must follow the process outlined for requesting a room change. The Assignment Office will process the change and notify the student when the request is complete.

A student receiving a change of assignment for spring semester must vacate the fall room prior to the end of fall semester or before leaving for semester break, whichever is first. The student can make arrangements with the Housing Office in the area of the new assignment for storage during the semester break period if the new assignment is not available prior to the end of fall semester.

If a student assigned to Eastview is interested in moving to a standard residence hall, the student must find another student who can assume their contract obligation. The Assignment Office will only waive this requirement if there is a Waitlist for Eastview Terrace at the time of the student's request. The student moving from Eastview to a standard residence hall will be assigned to supplemental housing if supplemental housing is being used.

### **Open Room Change**

After the second week of spring semester, depending on room availability, a list of vacancies is posted either at the area commons desk or The Assignment Office. Room changes are processed on a first-come, first-served basis to an available space in accordance with the policy/instructions that are provided with the posting.

### **Contract Cancellation**

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A Housing and Food Service Contract submitted to the University is legally binding and holds the student to the financial obligation of the entire contract period. A student is released from that obligation should the student cancel his or her enrollment with the University. If the contract holder is continuing his or her education at the University Park campus and wishes to be released from the obligation, he or she is required to transfer the contract to another student (refer "Contract Transfer of Obligation" section). Students with extreme circumstances will be considered for release on a case-by-case basis. A Contract Release Request form can be obtained from The Assignment Office, 201 Johnston Commons. These students will be charged a fee equal to 20 percent of their room and base board costs if released prior to the first day of classes. Cancellations granted after the first day of classes will have charges assessed according to the University's established refund policy. Failure to pick up a key will not release a student from the contract obligation.

### **Contract Transfer of Obligation**

A student (third semester standing and higher) committed to a Housing and Food Service Contract who wishes to be released from the contract may transfer the obligation of the contract to another student. The Contract Transfer of Obligation must be approved by [The Assignment Office](#).

#### **Regulations for Contract Transfer of Obligation**

1. The replacement student accepting the Contract Transfer of Obligation must be an upper-class undergraduate student (third semester or higher), of the same gender, and in good standing with the University (first-year students may not transfer or accept a Contract



- Transfer of Obligation).
2. The replacement student may not be a University student who has already accepted a Housing and Food Service Contract for space in the residence halls.
  3. The replacement student must accept the Housing and Food Service Contract through [eLiving](#) and authorize or make a payment to the University for the room and board fees before the vacating student can receive a credit for room and board fees. The Assignment Office will prorate the charges for both students as necessary.
  4. If the replacement student does not take occupancy or withdraws from the University before taking occupancy, the student initiating the transfer of obligation will resume financial obligation of the contract.
  5. It is a violation of University policy to sell or attempt to sell a Housing and Food Service Contract. The replacement student cannot offer and the transferring student cannot accept any form of compensation for the transfer of a Housing and Food Service Contract. Any student who is found to have sold or purchased a Housing and Food Service Contract may be subject to a range of sanctions including contract review and/or termination and disciplinary action.
  6. In the case where there are limited vacancies, the option of Contract Transfer of Obligation may be suspended without notice.
  7. The Assignment Office may deny a Contract Transfer of Obligation request should it be felt that the transaction is not in the best interest of the University or the students involved.

The following conditions exist for assignment from a Contract Transfer of Obligation:

- If supplemental housing is currently being used, the replacement student will be assigned to supplemental housing.
- If supplemental housing is not being used, the replacement student will be assigned to a regular residence hall.

Once the Contract Transfer of Obligation is complete, if the replacement student is interested in other housing options on campus, they can add their name to the appropriate Waitlist available through [eLiving](#) to be considered for reassignment. Available Waitlists include for Eastview Terrace, Nittany Apartments, suites, and single rooms.

### **Practicum, Student Teaching**

Any student who has a Housing and Food Service Contract will pay 100 percent of the room and board charges for the portion of the session/semester he or she is on campus. The student and/or academic department must notify The Assignment Office, in writing, two weeks prior to the start of the practicum for the student to qualify for the credit.

### **Fall Semester**

If a student takes a leave of absence or participates in student teaching, internship, practicum, etc., for fall semester and returns as a registered undergraduate student during the contract period, the contract is still active and the student must return to a residence hall. The housing deposit will be retained for spring semester. If a student is on leave of absence for two consecutive semesters, the housing deposit will be credited to the student's account. Any contract submitted thereafter must include another \$100 deposit. Students re-enrolled after withdrawal will initially be assigned to supplemental housing.

### **Spring Semester and Summer Session**

Spring semester and summer session students who withdraw or take a leave of absence from the University prior to taking occupancy will have their contracts canceled and \$100 housing deposit will be forfeited. The University will retain the \$100 housing deposit as liquidated damages.

### **Withdrawal from School and Approved Release from the Contract after Taking Occupancy**

Students who took occupancy of a residence room and then withdrew from the University or were granted a contract release will receive a credit based on a prorated daily refund schedule upon check-out. No room and board base cost refunds are granted after the eighth week of the semester. All unused meal plan funds in excess of \$5 remaining at time of withdrawal or approved contract release will be refunded at face value. However, at the end of the spring semester, any unused funds are

forfeited and no refund will be given for the base cost. Students withdrawing from University must vacate their room no more than twenty four hours after withdrawal from school or approved contract release. Credits will be based on the date the belongings are removed from the room and the key is surrendered, or the effective date of the withdrawal, whichever is later.

