

HALLWAYS HANDBOOK

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RESIDENT BILL OF RIGHTS AND RESPONSIBILITIES

Welcome (/housing/welcome-halls) to your residential community at Kent State University! An important part of what makes living in our community enjoyable is the thoughtful consideration that our residents show for one another. It is the responsibility of all residents to act in ways that uplift the rights below. It is also the responsibility of each resident to communicate appropriately with neighbors who act in ways that respect these rights. These rights - and the associated responsibilities - are designed to help us achieve our **(/housing/mission-and-values)** to create safe and inclusive communities that foster student success. We strive to meet our **Core Values (/housing/mission-and-values)**: Community, Integrity, Restoration, and Social Justice.

THE RIGHTS AND RESPONSIBILITIES OF A RESIDENT INCLUDE:

The right to read and study in your room free from undue interference - and the responsibility to communicate with your roommate(s) about your academic needs.

The right to sleep without undue disturbances - and the responsibility to communicate and coordinate with your roommate(s) about your rest needs.

The right to expect that roommate(s) and other residents will respect your personal belongings - and the responsibility to respect others' personal belongings.

The right to a clean environment in which to live - and the responsibility to communicate and coordinate with your roommate(s) regarding what a clean environment means, and to act in ways that reflect that definition.

The right to free access to your room and shared facilities without pressure from roommate(s) - and the responsibility to allow roommate(s) access to shared spaces.

The right to privacy whenever possible - and the responsibility to communicate and coordinate with roommate(s) regarding privacy needs, and to act in ways that respect those needs.

The right to host guests, with permission from roommate(s) - and the responsibility to ensure and respect the rights of your roommate(s) and other hall residents.

The right to voice concerns with University Housing staff, including assistance in filing a grievance and the responsibility to bring your concerns to staff members in a timely manner.

The right to be free from fear of intimidation, physical harm, and emotional harm - and the responsibility to not intimidate or harm others.

The right to expect reasonable cooperation in the use of university-provided items in your room and the responsibility to communicate and compromise with your roommate(s) regarding needs.

The right to assistance and support from University Housing staff - and the responsibility to accept assistance in a timely manner.

University Housing at Kent State University seeks to foster an inclusive community that welcomes all people. Every member of our community is expected to commit to maintaining a safe, respectful, and welcoming community. Learn more about our commitment to diversity [here \(/housing/commitment\)](#)

Flashes COVID-19 Prevention Information

All residence hall students are expected to know, understand, and be aware of the **Flashes Prevention Information (/coronavirus/prevention)** and its **face covering and distancing guidelines (/coronavirus/testing#)** which may impact the residence halls and does impact other areas on campus.

Community Expectations

Supporting a Safe and Inclusive Environment

The residence hall community strives to be a safe and inclusive community that supports student success. To support this mission, every member of our community is expected to commit to a safe, respectful, and welcoming environment.

As such, acts of unlawful discrimination and harassment are prohibited via **5-16 University Policy regarding Unlawful Discrimination and Harassment (/policyreg/university-policy-regarding-unlawful-discrimination-and-harassment)**.

We expect students to be mindful of the impact their actions may have on their residence hall community. For example, a message displayed on a room door facing the hallway, something written on a student room door or message or image showing to the public from a residence hall room window, are actions that can impact other community members, particularly as the community is unable to avoid being exposed to them.

Any concerns regarding these issues may be reported directly to University Housing staff members. Staff will follow established procedure in reviewing the issue and take further steps as may be necessary.

Community Agreements

University Housing seeks to foster community and engaged citizens by having floor sections develop agreements at the beginning of each semester. This agreement should be the starting point for addressing community concerns that may arise during the year. Hall staff will respond to community issues under this agreement.

