

OFFICE OF RESIDENCE LIFE

LIVING GUIDE

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RESIDENTS' RIGHTS AND RESPONSIBILITIES

All residential communities at The University of Toledo operate with the understanding that every student has both rights and responsibilities. It is the student's responsibility to respect the rights of all community members regardless of backgrounds, beliefs, values or attitudes. The University of Toledo expects all students living in or visiting University Housing to follow all policies and procedures.

Rights

- To read, sleep and study in an environment free from undue interference, unreasonable noise and other distractions.
- To reside in a safe and clean environment.
- To host guests with the expectation that these guests will respect the rights of roommates/suitemates, fellow residents and other members of the UToledo community.
- To discuss grievances with a residence hall staff member, who can assist in addressing the concern.
- To be free from fear or intimidation, as well as physical and/or emotional harm.
- To expect that the personal belongings of all will be respected.
- To expect that these rights will be respected by all community members.

Responsibilities

- To treat others with respect and consideration and to guarantee their individual rights.
- To verbally express views to others, should these personal rights be violated.
- To respond to all reasonable requests made by fellow community members.
- To respond to and cooperate with Residence Life staff members.
- To take responsibility for personal and community safety.
- To take responsibility for guests and their behavior.
- To be aware of and abide by The University of Toledo policies and procedures and the laws of the state of Ohio.

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SAFETY, SECURITY AND EMERGENCY INFORMATION

UToledo Police (Call 911)

The University of Toledo Police Department (UTPD), housed on campus, responds to all emergency situations in the residence halls. Call 911 for emergencies occurring inside the residence halls. Call [419.530.2600](tel:419.530.2600) for non-emergencies. You are also encouraged to download the free application, RAVE Guardian, which will connect you immediately to UTPD. For non-life-threatening emergencies inside residence halls, simply contact your front desk or call ext. 2600 from any University phone.

Safety and Security

All residents should assume responsibility for ensuring safety and security within University residence facilities. For your safety and security, please follow all Residence Life policies, University policies and federal and state laws.

Residence Hall Access

Each resident has access only to his or her assigned residence hall. Access to residence halls is restricted to residents, escorted guests and authorized University personnel. All guests must register at the front desk and be escorted by residents of the building at all times. Residents must carry their Rocket ID at all times to enter their assigned residence halls.

Propping Doors

Residents may not prop any residence hall or room entrance/exit doors, which are intended to remain closed and/or locked for safety and security reasons. Students found propping doors will be subject to student conduct charges.

Door Closures

All exterior doors, excluding the main entrance of each residence hall, automatically locks between midnight and 6 a.m. Students found opening or propping exterior doors during these restricted hours will be subject to student conduct charges.

Fire Evacuation

When the fire alarm is activated, all residents and guests must immediately leave the building using the nearest stairs and exits. Do not use the elevators. Follow the directions of the residence hall staff, police or fire department personnel. Rooms may be checked to confirm evacuation of all occupants. The University of Toledo reserves the right to conduct fire drills in the residence halls during the academic year. Failure to evacuate the building during a fire alarm will result in disciplinary action, including a \$50 student conduct charge.

Fire-Safety Equipment

Fire-safety equipment (including pull stations, smoke detectors, sprinkler systems, exit signs, fire extinguishers and fire hoses) is provided for the safety of building occupants. Fire-safety equipment should be used only to alert occupants of a real fire or to extinguish a real fire. Residents are expected to avoid careless and inappropriate behavior near fire-safety equipment that could activate the fire alarm system.

Anyone who intentionally activates the fire alarm system when there is no fire is subject to prosecution through the criminal court system and/or student conduct charges. The expected sanction for such a violation is suspension from the University for a minimum of one semester and remuneration of costs incurred.

Anyone who tampers with fire-safety equipment or removes it from its proper location, other than for proper use, is subject to disciplinary action. The minimum University sanction for a first-time violation is a \$50 student conduct charge and may result in removal from a residence hall.

Window and Screen Safety Regulations

For safety purposes, window screens must not be removed or opened, nor should any attempt be made to open windows that are permanently closed. Do not drop or throw anything out a residence hall window, including trash, or one will be subject to student conduct charges. Do not enter or exit any buildings through the window. There is a \$20 screen reinstallation charge. Repair and/or replacement can cost up to \$40 per screen. During colder months, you will be notified to keep your windows closed to preserve the heat in the building and prevent pipes freezing, maintenance concerns, etc.