## Refund Policies

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### Campus Meal Plan Refunds

Refunds for unused dining dollars will not be given at the end of the contracted period. Students are encouraged to monitor their dining dollar balance and modify the meal plan level as necessary. Refunds are not given if a student schedules classes that conflict with the meal schedule or who choose not to eat in the dining commons. All unused dining dollars remaining at the time of withdrawal or approved contract release will be credited at face value. A credit will not be given for an account with less than a \$5.00 balance.

### Housing Deposit

The housing deposit is non-refundable for first-year students, and will be retained by the University for the length of time that the student has a valid Housing Contract. The housing deposit is carried over year-to-year until the student no longer resides on campus. Once the student no longer has a Housing Contract for the subsequent contract period, the housing deposit will then be credited to the student's Bursar account.

If a student cancels the Housing Contract or withdraws from the University without notifying The Assignment Office, the housing deposit will be forfeited for administrative costs. If for any reason a refunded housing deposit is not accepted, negotiated, or other demand made thereof, within one year from the University's initial attempt to return such to student, the student agrees that any remaining housing deposit will be a general gift by the student to the University.

### Semester Charges

The room rate and Campus Meal Plan base cost will be credited on prorated daily refund schedule after the student has received an approved Housing Contract release or officially withdrawals from the University. The refund amount is based on the date of the Housing Contract cancellation. The refund will be applied to the student's Bursar account and will be refunded less any outstanding charges against the account.

## Maintenance of the Room

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### Repairs

Maintenance needs, problems, or questions regarding a student room or hall should be discussed with Housing staff for the student's residence hall. Maintenance problems should be reported to the appropriate area Housing office in a timely manner. A list of phone numbers and e-mail addresses for area Housing offices is available at [Contact Us](#).

A student who has requested a repair to an item in his or her room can expect this repair to be completed during regular business hours. For the safety and security of residents, it may be necessary to reassign the occupants to a different room to perform some types of maintenance.

Maintenance personnel may enter a student room to perform preventative maintenance, needed repairs identified during a room inspection, or an emergency repair. If an employee enters a student room when the student is not present, the employee will leave a form stating the time, date, and reasons for entering the room. Although a student may ask to schedule an appointment for a repair, it will be determined by Housing, on a case-by-case basis, if the situation can wait or be scheduled at the convenience of the student.

### Cleaning

Students are expected to maintain their rooms in an orderly and sanitary condition. Students occupying suites or rooms with baths are responsible for cleaning the bathroom. If Housing becomes aware of unsanitary conditions resulting from students failing to maintain their rooms, Housing will clean the room, the resident(s) will be charged, and the amount will be applied against their student accounts. Depending upon how Housing and other students are affected by the persistence of disorderly and unsanitary conditions in a student's room, the University reserves the right to cancel



the student's contract and to refuse an assignment for future contract periods.

## Inspections

A room inspection is not a search. Student rooms are inspected during each session/semester and at the time of check-out. Routine inspections will be announced in advance, and the student may choose to be present during the inspection. These inspections are conducted: 1) to evaluate the condition of the room and furnishings; 2) to identify needed maintenance and repairs; and 3) to check for fire and safety hazards. If damages are noted, the cost for repairs or replacement will be charged to the resident(s) of the room. The University reserves the right to make non-routine, emergency inspections to protect the health and safety of its students.

Should Housing management observe the presence of unapproved appliances or objects in the room or notice objects attached to the facilities in an unapproved manner, this will be recorded on a Notice of Room Check form. A copy of the form will be left for the student, who will be expected to correct the improper situation. In the case of noncompliance, the University reserves the right to have the items removed at the expense of the resident(s).

## Policies and Regulations

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### ALCOHOL AND ILLEGAL SUBSTANCES

#### Alcohol Policy

1. The possession or use of alcoholic beverages is prohibited in all Penn State on-campus undergraduate residence hall buildings including Nittany Apartments and Eastview Terrace for students of **any** age.
2. It is a violation of state law and University policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, or given to any minor, or permit that alcoholic beverages be sold, furnished, or given to any minor.
3. It is against residence hall policy for there to be any tailgating activities in the residential quad areas or residence hall parking lots where alcoholic beverages are being served on any football game/event weekend including all home football games, Football Eve, Fourth Fest, and the spring Blue and White Weekend. Students tailgating with alcoholic beverages in these defined areas will be confronted and will likely be charged with "open containers in an unauthorized area."
4. Residents will be held responsible for activities that occur in their rooms, and will be referred to the Office of Residence Life, the Office of Student Conduct, and/or University Police if guests are violating the on-campus alcohol policies listed above.
5. Failure to comply with the direction given by or the request to present identification to a University Official acting in the performance of their duties is a violation of the Student Code of Conduct and will result in a referral to the Office of Residence Life or the Office of Student Conduct.
6. It is against the Student Code of Conduct to supply false information, such as name, age, etc. to University Officials who are acting in the performance of their duties.

#### Illegal Substances

It is a violation of state and university policy to illegally possess, use, distribute, manufacture, sell or be under the influence of other drugs. Students who violate this policy will be referred to the office of Residence Life, the Office of Student Conduct, and/or University Police.

It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Office of Residence Life, the Office of Student Conduct and/or University Policy.