Roommate Agreements

University Housing seeks to support roommate relationships by establishing roommate agreements for residents who share a room. Roommate agreements are designed to help facilitate a discussion about issues such as guests, noise, cleanliness and shared items. This agreement will be the starting point for addressing concerns that may arise during the year. Students are encouraged to renegotiate their agreement as issues arise. This tool is most effective when the roommates are open and honest. See more information about roommate agreements [here \(/housing/roommate-agreements\)](/housing/roommate-agreements).

Good Samaritan Provision

The health, safety, and well-being of Kent State University students are of primary concern. Therefore, the university adopted the Good Samaritan Provision, which is intended to support responsible decision-making in emergency, possibly life-threatening, situations.

This provision stresses the importance of students obtaining timely medical assistance for a high intoxicated/impaired student or guest in need of immediate aid. In such a case, where time is of the essence, calling 911 for professional emergency assistance is the appropriate course of action.

The Good Samaritan Provision allows a student to take action in the best interest of another without a disciplinary consequence related to alcohol or substance use. Rather than a disciplinary consequence, a student(s) may be referred to complete an appropriate alcohol evaluation, counseling, and/or treatment.

Bicycles

Any residence hall student who brings a bicycle on campus is urged to register their bicycle with the Office of Safety and Security, located in the Tri-Towers Rotunda. Bicycles must be kept only in authorized bicycle racks, and in student rooms with the approval of roommate(s). Bicycles found in non-authorized areas may be removed at the owner's expense. Bicycles may not be chained to stairwells or block passages in any building. Riding bicycles in the residence hall is prohibited. Mopeds or any other gas-powered bicycles are not to be taken into the residence halls for any reason.

Students must remove their bicycles from storage areas or bike racks when they check out of the residence hall. Bicycles that are left on campus at the end of spring semester will be disposed of or donated.

Room and Community Upkeep

Students are responsible for the cleaning of their rooms on a regular basis. This includes vacuuming and removing trash to the appropriate receptacles. University Housing reserves the right to take corrective action (including cleaning the room and billing the resident) in situations that present a health or safety hazard. In almost every situation, the first course of action will be to ask the resident(s) of the room to remedy the situation within 24 hours.

Students are also expected to clean up after themselves in restrooms, lounges, and other common areas in residence halls and to retrieve laundry from university washers and dryers in a timely manner. For more information on University Housing laundry services, please see our [Laundry Service \(/housing/laundry\)](#) page.

Tornado Procedures

University Housing, along with the entire university community, has developed notification and evacuation procedures in the event of severe weather or tornadoes. Residents should familiarize themselves with the information found on our [Tornado Safety \(/housing/tornado-safety\)](#) webpage.

Fire Evacuation Procedures

State law, as well as residence hall policy, requires that all students leave the building, including the building's public areas, whenever a fire alarm is sounded. The entire building must be evacuated any time a fire alarm is sounded. Failure to do so will result in disciplinary action. During a fire alarm or building evaluation, report to the designated meeting place:

Fletcher and Manchester – Grassy Area between Fletcher/Manchester

Allyn and Clark – Grassy Area between Allyn/Clark

Twin Towers – Grassy Area between Allyn/Clark

Wright and Koonce – Basketball Court

Leebrick – Volleyball Court

Korb – Eastway Center steps

Engleman – Oscar Ritchie

Prentice – Dunbar Hall

Dunbar – Prentice Hall

Verder – Parking Lot between Verder and Prentice

CCA and CCB – Grassy Area between CCA and CCB

CCC and CCD – Grassy Area between CCC and CCD

CCE and CCF – Grassy Area between CCE and CCF

Lake and Olson – Grassy Area between Lake/Olson and Stopher/Johnson

Stopher and Johnson – Grassy Area between Lake/Olson and Stopher/Johnson

Residents should familiarize themselves with the information found on our **Fire Safety (/housing)** webpage, and should review the fire safety guidelines, tips, and preventative measures found in our manual, which are highlighted later in this manual.