Tornado Safety

In the event of a tornado, residents and their guests are expected to follow the established tornado-warning guidelines of each residence hall and/or directions from staff. Generally, designated tornado-safety areas are located on lower levels of the residence halls. Failure to comply with the safety regulations will result in a student conduct hearing and possible sanction.

Residence Life Hazardous Conditions

If you suspect that any rooms/suites contain nuisance-type conditions (mold, mildew, unpleasant odors, etc.) it is your responsibility to report the condition to the hall/village front desk as soon as possible. The front desk will contact Health and Safety immediately to assess the condition. Rooms/suites suspected of containing these conditions may be vacated until the University has evaluated the condition. The hall director will relocate affected students in cases that require evacuation.

Dangerous Materials

Residents may not possess or use dangerous materials, such as explosives, firecrackers, ammunition, smoke bombs or flammable chemicals including, but not limited to, gasoline, propane and/or other combustibles. These items are not permitted inside residence halls, nor should they be delivered to your residence hall address. No student shall intentionally ignite or threaten to ignite substances in or near residence halls or apartment buildings, including parking lots. This includes campfires, bonfires and any sort of fire set in or near the residence halls.

Environmental Safety

Residents must adhere to federal, state and University regulations regarding environmental safety. Residents are responsible for the proper disposal of personal, room and/or suite waste into appropriate waste containers. Intentionally, negligently or recklessly exposing someone to hazardous waste as determined by the law or University policy is strictly prohibited. Violations of the environmental safety policy include, but are not limited to the following:

1. Inappropriate use, storage and/or disposal of chemicals, paints, bleach, cleaning products, flammable or combustible items, etc.
2. Inappropriate disposal of sharp objects (needles, syringes, broken glass, razor blades, fluorescent bulbs, etc.).
3. Inappropriate disposal of or exposure to blood-borne pathogens, bodily fluids, biological waste, etc. (public urination, defecation or regurgitation).

Weapons

The display, possession, use or intent to use firearms, ammunitions, bows, arrows, swords, decorative swords, knives (with the exception of culinary knives used solely in kitchenette areas for cooking purposes) or other weapons (BB guns, pellet guns, air/CO2 guns, paint or blow guns, martial art weapons, toy guns, squirt guns, etc.) is strictly prohibited. None of these items should be shipped, delivered or brought to your residence hall. Any item utilized in a threatening way, will be considered a weapon and students will be subject to Student Conduct charges.

Incense and Candles

Burning items such as incense, scented oil, candles with open flames or embers and/or natural fuel (oil, kerosene, gasoline, propane and charcoal) is prohibited in residence hall rooms/suites and public areas, including surrounding parking lots.

Health Hazards

Items such as soiled clothing, rotten or expired food, dirty bathroom facilities (dirt, mold, mildew, etc.) and the noxious odors emanating from such, pose serious health hazards to the community and are prohibited. Residents living in suite-style housing must clean their showers and bathrooms regularly. All residents are expected to clean their rooms, refrigerators/microwaves and empty their trash.

Rotten or expired food should be discarded immediately. Cleaning supplies are located at the front desk in suite-style residence halls. All front desks have brooms, dust pans and vacuum cleaners.

Night Watch (Safety Escort Service)

Students traveling on campus during the evening hours can utilize the Night Watch staff. Trained escort teams of two people carry two-way radios that keep them in contact with University Police as they accompany students across campus. To request an escort, call [419.530.3024](tel:419.530.3024) (on-campus ext. 3024).

Campus Safety Programs — UT Alert

Because safety is our first priority, numerous programs covering topics such as self-defense, common sense precautions, emergency phones on campus and more are offered throughout the year. Residents also are encouraged to sign up for UT Alert, a campus-wide system that provides timely notifications about emergent situations affecting campus, including weather cancellations, crime alerts and other unexpected events. Signup is quick and convenient on UToledo's website.