### CANVASSING AND SOLICITATION

#### CANVASSING IN UNIVERSITY RESIDENCE HALLS

##### At University Park

1. Canvassing shall be defined as any effort to influence opinions, gain support, or promote a

particular cause or interest, specifically excluding any solicitation or fund raising as defined by current University policy. Surveys are not considered to be canvassing for purposes of this policy.

2. Students, student organizations, residence hall house governments and area governments, and outside interests are eligible to canvass in the residence halls.
3. Canvassing may not occur in individual residence areas unless approved by a majority vote of the residents of that area.
4. Canvassing may occur in the commons buildings with an approved space/table reservation. Canvassing may not occur in the residential dining rooms.
5. Canvassing shall be restricted to the hours of 11:00 a.m. to 11:00 p.m.
6. Any canvasser in the residence hall buildings must register with the Assistant Director no less than twenty-four hours prior to the canvass and must clearly understand all provisions of canvassing regulations before canvassing may begin. A canvasser who is not a resident of the building in which door to door canvassing is taking place must be escorted by a resident of the building at all times.
7. Any canvassing in the commons buildings must have a formal space/table reservations and follow the terms and conditions for reservations and use of common area spaces in residence hall complexes. This reservation process takes a minimum of five (5) business days to complete and can be completed in the Residence Life Offices.
8. When contacting students in their rooms, canvassers must knock before entering, identify themselves, announce their specific purpose, enter an individual room only with the expressed consent of the resident, and leave immediately if the resident so requests.
9. Canvassers must abide by all University rules and regulations. Violators will be subject to referral to Judicial Affairs and/or civil or criminal prosecution.

#### **COMMERCIAL ENTERPRISES**

The use of University facilities and/or property for commercial sales activities by individual or non-University organizations is prohibited. University organizations, within limitations established by this policy and other University regulations, and with appropriate approval, may sell materials to support the purpose of the organization.

#### **SOLICITATIONS**

1. Definitions: a. A residence hall is a University-owned building that contains rooms assigned to students for sleeping, dressing, studying, and socializing, and that also contains common facilities and areas used by all students assigned to such residence halls, including common means of entering and exiting, common lavatories, common study lounges, common storage areas, and areas used in common for organized educational and social functions. b. Solicitation is the offer of a sale of products or services.
2. Except as hereinafter provided, no person (including a student), firm, business entity, charitable organization, religious organization, or other organization may solicit money, sell, or solicit the sale of any product or service anywhere in a residence hall.
3. A student assigned to a room in a residence hall may invite a person, firm, business entity, charitable organization, religious organization or other organization to that student's assigned room to solicit money, sell, or to solicit the sale of products or services with that student only. Such solicitation or sale must occur only in the assigned room of the student-inviter. The solicitation of money or the sale or solicitation of a sale of products or services to any other student is prohibited anywhere in the residence hall.
4. Registered student organizations and residence hall house governments may solicit money or sell/solicit the sale of products or services in a residence hall in accordance with the regulations governing student organizations found in the Student Guide to General University Policies and Rules, found on the Web at <http://studentaffairs.psu.edu/conduct/policies/>.
5. Nothing in these regulations shall be deemed to preclude any solicitation or sale by mail, e-mail, telephone, or other communication media.

#### **DECORATIONS AND DISPLAYS**

**Advertising**

Advertising of merchandise or services for sale or rent is not permitted in residence halls unless it is for the sale of the personal property of the students living in the residence halls. Special bulletin board space is designated for this service. Advertisements, if posted elsewhere, will be removed.

**Student Rooms**

1. Pictures, additional bulletin boards, and decorations are to be hung from picture molding with picture hooks.
2. Nothing is to be strung across the room for the purpose of hanging decorations.
3. Darts and dart boards are not permitted.
4. Because of the costly cumulative deterioration of physical facilities, the use of tape, adhesives, putty, glue, paste, nails, tacks, staples, and screws on walls, furniture, doors, or other woodwork or glass is not permitted.
5. No painting or papering of rooms or furniture is permitted.

**Student doors**

Students may decorate the surface of their room door facing the corridor, provided that it is done according to the guidelines that follow. Adhering to these guidelines will protect doors from unusually harsh wear, eliminate potential fire hazards, and ensure the free movement/access in the corridor. No decorations may be placed on the exterior of the building.

1. Decorations may be placed on the upper section of room doors above the lock mechanism. If the door has louvers, no materials may be placed on the louvers.
2. Decorations may not project more than one-half inch from the surface of the door. Greeting cards are to be fastened shut.
3. No decals or stickers are permitted.
4. Bunting and streamers are permitted to celebrate special occasions, but must be removed within 24 hours.
5. All memo boards, pictures, signs, and posters must be unframed.
6. Only masking tape or "sticky tack" may be used.
7. Nonflammable materials should be used whenever possible.
8. All door decorations must be removed prior to the student being checked out of the room. Damages to the doors as well as any extra cleaning required will be the responsibility of the residents and may result in a charge to the student account. Housing staff will determine the nature and extent of all damages. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the area Residence Life staff.

**Student room and lounge window decorating and display policy**

Students may decorate the window(s) in their individual residence hall room as well as the window(s) in their hall lounge provided that it is done according to the guidelines that follow. Adhering to these guidelines will prevent windows from being damaged and eliminate potential safety hazards.