Fire Safety Room Inspections

In an effort to help educate residents about fire safety issues in their rooms, and to promote the safety of the residence halls, University Housing conducts Fire Safety Room Inspections each semester. During an inspection, University Housing staff will enter students' rooms to visually look for fire safety issues and bring them to residents' attention.

Fire Safety Room Inspections will be announced at least 24 hours in advance so that residents can be present if desired. Inspections will be completed by a minimum of two staff members. Staff will only look for items that are in plain view. No closets, drawers or refrigerators will be opened.

Some items that staff will look for include non-permitted lamps, decorations on the ceiling, smoke detectors covered, candles and incense, unsafe electrical cords, doorway obstruction and electrical outlet covers. Information about items that are permitted/not-permitted can be found on our **Fire Safety (/housing)** webpage, as well as our policies highlighted later in this manual.

After Fire Safety Room Inspections, students will be expected to correct any identified safety violations within 24 hours. While RAs are looking for fire safety violations, any other policy violations will be documented.

Community Billing: Damage to Common Areas

Students may be billed for damage to university property, whether by vandalism, horseplay or accidents. If damage to a floor/community residents can collectively be held responsible for damages to public areas that cannot be traced to specific individuals.

If a residential floor or public area incurs damages, theft of Kent State University property, or is left in the community space, an “intent to bill” notification will be sent to all students affected.

The “intent to bill” will notify floor residents of the charge for damages or extra cleaning. Students have three days to ascertain the responsible individual(s) and communicate the responsible party’s name to University Housing staff.

After three days, if no individual has claimed responsibility or been identified, the entire floor, or public area, will be charged.

The charge may immediately be placed on the students’ account with the Bursar’s Office.

If a student wishes to appeal community billing charges, a letter must be submitted to the Assistant Director for Residential Communities within 48 hours of the notification. Students should submit any documentation with a letter of appeal that clearly outlines why they believe they should not be billed for damage. If an appeal is submitted, the Assistant Director for Residential Communities or designee will review the information and communicate their decision to the student.

Room Entry and Room Search Policy

The guidelines outlined for entry and search at the university are intended for internal protection; however, nothing herein can limit the ability of a bona fide law enforcement or judicial agency from obtaining legal search warrants for use on the university campus. Section 3342-4-05.1 of the Kent State Register shall govern the room entry and room search policy.

“Room entry” is defined as entrance to a student’s room to fulfill the duties of authorized personnel. “Room search” is defined as a formal seeking out of evidence for reasonable cause that one of the conditions for room occupancy has been violated.

Conditions for room entry include:

A student’s room may be entered to ensure maintenance and general repair within the student’s room in accordance with Administrative Policy 4-05.1 or in response to a student’s work request; in case of fire or for periodic health and fire safety inspections; and after winter and spring break closings.

There is a possibility that noise-related problems may exist in rooms when the occupant(s) is not present and cannot be contacted (e.g., an alarm clock or telephone continuously rings, electronic devices are on and very loud). A situation such as this could create an undesirable environment for neighboring residents. In situations such as this, staff members may enter the room to alleviate the problem in accordance with the Room Search Policy.

To fulfill their responsibilities, when fire drills are in progress, residence hall staff may enter a room to ensure that the hall is vacant.

University Housing professional staff may enter a student's room to enforce university policy.

The following personnel shall be authorized to enter residence hall student rooms under the conditions listed above:

Authorized professional and paraprofessional members of the University Housing staff, including Safety Assistants.

Authorized members of the university maintenance and housekeeping staff.

Authorized members of the Kent State University Police Department (only for life safety emergencies, condition 3 above or with a court-ordered search warrant).

Non-university personnel contracted by University Housing or an agent of University Housing for maintenance or repair services.

Rooms will be searched only with reasonable cause. The occupant or occupants will be informed of any room search. Room searches must be authorized by the Senior Director of University Housing. The following basic situations may precipitate a room search:

A clear indication that established Code of Student Conduct or health and safety regulations are being violated.