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COMMUNITY LIVING EXPECTATIONS

Residents must abide by the policies and procedures set forth in the contract terms and conditions, residence living guide, student handbook and all other University of Toledo policies. Failure to do so will result in a conduct violation hearing, which could include a non-negotiable \$25 administrative fee for students found in violation of the Student Code of Conduct.

Drugs, Alcohol and Paraphernalia Regulations

The use, possession and/or intent to sell, transport, deliver, distribute, exchange or manufacture illegal drugs or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision, are prohibited and strictly enforced. The person to whom the drugs are prescribed must use prescribed drugs appropriately. Drug paraphernalia, decorations and attire, including but not limited to bong, pipes, roach clips, hookahs, rolling paper, neon lights, etc., are prohibited. The Office of Residence Life reserves the right to confiscate any items in violation of the policy and/or request removal of items from the residence hall. Students found to be in violation of this policy will be required to attend and pay for a drug awareness program and/or intense drug treatment (cost to be determined by the program). In addition, violators are subject to termination of their housing contracts.

Alcoholic Beverages

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- Residents 21 years of age or older are permitted to consume alcohol in rooms/ suites with the door closed if residing in Presidents Hall, Ottawa House or the approved McComas Village houses. All other residence halls and McComas Village houses are alcohol-free, regardless of age.
- If a room/suite is shared by residents who are older than and younger than 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. Alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box; each beverage container must be labeled.
- No alcohol is permitted in the room/suite where all residents are younger than 21 years of age.
- Open containers of alcohol are not permitted outside a student's room/ suite in public areas such as hallways, lounges and University/residence hall grounds.
- No person may possess a common source of alcohol. A common source of alcohol is considered to be the equivalent of more than one 30-pack (30 12-ounce bottles or cans) of beer or malt liquor, more than 1.5 liters of wine, more than 750 ml of liquor, or any combination of alcoholic beverages with a total amount that exceeds the maximum allowed quantities above. This includes, but is not limited to, kegs and barrels.
- Kegs, beer bongs, party balls, wine boxes, beer pong tables and/or large alcoholic containers of any size are prohibited.
- Students found intoxicated on University grounds are in violation of the alcohol policy.
- Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.
- Engaging, involving, facilitating, arranging, encouraging or participating in activities for perceived and/or excessive, rapid consumption for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited. Examples of abusive or perceived use of alcohol include, but are not limited to, drinking games, alcohol luges, keg standing, beer pong, funnels, etc. Perceived consumption includes participating in such activities with any substance.

Violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program and/or an intensive alcohol treatment with all associated

program costs, and termination of residence hall contracts. After the first offense, parental notification will occur for residents younger than 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

Alcohol- and Substance-Free Floors

INTERNATIONAL HOUSE: 2nd floor, east wing

OTTAWA HOUSE EAST: 1st floor

OTTAWA HOUSE WEST: 1st floor

PARKS TOWER: 3rd floor

PRESIDENTS HALL: 2400 wing

No resident or their guest(s), regardless of age, are permitted to consume or possess alcohol and/or substances in their rooms or within the building of designated alcohol- and substance-free floors or alcohol-free buildings as determined by the Office of Residence Life.

Empty alcohol containers (cans and bottles,) as well as alcohol boxes, posters or neon lights, are prohibited in alcohol-free residence halls, on alcohol- and substance-free floors and in rooms/suites where occupants are younger than 21.

Damage, Disturbance and Distress

Individual or group activities that may result in a disturbance or distress to others, or that cause damage or destruction to self or property, are prohibited. If there is damage to your room or the furniture that was not noted on your online inventory report, you will be responsible for the damage and get billed for it unless you can prove otherwise. Additional cleaning and damage charges may be assessed after checkout.

Every effort will be made to identify and charge individual(s) responsible for damage, disturbance and/or distress. When loss of or deliberate, malicious or accidental damage to property in common areas occur, and the responsible party cannot be identified, the residents of a unit, floor or wing may become collectively responsible for restoration costs.

Examples of behavior covered by this policy include, but are not limited to, noise, damage to building, laundry equipment or furniture, engaging in sports in the hallway (including using water guns and having water fights), smoking, and graffiti.