1. Decorations may only be on the inside window side.
2. Decorations must be removable (not permanent). Only water-based poster paint may be used for painted decorations.
3. For emergency reasons, such as in the case of a fire, one-half of the total window space must be transparent.
4. Decorations that present health hazards due to weight, possibility of breakage, degree of cleanliness, etc. must be modified and/or removed if deemed necessary by the Housing and Residence Life staff in consultation with Environmental Health and Safety staff.
5. All decorations must be temporarily removed at the request of the Housing staff for regularly scheduled window cleaning purposes.
6. All room window decorations must be removed prior to the resident being checked out of the room. Damages to the windows, drapes, and/or blinds as well as any extra cleaning required, will be the responsibility of the residents and may result in a charge to the student account. Housing staff will determine the nature and extent of all damages. Any materials found to be offensive or outside the boundaries of reasonable community expectations will be referred to the area Residence Life staff.

**Holiday decorations**

Many residents are interested in seasonal or holiday decorating. The following policy outlines acceptable standards for seasonal and/or holiday decorating.

1. Live trees or greens are not permitted due to fire hazard concerns. Artificial trees may be used in approved lounge locations on the upper floors of the building.
2. Only room and hallway bulletin boards can be decorated; walls or ceilings may not have decorations applied to them.
3. Candles are never permitted. If the use of a candle is required for a religious celebration, the student must work directly with the area housing and residence life staff to find an appropriate location for religious observance.
4. No plastic or foam type materials may be used in decorations.
5. When decorating, all materials must be non-flammable such as ceramic or glass, decorative 100% aluminum foil wrap, fire-retardant-treated paper, crepe paper, tinsel, ribbon, etc.
6. Spray-on snow is acceptable for windows.
7. Decorative lights may be used in individual residence hall rooms, however, students are asked to consider the University's Energy Conservation committee request that students not use these types of lights to help conserve energy.
8. All holiday decorations must be removed prior to the beginning of the semester break.

Any questions related to the above policies should be referred to the area Housing and Residence Life staff.

**GUESTS**

The residence halls are intended for use by residents of the building and their invited guests. A guest is defined as a person visiting a resident of the residence hall at the resident's invitation. Delivery persons are not considered to be guests for purposes of this policy.

To ease the congestion of the move-in period and to allow roommates the opportunity to discuss what to do about overnight guests in the room, no overnight guests will be allowed in the residence halls until the first day of classes, then only with the permission of the roommate.

The following stipulations relate to all guests:

1. It is the responsibility of the host student to ensure that their guests are aware of University and residence hall policies. Guests are held responsible for their own actions and for knowledge of University and residence hall regulations. However, hosts may be held accountable for damages committed by their guests, unless the guest can be identified as a University student. Hosts may also be held accountable for their guests' behavior.
2. Residents are permitted to have guests in their rooms only if there is no objection from their roommate(s).
3. Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys or Penn State id+ Card to a guest in order for them to gain entrance to the room or the building.
4. Students may have an overnight guest in their room for a maximum of three consecutive nights. The University reserves the right to revoke this privilege. Guests may not move from one host's room to another in order to extend their stay in the residence halls.
5. Only residents and their invited guests are permitted in the living areas of the building, i.e., locations other than the lobby, which includes individual rooms and floor lounges. Individuals found in the building who are not residents or guests of residents are considered trespassing.
6. Guests are to use the appropriate gender restroom/shower facilities.
7. All guests must be escorted by a resident of the building at all times. A staff member may confront individual if they are not recognized as a resident of that building and/or resident of the building is not escorting them.

Students charged with violations of the guest regulation will be subject to University disciplinary action. An unescorted guest who is a student of the University shall be subject to University discipline.

If a cot and/or linens are needed, students should make arrangements at the area commons

desk/housing office. Charges for these services should be paid in advance; the deadline for reservations is 3:00 pm, Monday through Friday.

## **QUIET HOURS**

One of the goals of Housing, Food Services, and Residence Life is to provide an atmosphere within the residence halls that is conducive to study and rest. In order to meet this goal, it is necessary that all students understand that the right of students to study and sleep takes precedence over the right of students to make noise. Quiet hours and courtesy hours have been established and posted in every residence hall.

### **COURTESY HOURS**

Courtesy hours are in effect 24 hours a day. At all times, a student's right to study and sleep will be respected. Residents and their guests will lower their voices or the volume of their equipment (music, TV, computer, musical instruments, etc) if asked to do so by a University official or resident of the building.

### **QUIET HOURS**

8:00 p.m. – 8:00 a.m., Sunday through Thursday

1:00 a.m. – 10:00 a.m., Friday and Saturday

### **Schreyer Honor's Environment**

8:00 pm – 10:00 a.m. Sunday through Thursday

Midnight – 10:00 am., Friday and Saturday

### **FINALS WEEK**

During finals week, 24 hour quiet hours are maintained beginning at 8:00 a.m. the day before finals and continuing until the halls close at the end of the semester (except in Schreyer Honor's environments where this begins the Friday preceding the first day of Finals). It is expected that a proper study atmosphere be maintained during these established quiet hours. Residents are also reminded that these hours may be extended if additional study conditions are required. Residence life may extend hours in consultation with student government or ARHS.