An emergency situation that makes it necessary for a staff member to search a room for a potential hazard, such as a discarded prescription bottle.

Procedures personnel will follow when entering a room:

Unless a situation is emergent, staff members will not enter without knocking. Entry, following the knock, will be preceded by a time lapse of sufficient duration to provide an occupant(s) with opportunity to open the door.

If it should be necessary under the conditions outlined for authorized university personnel or their agents to enter a room when an occupant is not present, the occupant(s) will be notified of the entry and the reason for the entry.

Confiscation of Safety Hazards and Illegal Items

University Housing reserves the right to remove items that are illegal, and items that create a substantial safety hazard or harm to people and/or property. Residents may only possess pocket knives (knives with a folding blade suitable for carrying in a pocket) or basic cooking knives used only for cooking purposes in the residence.

other knives will be subject to removal and confiscation. Confiscation of items is managed by the University Security with the exception of illegal items, which is managed by the Kent State University Police.

Prohibited items that may be confiscated include, but are not limited to:

BB guns

Air soft guns

Paint pellet guns

Laser lights

Sling shots

Martial arts weapons

Stun guns

Tasers

Fireworks

Weapons, firearms

Illegal drugs

Candles

Swords

Metal-tipped darts

Incense

Desk lamps or freestanding lamps containing halogen light bulbs

Knives, other than pocket knives (defined above) and basic cooking knives

University Liability

Kent State University and University Housing will not be responsible for any loss of or damage to personal property of the student from any cause, nor will the university and University Housing assume responsibility for injury or damages, personal or property, while the student is a resident.

Students should double check that all personal property has been removed from their rooms and areas (e.g., bike racks) when checking out of the residence hall. Any personal property left behind will be disposed of by University Housing. Students are strongly encouraged to consider carrying some form of personal property insurance. University family policy does not cover property while it is located at the university.

Pet Policy

Pets, except fish, are not permitted in the residence halls, student rooms or public areas of the hall. Tank capacity per room may not exceed 30 gallons. This policy includes the pets of guests.

Students who are approved for an Assistance Animal must abide by the Policy on Reasonable Accommodations for Assistance Animals in University Housing.

Restroom Policies

Residents and their guests are welcome to use the restroom that aligns with their gender identity. Restrooms are to be used only by residents and guests and must be escorted by a resident of the hall at all times.

Sales and Solicitation

Door-to-door sales and solicitation in residence halls and academic and administrative buildings are prohibited. An individual or group may not operate a business enterprise of any sort in the residence halls without the prior written approval from the Senior Director of University Housing or designee. Solicitation includes any effort to ask for donations or contributions of money, goods or services.

Residence Hall Student Conduct Process

Students living in the residence halls are responsible for their actions as well as for the actions of others. It is the expectation of the university community that each member of the community will respect all members and their property, and it is the responsibility of each student to be aware of the policies and procedures the university community has for individual action.

However, some members of the community may, either by error or by intent, violate community standards. At times, it will be necessary to hold the community members responsible for their actions.

Students who violate a **University Code of Student Conduct (/studentconduct/code-student-conduct)** or violate any residence hall policy highlighted in this manual, are required to participate in a conduct process which students will meet with a University Housing staff member to talk about the incident and to discuss expectations for members of the community. Typically, University Housing staff members assign restorative actions and obligations for students to complete.

When a more serious violation occurs, or when a student repeatedly violates university and/or residence hall policies, University Housing may refer the student to the Office of Student Conduct.

Residence Hall Policies

Residence hall students are expected to review, know, and follow the **Code of Student Conduct (/studentconduct/code-student-conduct)**. In addition, students are expected to review, know, and follow the policies below that are specific to the residence halls.