Room Changes

Room Changes will be done only on an as needed basis. There will not be an open room change period for fall 2020. The Hall Director or Graduate Assistant for each building will facilitate any room changes. Any open bed can be used for a room change unless the student in that room buys out the room for the academic year or has an accommodation through Office of Accessibility and Disability Resources. **COVID-19-specific change*

Check Outs

When a student checks out, they will remove their belongings from their space and turn their keys in at the front desk. The checkout is not considered complete until keys are turned in. A staff member will check the room at the end of the semester and evaluate any major damage for which the student must be charged. Students should document room condition when they leave.

- Failure to follow this process may result in an improper check-out fee, plus cleaning costs and a minimum charge of \$125 per lock change if the key(s) is not returned at check out.
- Room and meal plan refunds, if approval was given to break the University Housing Contract, will be credited to your student account when your room check-out paperwork has been processed.
- All furniture must be left in its original place, the room must be cleaned and all of your belongings must be removed before checking out.
- Details related to closing will be posted in your building. It is your responsibility to read and adhere to postings.

Remaining Occupants of a Room

When vacancies exist, the University reserves the right to assign new residents to fill those vacancies. In order to accommodate a new roommate, the resident of a partially filled room is required to keep clear and make one set of furniture available for use and to keep the rest of the room clear and ready for occupancy. Failure to do so will result in a room buyout and a 45-percent-of-the-room-rate charge for the remainder of the contract period.

In a partially filled room or suite, the Office of Residence Life may do the following:

- Allow the resident to find a suitable roommate to fill the vacancy.
- Assign a new resident to fill the vacancy without prior consultation of the current resident.
- Allow the existing resident to pay the appropriate rate to buy out the double room as a single room only throughout the current contract period.
- Reassign the remaining occupant(s).

When a new roommate or suitemate is assigned, the current occupant(s) is expected to treat the new resident with respect as outlined in the Resident's Rights and Responsibilities.

Failure to respect the new resident's rights and responsibilities by any current occupant of a room is considered a policy violation and subject to student conduct charges.

Furniture and Decor

PAINTING

Students are not permitted to paint their rooms (walls, ceilings, floors, etc.). Painting requests are to be directed through the front desk to Facilities and Construction, which will evaluate the condition of the walls. Painting will not be authorized just to change the color. Guidelines for painting hallway murals are available through your hall director.

NAILS, TACKS, TAPE AND ADHESIVE

Nails, tacks and other materials should not penetrate walls, ceilings, doors or other room surfaces. Tape, glow-in-the-dark pieces and other adhesives must be completely removed from all surfaces at the time of check out.

DECORATIONS

Live trees, non-UL approved, electric lights and decorations that may be fire hazards are not permitted in rooms, hallways or windows. Decorations depicting drugs, alcohol and pornographic-related materials are not to be displayed in windows or on the outside of room/suite doors. Decorations are restricted to bulletin boards and the interior surface of the room/suite doors and must be removed prior to the end of the semester. Streamers, tape and decorations must be removed immediately after an approved function. Smoke machines should not be used inside the residence hall.

VANDALISM

Vandalism is defined as intentionally, recklessly or negligently causing damage to the property of the University or of an individual. Residents will be held responsible for vandalism caused by themselves or their guests. Sanctions include restitution for the repair cost and may include additional student conduct charges.

Tampering with your room or common space ceiling is considered an act of vandalism. Violators will be held accountable through the student conduct process.

Public and Common Areas Guidelines

Students are responsible for the proper care and use of community property and facilities. Building/floor residents will collectively share financial responsibility for damage in public areas resulting from inappropriate behavior when persons responsible for the damage are known to be building/floor residents, but not identified.

University furniture in public/common areas is to remain in its designated location. Only authorized personnel may move University furniture and property.

SPORTS

Sports and sports-related activities are to be conducted in appropriate areas outside buildings. Roller blades, skateboards, roller shoes, wheel board, hoverboards and electric scooters are not to be used in any residence hall or dining facility, nor should bicycles be ridden inside residence halls. All bicycles should be safely secured on bike racks provided outside residence halls.

TOYS

Remote-control toys are not to be operated in hallways. Staff members reserve the right to confiscate equipment used in violation of this policy. Note that toy guns are prohibited in residence halls.