It is also expected that:

1. Electronic sound equipment (radios, TVs, stereos, electronic games, computers, etc), musical instruments, and room activities will not be heard outside of the room. Such equipment should never be played so loudly so as to disturb other residents.
2. At no time will amplified sound be directed out of windows by placing speakers in windows.
3. It is important that residents take the initiative to discuss the noise with the offender. If a resident is bothered by someone else's noise, the resident should ask him/her to reduce the volume level of the offending noise. The resident has every right to expect them to do so. Likewise, any resident who is requested to reduce their volume level should do so – thus showing respect for a fellow student. RAs/CA/s will continue to deal with excessive noise. However, they cannot always be aware of every problem.
4. All students and guests will lower their voices when talking in corridors, bathrooms, study lounges, etc., in order to help maintain a quiet living environment for all residents.
5. All students will refrain from participating in any sports-like activity within or immediately adjacent to the residence halls. The University has designated playing areas for these activities. Information can be obtained from the area Residence Life Office.
6. Residents who persist in creating excessive noise will be subject to disciplinary action through the Office of Residence Life and/or the Office of Student Conduct.

## **SAFETY AND SECURITY**

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### **FIRE SAFETY POLICIES**

#### **Candles and Incense**

For safety reasons candles, incense, and other flame-emitting articles are prohibited in the residence halls. Only potpourri burners with an enclosed heating element and an automatic shut-off are permitted.

#### **Cooking**

The only cooking permitted in residence halls is that which can be done using the University-owned

refrigerator/microwave provided in each room (refer "appliances" section).

### **Smoking**

Penn State promotes smoke-free environments by prohibiting smoking in all buildings. This policy is enforced in all University facilities, including residence halls and dining commons. Established "smoking area" maps are posted in each residence hall area.

## **FIRE PREVENTION**

### **Fire Drills**

To comply with state and local fire regulations, fire drills will be conducted in all residence halls once a month. Everyone present in the building during the emergency drills must participate by vacating the building according to instructions. Rooms may be checked during fire drills to ensure compliance. Failure to vacate the building will result in disciplinary action.

### **Fire Safety Equipment**

1. Fire alarms and fire extinguishers are located on every floor in each building. Student should familiarize themselves with their locations.
2. Each residence hall room is equipped with a smoke detector that is electronically operated. In rooms where sprinklers have been installed, the smoke detector is monitored by University Police. All other smoke detectors operate independently from the building fire alarm system. The detectors and sprinklers are for students' safety and should not be tampered with at any time.
3. Any student who experiences a problem with the smoke detector/sprinkler system should contact Housing or Residence life staff immediately.
4. Tampering with fire safety equipment is a very serious matter that could jeopardize the safety of a number of people. Tampering with this equipment at any time, including covering the equipment or dismantling the equipment in your room and discharging a fire extinguisher on a floor may result in severe disciplinary and/or criminal action including a loss of residence hall contract.

### **General Fire Safety Precautions**

Students are responsible for taking precautions to prevent fire. Extreme caution and good judgment must be exercised when using a desk lamp of any kind. Lamps should not be placed near flammable objects such as curtains, bedspreads, pillows, posters, or clothing and should be turned off when residents leave the room. Due to potential fire hazards, University policy prohibits the use of Torchiere-style (floor-standing lamps that project light upward) halogen lamps in any University facility.

## **FACILITY SAFETY POLICIES**

### **Aerials and Antennae**

Aerials, masts, satellite dishes, and other short-wave radio transmitting equipment are not allowed in the residence halls because of FCC interference regulations and safety precautions.

### **Appliances**

1. The following electrical appliances are authorized for use in student rooms if the Underwriters Laboratories, Inc. label (UL label) is on the appliance: televisions, stereos, coffee makers (with enclosed heating element and automatic shut-off), clocks, fans, hair dryers, hair setters, curling irons (with automatic shut-off), printers, University owned refrigerator/microwaves, corn poppers (with enclosed heating element and automatic shut-off) and personal computers. Air purifiers with an appropriate UL label are allowed.
2. The following electrical appliances are prohibited: hot plates, toasters, torchere-style (floor-standing) halogen lamps and lights, immersion heaters, heating coils, ovens, grills (indoor and outdoor), personal microwave ovens, personal refrigerators, portable air conditioners.
3. Irons may be stored in student rooms but are to be used only in designated ironing areas.
4. If the use of multiple outlets is needed, a grounded 15 amp surge-protected plug-in strip with built-in circuit breaker should be used.
5. Air conditioners are not permitted unless approved by the University for a student's documented medical need. The University typically provides all air conditioning units.
6. If unapproved items are observed in a room, the student will be asked to remove them from the building. In case of noncompliance, the University reserves the right to have the items removed.



The items will be returned to the student for removal from the hall upon request to Housing management.

**Balconies**

Some residence halls have exterior balconies as part of the architectural façade. Access to them is prohibited at all times.

**Elevators**

Most residence halls have elevators for moving people and equipment between floors. Students and guests should refrain from the following behaviors when using an elevator:

1. Tampering with or abusing any of the elevator equipment or controls.
2. Prying open elevator doors or holding them open by the safety edges.
3. Attempting to exit an elevator that is stuck between floors without directions and assistance from elevator technicians or emergency personnel.
4. Jumping up and down in the elevator.
5. The elevator should never be used in the event of a fire.
6. Engaging in any of the above behaviors may result in a referral to the Office of Residence Life or the Office of Student Conduct.

**Furniture**

Only bunk beds and loft beds specifically approved by the University may be used within resident rooms, and only the use of approved beds is permitted. Some residence halls prohibit the use of bunked or loft beds entirely. The area housing/residence life office will be able to provide specific information related to bunk beds or bed lofts for your residence hall assignment. All beds must be freestanding on the floor, supported by legs attached to a bed frame. Mattresses are to be used on bed frames provided and not on the floor.