Alcohol

In addition to the Code of Conduct's definitions, our policies include:

The consumption of alcoholic beverages and the possession of alcoholic beverage containers (decorative containers and collections) are prohibited in the following residence halls regardless of whether they are for residents or guests: Allyn, Beall, CCA, CCB, CCD, CCE, CCF, Clark, Dunbar, Fletcher, Johnson, Koonce, Leebrick floors 8-12, Manchester, Olson, Prentice, Stopher, Verder and Wright halls.

Consumption of alcoholic beverages and the possession of alcoholic beverage containers are permitted in the following residence halls: CCC, Engleman, Leebrick floors 1-7 and McDowell, only if all individuals in the room or assigned to the room are 21 years of age or older. In CCC, Engleman, and McDowell suites, consumption of alcoholic beverages and the possession of alcoholic beverages is permitted in individual rooms only if the resident is at least 21 years of age, and in common areas of the suite only if all residents of the suite are 21 years of age.

In those buildings in which alcohol is permitted, beer containers may not exceed 16 ounces and wine or alcoholic beverage containers may not exceed two liters.

Residents who are present in the room containing alcohol must be in possession of valid identification. Identification must be required to provide this identification to a university employee.

Alcohol cannot be consumed in a common space in the building.

Packages containing alcohol or shipped in an alcohol package will be refused by the area designated for the package.

Odor of Marijuana

In addition to the Code of Conduct's Controlled Substances definition, students should ensure that their rooms do not smell of marijuana. The smell of marijuana from a room impacts neighbors and the community. The smell of marijuana is considered a residence hall policy violation.

Quiet/Courtesy Hours

Quiet Hours are established times when each student is expected to keep noise at an extreme minimum to respect all residents who may be choosing to sleep or study. Quiet hours (the absence of loud noise) exist within each residence hall as follows:

Sunday - Thursday nights: 10 p.m. - 10 a.m.

Friday and Saturday nights: 2 a.m. - 10 a.m.

24-hour quiet hours go into effect at 8 p.m. on the Friday preceding exam weeks and remain in effect until the close of the semester.

On long vacation weekends (i.e., a Monday holiday), weekend quiet hours will be in effect.

Weekday quiet hours do not change for mid-week holidays or during break housing periods.

Courtesy hours are in effect at all times. Courtesy hours are defined as conditions under which no unreasonable noise is not disruptive or disturbing to either students or staff.

Guest/Escort Policy

Residents may bring guests into the residence halls. A guest is defined as any person who is not a resident in that particular hall. All guests must be escorted by their host at all times – including in stairwells, lobbies and elevators. Residents are responsible for, and will be held accountable for the actions of their guests.

University Housing staff members reserve the right to require a guest to leave the floor/building/room if the guest(s) and/or host(s) is disruptive or in violation of this policy. University Housing also reserves the right to revoke guest privileges to an individual, room, wing, floor, or hall as a disciplinary action. Residents are responsible for violations that occur within their rooms, regardless of whether they are physically present in the room.

With the consent of all roommates, residents may permit a guest to stay overnight in their room for a maximum of three (3) days in a seven (7) day period.

Please note that for the 2021-2022 academic year, guest/escort policies may change based on the current COVID-19 pandemic. University Housing staff will notify students should guest/escort policies become more restrictive.

Room Capacity

For a single occupancy room, a maximum number of 3 people including you at any time is permitted. For a double occupancy room, a maximum number of 5 people including you at any time is permitted.

Please note that for the 2021-2022 academic year, room capacity policies may change based on the current COVID-19 pandemic. University Housing staff will notify students should room capacity policies become more restrictive.

Misuse of University Keys

FLASHcards and/or residence hall room key cards may not be duplicated, transferred, borrowed, lost, or possessed by any other individual. This applies to both physical cards and digital cards (e.g. CBORD mobile app). Use of the CBORD Mobile ID mobile app or related PIN codes using someone else's FlashLine account is not permitted.

Improper Room Change

Only students officially assigned to a room/space by University Housing shall occupy that space. Changing rooms without prior approval from University Housing will result in disciplinary action as well as a \$250 fee. Subleasing is not permitted.