TOBACCO USE

The University of Toledo is a tobacco-free campus. Smoking and the use of tobacco products are prohibited in all University academic and administrative buildings, University vehicles, athletic and recreational facilities, the Student Union, Greek chapter houses and residence halls. Tobacco products include, but are not limited to cigarettes, e-cigarettes, vape pens,

cigars, chewing tobacco, snuff, snus (chewing tobacco in a porous pouch) and pipes. Residence Life may confiscate any tobacco items found in the possession of, or inside the room of, any resident.

ADVERTISING AND SOLICITATION

Obscene, racist and/or offensive materials directed toward an individual or group of individuals is not permitted for public display in residence halls, including the outside of residents' room/suite doors. Residence Hall Staff reserve the right to remove any material deemed offensive.

Solicitation is not permitted in any public area or residence hall rooms, excluding hall-sponsored fundraising programs. It is not permissible for a student to operate a business from a residence hall room.

Flyers are not permitted to be put under doors in residence halls unless done so by the hall director or designee.

ORGANIZATION TABLE POLICY

No groups and/or organizations outside of residence life will be permitted to table in the residence halls until further notice. **COVID-19 specific change*

Deliveries

Flowers, mail and packages are delivered to the front desk of each residence hall and McComas Village, and students are notified via their mailboxes. The front desk will not call the individual upon delivery unless a perishable item is delivered for a student. You will receive an email when your package(s) has been received at the front desk. Local food establishments may deliver orders to the lobby. Room deliveries are not permitted. Illegal items, explosives, weapons and drugs will be confiscated if delivered to the residence hall.

Room Keys

Residents are expected to secure their keys at all times. Immediately report lost keys to the residence hall front desk and obtain a temporary key. Room, suite and building keys must remain in possession of the resident to whom the key(s) was assigned and may not be

duplicated or loaned to others. Students must return all keys in person when they check out of their rooms. Be certain your keys are recorded as checked in and checked out as appropriate.

Residents who are locked out and need to use a lockout key(s) must return the key(s) immediately after unlocking their room/suite door(s) and must show that they have possession of their room and/or suite key(s). After 30 minutes, failure to follow the procedure will result in activating the lost key process and associated lock change charges (minimum of \$125 per key).

To encourage responsible use of room/suite key(s), the following schedule of fees applies for use of the administrative key. This fee will be charged to your student account:

- FIRST USE: No charge
- SECOND USE: \$10
- THIRD USE: \$15
- FOURTH USE: \$50 and the student also is required to meet with the hall director
- FIFTH USE OR MORE: \$75

The fees reset at the beginning of each semester.

Rocket Card

The Rocket ID card is to be used only by the student to whom it is issued. It is not to be loaned to anyone. The Rocket ID card is used for meals, to gain entry into your assigned residence hall, as proof of ID and as a debit card. You should carry your ID with you at all times. If you wish to add money to your Rocket account, contact the Rocket Card Office, Student Union, room 1550 or online through the myUT portal. Your Rocket ID can be used on campus and at selective off-campus dining facilities, the UToledo bookstore, and vending machines.

If your Rocket card is lost or stolen, call UTPD at [419.530.2600](tel:419.530.2600) immediately to deactivate it, or deactivate it online by visiting rocketcard.utoledo.edu.

Semester Break Period Guidelines

All residence halls will be closed at the end of fall and spring semesters. Residents must leave the buildings during the semester break or receive permission through the Office of Residence Life to stay on campus. You may leave your belongings in your room over winter break. The

University and residence hall policies, regulations and Student Code of Conduct are in effect during break periods. Please note that if you receive permission to stay in a residence hall during the semester break, you might be required to move to an open building.

Each resident desiring end-of-semester break housing must complete a request to stay/transition housing request and receive approval by the posted dates. The resident will be assessed a fee per night. Transition housing is limited and will be available in a temporary space that will be shared with other students. Food service may not be available, or could be limited, during break periods. Residents may not have guests during break periods.

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RESIDENCE HALL VISITATION GUIDELINES

Visitation hours for all facilities:

MONDAY-FRIDAY: 10 a.m. – 2 a.m.

SATURDAY-SUNDAY: 24 hours

Roommate Rights

The needs of roommate(s)/suite(s) to sleep, study, be comfortable and be otherwise free from interference and disruption, as well as the right to privacy, are paramount. Roommates reserve the right to reasonably refuse visitors to the room at any time.