No furniture or furnishings are to be removed from the rooms at any time.

The use of other University furniture in an individual student room is not permitted and will lead to referral to the Office of Residence Life or the Office of Student Conduct.

Because of the excessive weight and potential for damage, liquid-filled beds and other liquid-filled furniture items are not permitted.

**Room inspections**

Routine room inspections of all residence hall rooms may be done periodically to evaluate the condition of the room and furnishings, to identify required maintenance and repairs, and to check for fire and safety hazards. In most cases, students are notified about room inspections in advance.

**Room Searches**

There are no routine room searches. A room search is conducted only when there is strong reason to believe that the occupant(s) of the room are in serious physical or psychological distress or that the room contains items that are contrary to University regulations (which include federal, state, and local laws). In most cases, an act of misbehavior will precipitate this concern.

Room searches are conducted exclusively by the Residence Life staff. When there is a potential search situation, the area Residence Life staff must obtain approval from the assistant vice president of Housing, Food Services, and Residence Life. Approval is given only after the reason for search, the person(s) to search the room, and the object(s) being sought are clarified. Searches are usually conducted in the presence of the student occupants, and only in unusual cases would the room be searched in their absence.

When it is necessary for a member of the Department of University Safety to search a room, the search will be performed according to constitutional and criminal procedures (for instance, if an officer observes articles in plain view from a location where the officer has a right to be, the officer has not conducted a search). If time and circumstances permit, a member of the Residence Life staff will be notified of the impending search. The staff member can provide guidance to the resident of the room against whom any warrant is issued and can act as a witness. Items seized will be taken (as authorized by law) and inventoried, and a receipt listing each article will be given to the owner or left in the room.

**Weightlifting Equipment**

Weightlifting equipment is not permitted in individual rooms because of noise and potential damage to the floors.

**Windows/Screens**

1. To protect draperies and sills and to help conserve heating fuel, windows should be closed

- when residents are not in the room.
2. No food or beverages are to be stored between the window and the screens on the outside ledges.
  3. Removal of any window screen is prohibited.
  4. No antennae or other devices are to be strung out of windows.

## SECURITY FEATURES

### Card Access

Every residence hall is equipped with an electronic, computerized card access system that permits access to the hall by residents of the building only. The system is operational 24 hours a day, seven days a week. Adjustments to access hours may be made during the fall arrival period and spring semester closing. Students may enter only their assigned building by swiping their id+ cards in the card reader, located at the front lobby, and – in some halls– at other doors. If the id+ card fails to unlock the door of the student's assigned residence hall, the student may gain entry with the assistance of a roommate, a member of the Residence Hall Security Unit (rover), the staff member on duty, or in an extreme emergency, by contacting University Police. If a student has pizza or other food items delivered, the student must be in the lobby to meet the vendor at the front door. The delivery person will not be given access to the lobby. Students who want to visit a resident who lives in another building will need to announce their planned arrival using the telephone provided in the area or the commons building. The resident host must come to the entrance and escort the visiting student to the room, and later out of the residence hall. If a student or guest leaves the hall through any of the regular building exits, they should be aware that exit doors are not to be held open for prolonged periods of time. An alarm at the door will sound and someone will be dispatched to determine if the door has been blocked open. Residents are not permitted to allow access to the buildings to anyone other than themselves and their invited guests.

### Penn State id+ Card

If a student's id+ card is lost or stolen, the student should follow the following procedures:

1. Report the card lost at [www.idcard.psu.edu](http://www.idcard.psu.edu) to deactivate the privileges of the card. This service is available 24 hours a day, seven days a week. It is the student's responsibility to deactivate the lost id+ card. The University is not responsible for any loss or expense resulting from the loss, theft, or misuse of the card.
2. Go to the id+ office to obtain a replacement card at the current replacement fee. If the id+ Office is closed, a temporary ID can be obtained at the student's area commons desk for a fee. The student must present positive proof of identification to have a picture reprocessed. The replacement card will be active immediately for some services, such as meal plans and residence hall access. Other services may take up to 72 hours to reactivate. The student will be charged a replacement card fee. This fee can be charged to the student's account or can be paid by cash or check.

**Note:** Students whose id+ cards are reported lost, misplaced, or stolen will not be allowed access to any dining commons or cash operation using their campus meal plan until they have obtained a replacement card. The id+ card has monetary value and should be treated the same as cash. The University will not be responsible for any value loss due to misuse or fraud.

### Residence Hall Security Unit

At University Park students are hired as rovers to check for propped doors, monitor activities in the commons building, and assist students who have questions or difficulties with the card access system. In general, they are on duty from 5:00 p.m. to 7:00 a.m., although shifts and locations vary from area to area on weekdays and weekends. Students who are interested in working with the Residence Hall Security Unit should contact University Police.

At Campuses, students should contact the Residence Life staff members on duty or University Police for assistance.

## RESIDENT RESPONSIBILITY FOR SAFETY

### Safety and Security Tips:

1. Students should not allow strangers to enter the residence hall with them.
2. Students should notify the staff member on duty if someone has insisted upon entering the hall

with them. The student should try to get a good description of the offender and observe the direction in which he/she moves.

3. Students should keep their rooms locked at all times, even when they are sleeping, and especially when they are leaving the room or building.
4. A malfunctioning card access reader or door should be reported immediately.
5. Students should meet any guests/visitors at the lobby door.
6. Students should not lend their id+ cards or room keys to others.
7. Lost or stolen id+ cards should be reported immediately.