Facilities Policies

The following behavior is prohibited:

Accessing a residence hall roof. Only authorized university personnel may have access to or be on any residence hall building and adjoining facilities.

Removing or tampering with a window or window screen

Throwing, dropping, hanging, etc., of objects from or into a residence hall window

Entering or exiting a residence hall by way of a window

Removing furniture from lounges or public areas

Depositing bodily waste in an area not designed for such use

Participating in activities that could cause damage to property or harm to an individual or group. Examples may include, but not limited to pranks, general horseplay, playing sports, in-line skating, skateboarding, cycling, shaving cream fights, water balloon fights, use of toy weapons.

RESIDENCE HALL FIRE SAFETY POLICIES

Students are responsible for upholding all fire safety policies outlined below.

Fire Safety - Decorations

Residence hall room doors, door frames, and handles, both interior and exterior (student doors, bathroom doors, lounge doors, kitchen doors, trash room doors) may not be covered with any other combustibles, with the exception of items approved by the Residence Hall Director/Area Director as items for religious purposes.

No decorations or any other combustibles can occupy any portion of the door space (i.e., no decorations attached to the wall above the door and hang down in front of the door).

All decorations must be noncombustible or fire resistant and bear the label of Underwriters Laboratories (UL).

No decorations shall interfere with safe passage or evacuation. No decorations may be placed in stairways or exit routes. Decorations may not obstruct a person's vision or walk path in any way. Decorations may not be hung from any ceiling or draped from one wall to another in any offices, rooms or lounges (decorations include, but are not limited to, streamers, bunting, flags, posters, wires, cables, etc.).

Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, audible fire alarms, exit doors, student doors, sprinkler heads/cover plates and/or any other life safety devices shall not be decorated, covered or obstructed in any way. An 18-inch clearance around all safety devices must be maintained.

Hay, straw, leaves, corn shucks, or other dried vegetation, cut evergreen trees and branches are prohibited in any building.

For safety reasons, no electrical cords or lighting shall be hung around, attached to or under any door frame or placed underneath a carpet.

Welcome mats and other decorative items such as candy bowls that are placed in the hallway or near room doors are not permitted. Hallways must be kept clear to prevent obstacles in an evacuation.

Fire Safety – Lighting/Extension Cords

Halogen light bulbs (used in desk lamps or free-standing lamps) are prohibited due to the excessive heat they generate and the danger of combustion. Only desk lamps or free-standing lamps which use fluorescent or incandescent light bulbs are permitted.

Torchiere-style lamps, including multi-armed or flexible floor lamps, are prohibited.

Crepe paper or other material may not be wrapped around any light fixture.

Building light bulbs may not be painted.

Only lighting sets with an Underwriters Laboratories Inc. (UL) label may be used.

Decorative lights used inside buildings must be the "miniature" type or rope lighting, and must not be placed around beds or other items in the room.

No more than two 12-foot lengths of rope lighting or one set of 100 miniature lights are permitted in any room or living area. Lighted decorations or rope lighting may not be left unattended.

Extension cords are to be used sparingly and must be equipped with a ground (three prong plug) with an inline surge protector. Use of the proper length of surge protectors instead of extension cords is recommended.

Power strips with a safety overload circuit breaker shall be the only multi-plug adapter to be used in rooms and/or living area. Only one power strip is to be plugged into any one outlet at one time. Other plug adapters are permitted. Be careful not to overload any power strip or outlet.

Power strips, extension cords, rope lighting and decorative light sets shall not have a pinch point through any door openings or be covered by rugs or clothing. They shall not be wrapped around any bed, furniture or ceiling. All electrical cords, lights and power strips must have at least 18 inches clearance from all combustible and flammable materials and shall not become a trip hazard.