Guests and Visitors

A guest is defined as any individual who visits a UToledo residence hall in which he or she does not reside. Guests are expected to observe all University rules and regulations. Each guest must provide a photo ID to the front desk to be entered into the Guest Registration Log.

There is a limit of one guest per resident at a time. Guest must sign in and out at the front desk. Any guest showing symptoms of COVID-19 should not enter the residence hall. No overnight guests are permitted until classes start on Aug. 17, 2020. *COVID-19-specific

Guests are not permitted during break periods.

Residents who have unauthorized overnight guests will be charged the daily cost room rate and may be subject to disciplinary action.

Violations of the guest policy include, but are not limited to, the following:

- Allowing a guest to enter a residence hall without a host (i.e., tailgating).
- Violation of any state, University or Residence Life regulations by a guest.

Hosts assume full responsibility for the behavior and activities of their guest(s), regardless of whether the host is present to observe the behavior of the guest(s). For safety and security reasons, hosts are expected to accompany their guests at all times.

Guests are required to register at the residence hall front desk. Overnight guests cannot be younger than six years old.

Quiet Hours Guidelines

Certain hours of the day have been designated as “quiet hours” for all residence halls:

SUNDAY-THURSDAY: 10 p.m. – 10 a.m.

FRIDAY-SATURDAY: midnight – noon

Some buildings/floors may establish, through community agreement, extended quiet hours in addition to those listed. During quiet hours, noise should not be heard outside the room door or window. Recurrent quiet hour violations may result in removal from a room/building.

Courtesy Hours

While there are standard quiet hour guidelines, courtesy hours are in effect 24 hours a day and require that all sound be kept to a reasonable level without disturbance to other members of the community.

Pets

Pets are not permitted in residence halls, with the exception of assistance animals and fish kept in properly maintained aquariums no larger than 20-gallon total capacity per room. Removal of fish, and all pets, during break periods is required. For more information on assistance animals, contact the Office of Residence Life.

Computer Labs

Students must use only their assigned login/access codes and are not permitted to send, receive or view pornographic materials via the computer labs. To review the complete Responsible Use Policy, visit utoledo.edu/policies/administration/info_tech.

Copyrights and Piracy

You may not share copyrighted material (i.e., music, video, software, etc.) or download it unless you buy it. Peer-to-peer communication on the University's network is constantly monitored by the RIAA and MPAA (recording and motion picture industries). Violations can result in criminal charges and fines up to \$250,000 per title.

More information on copyrights and piracy is at utoledo.edu/it/security/awareness/Copyright.html.

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GENERAL HOUSING POLICIES

Application Process

Applications for the next academic year (August-May) are available to current and potential residents during fall semester beginning in October. An individual room selection process begins in April. Each resident will be assigned a time slot based on the date his or her housing contract was signed online. A \$100 University housing deposit is required prior to a student selecting a space for the next academic year.

Housing Pre-Payment Deposit Refund

The \$40 application fee is non-refundable. You will be charged the \$40 application fee the first time you apply. If you cancel on or before 5 p.m. on May 1, you will be refunded \$100.

Room Assignments

If a vacancy in your room or suite occurs, it must remain a vacancy until it is assigned by the Office of Residence Life. Residents found spreading out to occupy more than one space are subject to student conduct charges.

Alternate Room Assignments

Alternative and/or temporary spaces are floor lounges converted to rooms, temporary triple, resident adviser rooms, rooms in McComas Village and/or rooms in a nearby hotel or apartment. Each resident is provided a full set of furniture. These are considered temporary assignments, and students are required to move within 48 hours once a permanent assignment has been identified. Students applying for University housing late in the summer before fall semester may be assigned to an alternative space.

Contract Duration

Students leaving The University of Toledo during the semester or at the semester break must submit an online Contract Release Request to the Office of Residence Life (available through the myUT portal).

Students will be granted a contract release if:

1. The student is graduating or participating in an academic internship, practicum, co-op or study abroad program away from the Toledo area.
2. The student is subsequently denied admission.
3. The student is drafted or joins the United States Armed Forces.
4. The student is released from his or her housing contract for medical reasons.
5. The University is not able to provide on-campus housing space and does not provide other space.