### **Report Suspicious Activity Immediately**

#### **Suspicious activity includes:**

1. Persons going from room to room trying doorknobs
2. Persons loitering at unusual hours and locations
3. Persons running (especially if something of value is being carried)
4. Persons exhibiting unusual mental, emotional, or physical symptoms
5. Persons carrying University property or other items not wrapped
6. Open or broken windows or doors
7. Unusual noises, screams, cry for help

Some people fail to report suspicious activity because they are not aware of what seemingly innocent activities might be suspicious. Others may notice activity and may be hesitant to call for fear of seeming over-reactive or embarrassed. Still others take it for granted that someone else has called. Students should call immediately about any suspicious activity. There is no need to worry about bothering staff on duty because that is why we are here. Students should not be concerned about being embarrassed if their suspicions prove unfounded. They should think instead about what could happen if they do not act.

Students play a critical role in maintaining a safe and secure environment. No matter how many security assistants we employ or how sophisticated a mechanical system we install, the safety and security of the residents can be compromised by careless resident behavior. Students should think about this the next time they are tempted to prop open a door or not lock their room doors.

## **TECHNOLOGY**

### **DATA**

Housing provides personal network connections in most residence rooms. Students can access the Penn State computer Internet using their own personal computers. Any student using a personal computer to access the network acknowledges a responsibility to act in accordance with relevant policies including:

1. Penn State Policy AD-20
2. "Using Software: A Guide to the Ethical and Legal Use of Software for Members of the Academic Community," which can be found online at <http://its.psu.edu/about/policies/educom-code>.

This policy is agreed to when an access account with the Center for Academic Computing is activated. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Information pertaining to the data connection is available from Residential Computing (Rescue), which has several help desks on campus in certain residence areas. More information is available online at [www.rescom.psu.edu](http://www.rescom.psu.edu).

### **NETWORK**

The student's use of the network connection is subject to compliance with the Terms and Conditions found online at [www.rescom.psu.edu](http://www.rescom.psu.edu). By registering for or using a network connection, the student agrees to be bound by the Terms and Conditions. Specific information about illegal activity, bandwidth limitations, inappropriate content, personal responsibilities, and other network connection limitations can be found online at [www.rescom.psu.edu](http://www.rescom.psu.edu).

### **PHONE INFORMATION**

There are no active telephone landlines in student rooms. Students are encouraged to use the courtesy phones located in the residence hall hallways for security and local calls. Upon request, an individual land line may be activated for a specified charge. Interested students should contact their area commons desk or area Housing Office.

## MISCELLANEOUS

### BICYCLES, IN LINE SKATES, AND SKATEBOARDS

Bicycles are to be placed in the bicycle racks located outside the residence halls. Students may store their bicycles in their rooms with the permission of their roommate(s). Bicycles are not permitted in lounges, laundries, hallways, bathrooms, dining halls, or other public areas. Students may be held responsible for damages. If a student wishes to store a bicycle for a prolonged period on a month-to-month bases, arrangements for bicycle locker boxes, if available, may be made through the area Housing office. Skateboards are prohibited on campus. In-line skates are not permitted to be worn in the residence halls or dining commons.

## DAMAGES

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### Liability Policy

1. Room occupants will be held responsible for the condition of the room and furnishings and for any damages or losses that may occur during occupancy.
2. Individuals identified as responsible for damage, theft, or losses in common areas of the building (such as corridors, elevators, stairwells, recreation rooms, dining commons, study rooms, bathrooms, laundry rooms work rooms, and lounges) will be billed for the cost of repair or replacement. Amounts billed are additional charges under the Housing and Food Services Contract. Residents will be held collectively responsible for damages, theft, or losses in common areas of the building that may occur during occupancy when the individual(s) responsible cannot be identified.
3. For the purpose of damage, theft, or loss assessment, occupancy shall be inclusive from the date of check-in to the date the student properly checks out of the room. Charges will be applied against the student's account. Residents must pay a damage assessment when billed.
4. Residents are not permitted to make damage repairs or arrange for them to be made. In an emergency, Housing management staff, an RA, or University Police should be contacted. Any student who leaves the University at the end of the contract period or earlier because of withdrawal from the University or other termination of study, and who fails to return the room key at the time of check-out, will automatically be assessed a charge for core and key replacement. The amount will be charged against the student's account.

## GAMBLING

Gambling in University-owned residence halls apartments, and commons buildings, which is in violation of federal, state, and local laws is prohibited. Students involved in gambling-related incidents may face legal and/or disciplinary action.

## MAIL SERVICE

Residential students will receive mail at the commons desk in their housing area. Only mail addressed to the current occupant of the room and with the official occupant's name will be processed. During the academic year, the mailbox number is the same as the student's room number. During summer session, the mailbox number may be different from the room number. The combination to the mailbox is issued with the room key and is also available on eLiving.

### Mail for resident students should be addressed as follows:

Name  
Room Number, Residence Hall  
University Park PA 16802

**Note:** "Penn State" and "The Pennsylvania State University" should not be used in the address.

### Forwarding Address

For mail to be forwarded at the end of the academic year, the student will need to update their permanent address in eLion.

## PETS

Animals of any type are not permitted in residence halls for reasons of sanitation and safety. One small tank, not more than 5 gallons (U.S.) for tropical fish or goldfish is the only pet permitted.