Removal of university-installed light bulbs, fluorescent tubes, etc., is not permitted. Residents may not install fluorescent black lights or remove light fixtures due to the fact that they do not allow an unobstructed view of the room.

In the event that a university-provided light does not work, residents should file a FlashTrack request at flashtrack.kent.edu (<https://flashtrack.kent.edu/>).

Fire Safety – Holiday Trees

Live or cut trees are not permitted in any university-owned building. Artificial trees 24 inches or less in height and must be certified as being a fire-resistant material, but must be kept inside the resident's room with access to the door. No metallic trees are permitted.

Fire Safety – Combustible Materials

Because of the combustible nature of the following materials, they may not be stored or possessed in residence halls: oxygen tanks (except when permission is granted for medical reasons) or flammable liquids (gasoline, lighter fluid, charcoal, etc.). The storage of gasoline-powered mopeds, motorized scooter or any other motorized equipment that requires a fuel source or uses a lithium ion battery, is prohibited in residence halls.

Fire Safety - Fireworks

The possession and/or use of fireworks (including sparklers and caps) is expressly prohibited in residence halls.

Fire Safety – Microfridges, Refrigerators/Freezers, and Microwaves

A personal or rented microwave (not to exceed 700 watts), microwave/refrigerator unit, or compact refrigerator (not to exceed five cubic feet) is permitted only in Leebrick Hall.

All other residence hall rooms currently contain one Kent State microfridge or full size refrigerator. Students in these rooms may not bring additional microfridges, microwaves or compact refrigerators.

Microfridges must not be located under lofted beds or behind a room door. Additionally, microfridges and refrigerators must be plugged directly into a wall outlet; they are not permitted to be plugged into a power strip, surge protector or extension cord.

Fire Safety – Ceilings/Walls/False Barriers

Nails, adhesive tape, glue, screws and tacks should not be used in order to keep walls and ceiling in place. Painting of walls is not permitted. Sheets, tapestries, furniture or any other objects that create a barrier that obstructs a clear view of the room including all four corners are not permitted - including hardboard sheets from lofted beds. In an emergency, such barriers could hamper entry by university personnel and create a life safety hazard to the residents and guests of the room.

No items may be attached to the ceiling at any time. When arranging the furniture in your room, do not block the main window in the room. If beds are bunked and arranged so that they are parallel to the window, there must be at least two feet of space between the bunked beds and the window.

Fire Safety – Electrical Appliances

Misuse or possession of prohibited appliances is a violation of University Housing policy.

Appliances are defined as any electrical device with the primary purpose of cooking, preparing or generating heat.

The following items are not permitted in the residence halls:

Devices with un-enclosed heating elements

Toaster ovens

Freezers

Lava Lamps

Window/portable air conditioners or space heaters

Indoor grills

The following appliances are permitted in the residence halls:

Automatic, pop-up toaster

Crock pot, instant pot, or slow food cooker

Sandwich maker

Waffle iron

Blender

Food processor

Portable or stand mixer

Air fryer

Automatic coffee maker (with fully enclosed heating element)

Hot pot (with fully enclosed heating element and automatic shut-off)

Corn popper (with fully enclosed heating element and automatic shut-off)

Clothes iron (with temperature settings)

Curling iron

Hair straightener/flat iron

Fish aquarium heater

Hair dryer

Hair rollers

Heating pad (with temperature settings)

Electric blanket (with temperature settings)

Electrical appliances and devices must not be placed in a closet due to poor ventilation and combustion preparation/preservation or heat-generating appliances not listed above must be approved by the Director or Area Coordinator.

Tri-Towers Rotunda and Other Common Areas

Code of Student Conduct (/studentconduct/code-student-conduct) policies, as well as all other policies listed in this Hallways Handbook, remain in effect in areas such as lounges, lobbies, hallways, Towers Rotunda, and other common spaces for residence hall students across campus.