You must provide a complete description of the circumstances that have led to a contract release request and attach documentation to support your claim. You will be notified in writing as to the decision of your request for release within 10 days of the receipt of your request.

The resident's contract continues to be in effect until the resident is notified in writing that the release is approved, all personal belongings have been removed, and the check-out process is completed. Residents who move out without prior approval or release from their housing contracts will remain in the system and be billed for the remainder of the contracts.

Contract Release Refund

Once the contract period begins, if a currently enrolled student has checked in to the residence hall and is granted a contract release before the end of the contract term, he/she may be responsible for room and board charges through the end of the semester, plus a \$100 non-negotiable cancellation fee.

Once the contract period begins, if a currently enrolled student has checked in to the residence hall and is not granted a contract release or is removed for disciplinary reasons before the end of the contract term, he/she will be responsible for room and board charges through the end of the housing contract.

For information on meal plans and refunds, visit utoledo.edu/mealplans.

Contract Denial or Cancellation

A student's residence hall application contract may be denied or terminated by the Office of Residence Life because of a past record of contractual violations. A student also may be administratively denied access to the residence halls.

Students who have been convicted or pled guilty to a felony offense defined as an offense of violence under section 2901.01(A)(9) of the Revised Code or which involve the use, sale or distribution of a controlled substance in violation of the Ohio Revised Code or other applicable law will not be permitted to reside in a University housing facility.

Immunizations

The University of Toledo has a mandatory MMR policy (measles, mumps and rubella). All incoming students and students living on campus must provide official documentation of receiving two MMR vaccinations. Documentation includes a copy of the immunization record, written statement on physician's letterhead/script pad or high school records. Questions can be directed to [419.530.3493](tel:419.530.3493) and records faxed to the University Health Center at [419.530.3499](tel:419.530.3499).

All incoming international students with permanent addresses in tuberculosis- active countries are required to have tuberculosis tests prior to the first day of classes. Students must submit results to the University Health Center at [419.530.3499](tel:419.530.3499).

Room Inspections

The residence hall/McComas Village staff and/or the Office of Health and Safety are authorized to conduct periodic room/suite/chapter house inspections to identify conditions potentially harmful to health and safety. The times for these inspections, except during break periods, will be announced in advance to allow occupants to be present. You will be given adequate time to correct identified deficiencies.

Search of a resident's room may be authorized when there is reasonable cause to believe there is a violation of the Student Code of Conduct as set forth in the Student Handbook, the Ohio Revised Code or the guidelines in the Residence Living Guide. University police or Residence Life staff conduct the search under the following conditions:

- Consent of the occupant(s) of the room.
- Presentation of a warrant issued by the appropriate legal body or agent.
- Permission to search by the director of Residence Life or designee.

University officials, including Residence Life staff, reserve the right to enter residents' rooms, locked or unlocked, at any time in response to an immediate threat to the safety and well-being of residents, physical integrity of the facility, or to address maintenance/occupancy issues. Residence Life staff will always lock the door behind them whether the door was locked or unlocked upon entering.

Abandoned and Confiscated Property

This policy applies to:

- Personal property left in the student's room or in a public area by a student who vacates a room or without properly checking out with a staff member.
- Items confiscated from a student by staff.

Property left in a student's room or public area will be removed, labeled and stored for 30 days. Residence hall staff will notify the student via email, telephone or mail to claim the collected items. After 30 days, the University may dispose of the abandoned property without legal liability.

NOTE: If ownership of the property constitutes a violation of policy, the item(s) may be turned over to either University police or the Office of Student Conduct. Alternatively, the student may be required to dispose of the item(s).

Housing Transfer

Students may be required to move to another housing facility on or off campus. This may occur when circumstances do not warrant a student's removal from campus but suggest a new assignment may be important to promote the safety and welfare of the individual and the community.