## STORAGE

There is a limited storage space in each commons building for trunks and suitcases. Due to fire safety concerns, boxes and cartons of any kind cannot be stored. Students should see Housing management staff for details. The University is not responsible for loss of items placed in storage rooms.

## VIOLATIONS

Residence hall students who engage in behavior that violates the Terms, Conditions, and Regulations of the Housing and Food Services Contract and/or the Student Code of Conduct will be required to work with the staff of Residence Life and/or Office of Student Conduct to resolve the issue. Outcomes may include, but are not limited to, educational sanctions, contract review, change of housing assignment, contract termination, and disciplinary action. Guidelines and procedures related to this process are available by contacting any Residence Life staff member.

## ADMINISTRATIVE CONTRACT

### CANCELLATIONS/ ROOM REASSIGNMENTS

In addition to the foregoing, the University reserves the right to cancel or deny a contract to a student, or to change the assignment of a student, if that student engages in the following conduct:

1. Disregards the rights of other residents
2. Jeopardizes the safety and/or well-being of him/herself or other residents
3. Disrupts the residential environment
4. Violates the University rules and policies and/or Terms, Conditions, and Regulations of this contract

The University, at its discretion, may determine whether a student who engages in the conduct mentioned above shall be covered by the preceding provision related to violations or whether the student should have a fair and equitable hearing by the Senior Director of Residence Life. In the latter case, the student will have the right to appeal to the assistant vice president for Housing, Food Services, and Residence Life, who will retain final authority in such cases.

The University reserves the right to deny or cancel a Housing and Food Services Contract or lease for University-provided housing to an individual whose conduct and/or proven criminal record indicates a potential threat or danger to the University community, including students, faculty, and staff. Any student who is not in registered status will have a financial hold place don his or her student record for housing and food service charges incurred during the semester. Subsequent contracts will be denied until all financial holds are satisfied.

The University reserves the right to change the assignment of a student in specific locations in the event that (1) the location is needed for other programs or purposes and/or (2) the student's room is specially equipped to provide for a medical need and such need arises, and/or (3) conditions in a specific location requires such reassignment to ensure a proper educational environment or the health and safety of individuals. The student will be given area assignment preference after reassignments are complete.

<b>Housing</b>	<b>Housing Contracts</b>	<b>Dining</b>	<b>Meal Plans</b>	<b>Housing: University Park</b>
Amenities	Break Housing	<b>Parents &amp; Families</b>	<b>Resources</b>	
Amenities & Features	Change of Campus	Care Packages	Fitness Programs	<b>Questions, concerns, comments?</b>
Arrival & Check-In	Current Students	FERPA Confidentiality	Intramural Sports	Housing: <a href="mailto:uphousing@psu.edu">uphousing@psu.edu</a>
Bed Bugs	Direct Room	id+ Card	IT Services	Assignment Office: <a href="mailto:assignmentoffice@psu.edu">assignmentoffice@psu.edu</a>
Bed Loft Information	Exchange	LionCash+	Office for Off-Campus Living	Conference Services: <a href="mailto:conferencehsg@psu.edu">conferencehsg@psu.edu</a>
Benefits of Campus Living	eLiving	Parent Newsletter	Office of the Bursar	ResCom: <a href="mailto:rescom@psu.edu">rescom@psu.edu</a>
Commons Desk	First Year Students	Parent Program	Office of the Registrar	Food Services: <a href="mailto:foodservices@psu.edu">foodservices@psu.edu</a>
Directions & Maps	Gender-Neutral	Room & Board	Office of the Parking	Residence Life: <a href="mailto:askRL@sa.psu.edu">askRL@sa.psu.edu</a>
Directions to Campus	Housing	Payments	Penn State Calendars	Site Map
East Halls	Housing Contract	Visit Penn State	Penn State Live	Intranet Resources
Eastview Terrace	Timeline		Student Activities	<b>Design, development, and content provided by:</b>
Eligibility	Housing Exemptions		Student Affairs	Auxiliary & Business Services Marketing Office
Floor Plans	How to Get a Contract		Student Clubs &	<a href="mailto:absmarketing@psu.edu">absmarketing@psu.edu</a>
Getting Around	Make a Payment			

Graduate & Family  
 Housing  
 Housing Services  
 How to Get a Lease  
 Important Dates  
 International Students  
 Leasing Process  
 Mailbox Information  
 Medical  
 Accommodations  
 Meningitis Vaccine  
 Moving Out  
 Nittany Apartments & Suites  
 North Halls  
 Parking  
 Pollock Halls  
 Residence Life  
 Resident & Family Information  
 Rules & Regulations  
 Safety & Security  
 South Halls  
 Special Living  
 Options  
 Storage  
 Supplemental Housing  
 Welcome Week  
 West Halls  
 Weston Community Center

Medical  
 Accommodations  
 Meningitis Vaccine  
 Nittany Apartments  
 Partial Year Contracts  
 Residence Halls & Eastview Terrace  
 Room & Board Rates  
 Sororities  
 Special Living  
 Options Process  
 Terms & Conditions  
 Transfer Students  
 Videos & Tutorials

**Campuses**

Altoona  
 Beaver  
 Behrend  
 Berks  
 Greater Allegheny  
 Harrisburg  
 Hazleton  
 Mont Alto  
 Schuylkill

Organizations  
 The Daily Collegian  
 University Health Services  
 University Police

**Conferences**

Accommodation Information

Nondiscrimination Statement | Equal Opportunity Policy  
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