Celebratory Candles and Incense

In an effort to support all identities and backgrounds, University Housing will provide a private space for students to practice celebratory ceremonies of their religious, or holiday celebrations, in a secured environment. These activities may include the use of celebratory candles and/or incense for group events. In those cases, a written permission must be obtained from the Office of Safety and Security, University Housing, two business days in advance of the activity, and specific guidelines must be followed. If an event will include more than three students, the students will be directed to University Scheduling at the Student Center. The Kent Student Center has the venue and guidelines to support larger events.

Guidelines for Celebratory Candle & Incense Use:

Student should fill out the **Celebratory Candle & Incense Agreement Form (<https://www-s3-livestudentcenter.com/s3fs-public/file/Celebratory%20Candle%20%26%20Incense%20Agreement%20Form%20%28UPDATED%2011-15-2020%29.pdf>)** and submit it to the Office of Safety and Security.

If approved, student should reserve a space by contacting [330-672-7000](tel:330-672-7000). Student must reserve at least 2 business days in advance. Approved locations include Twin Towers Studio A, Fletcher 108, Mendenhall 129, Prentice 129, Stopher 153 and Stopher 154.

Student should be aware that the department will assign a staff member to be at the room during the event is taking place

Student should always place the candle on a stable surface and within a non-combustible container. Student should not dispose of wax in the sink.

Student should keep the signed Celebratory Candle & Incense Agreement on them at all times

An individual reserving the room must be at the event at all times. No more than three students at the event.

Students should cooperate with university staff and adhere to all other university policies during the event.

Resources

[Department Mission and Values \(/housing/mission-and-values\)](#)

[Commitment to Diversity \(/housing/commitment-diversity\)](#)

[Staff Directory \(/housing/staff-directory\)](#)

[Residence Hall Quick Reference Guide \(/housing/quick-reference-guide\)](#)

[Benefits of Living on Campus \(/housing/benefits-living-campus\)](#)

[University and Off-Campus Resources \(/housing/university-and-campus-resources\)](#)

[Safety Tips \(/housing/safety-tips\)](#)

[Safety and Security Information/Escort Program \(/housing/safety-and-security\)](#)

[Student Mediation Services \(/studentconduct/mediation\)](#)

[Code of Student Conduct \(/studentconduct/code-student-conduct\)](#)

[Academic Resource Guide \(/housing/academic-resource-guide-success-class\)](#)

[Student Leadership \(/housing/student-leadership\)](#)

[Living-Learning Programs \(/housing/living-learning-programs\)](#)

[Mail and Packages \(/housing/mail-and-package-delivery\)](#)

[Student Job Opportunities \(/housing/jobs\)](#)

[Hall Posting Policy \(/housing/hall-posting-policy\)](#)

[Area Desks \(/Housing/Area-Desks\)](#)

[Contract Renewal Guide \(/Housing/Contract-Renewal-Guide\)](#)

[Hallways Handbook \(/Housing/Hallways-Handbook\)](#)

[Laundry Service \(/Housing/Laundry-Service\)](#)

[Mail And Package Delivery \(/Housing/Mail-And-Package-Delivery\)](#)

[Maintenance And Technology Requests \(/Housing/Maintenance-And-Technology-Requests\)](#)

[Preferred Vendors \(/Housing/Preferred-Vendors\)](#)

[Roommate Agreements \(/Housing/Roommate-Agreements\)](#)

[Seasonal Break Housing \(/Housing/Seasonal-Break-Housing\)](#)

[Student Leadership \(/Housing/Student-Leadership\)](#)

[Student Success \(https://www.kent.edu/housing/academic-resource-guide-success-class\)](https://www.kent.edu/housing/academic-resource-guide-success-class)

[University And Off-Campus Resources \(/Housing/University-And-Campus-Resources\)](#)

[Winter Break Check Out \(/Housing/Winter-Break-Check-Out\)](#)

[Winter Break Room Changes \(/Housing/Winter-Break-Room-Changes\)](#)