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PROHIBITED ITEMS

- Sandwich Makers
- George Foreman Type Grills
- Hot Plates
- Space Heaters
- Amplified Sound Equipment
- Air Conditioner
- Candles
- Candle Warmers with Open Flames
- Toaster Oven
- Toaster
- Electric Scooters
- Air Fryer
- Incense
- Drug Paraphernalia
- Hover-boards
- Neon Lights
- Lithium Batteries
- Weapons (Real, Fake, Toy, Look Real)
- Sun Lamps/Halogen Lamps/Lava Lamps
- 3D printers

For further questions, concerns, or clarifications on permitted or prohibited items, contact the Office of Residence Life or your Hall Director. This list is subject to change based on recommendations/needs/requirements from the University of Toledo, Office of Residence Life, or designee.

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COVID-19 SPECIFIC ADJUSTMENTS FOR FALL 2020 SEMESTER

Visitation

There is a limit of one guest per resident at a time. Guest must sign in and out at the front desk. Any guest showing symptoms of COVID-19 should not enter the residence hall. No overnight guests are permitted until classes start on Aug. 17, 2020.

Office Visits/Residence Hall Director Visits

Students are encouraged to make an appointment if an in-person visit is desired. If a question can be answered over the phone, we encourage students to call the Office of Residence Life. In person visits/appointments will be granted only if urgent and necessary. We will limit the lobby to four visitors at a time and ask that they respect social distancing while in the office. All visitors are required to wear a face covering during their entire visit.

Roommate Contracts

There will be additions to the roommate contracts regarding COVID-19. This section will address specifics such as cleaning, guests, wearing a mask in common areas, etc.

Maintenance Work Orders/Furniture Adjustments

Students will be asked to leave their room during any required maintenance work (they can wait just outside the room); staff will wear a mask and wipe items down before and after their visit.

Face Coverings in the Res Halls

Students need to wear a face covering at all times, except when they are in their room, suite common space and individual stalls/showers in community bathrooms. We recommend that

students wear a face covering when they have guest(s) in their room or common area.

Common Area Spaces

Lounges, kitchens, computer labs and study rooms will be open with limited occupancy and seating. There will be a sign posted in each space indicating the maximum number of people that should use the space at one time. RA staff will check these spaces when doing rounds to enforce the limited occupancy.

Cleaning

Cleaning supplies will be available in common spaces such as lounges, kitchens, computer labs, laundry rooms and study rooms for residents to clean before and after use of the space.

Entry and Exit to Residence Halls

Some buildings will have designated entry and exit points. If buildings do not have designated entry/exit points, social distancing should be respected at all times.

Space Reservations

Conference rooms and lounge spaces will not be available for reservations by groups and/or organizations outside of the Office of Residence Life for fall 2020.

Desk Items

There will be items available to check out at the desk on a very limited basis.

Workout Area

Workout areas have limited capacity based on the space. Equipment should be wiped down after each use. If students do not comply with these guidelines, the workout facilities within the residence halls will be closed for fall semester.

Keeping Your Residence Hall Room Clean

The Office of Residence Life will not provide cleaning products to students however students will be provided information about proper ways to clean. If there are concerns between

roommates, our staff will help work through the roommate contract to develop a cleaning schedule.

Health and Safety Inspections

Health and safety inspections will not occur for the fall semester unless there is a specific concern about a resident's space. A professional staff member or graduate assistant will do the inspection.

Room Changes

Room changes will be done only on an as needed basis. There will not be an open room change period for fall 2020. The hall director or graduate assistant for each building will facilitate any room changes. Any open bed can be used for a room change unless the student in that room buys out the room for the academic year or has an accommodation through Office of Accessibility and Disability Resources.

Fall 2020 Check-Out Process

When a student checks out mid-semester students will remove their belongings from their space and turn their keys in at the front desk. The check-out is not considered complete until keys are turned in. A staff member will check the room at the end of the semester and evaluate any major damage that needs to be charged for. Students should document room condition when they leave.

Emotional Support Animal

If someone is hospitalized or quarantined because of symptoms of COVID-19 and they have an emotional support animal, they should make arrangements with a family member or friend to care for the animal. It is okay if the friend taking care of the animal lives in the residence hall during this time as long as the roommate/suitemates are okay with the animal being in the room or suite. Temporary housing may be an option for students if needed to take care of the animal.

Laundry Rooms

Occupancy limit will be posted at each laundry room. Supplies will be provided to clean prior to and after use of each machine.

Tabling

No groups and/or organizations outside of residence life will be permitted to table in the residence halls until further notice.

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