

# **Housing and Residence Life Resident Handbook**

The University of Alabama in Huntsville



Welcome to UAH Housing,

On behalf of the Housing and Residence Life Staff at the University of Alabama in Huntsville, we would like to welcome you to your new home. We are so excited you have chosen to be a part of the Charger Nation.

Living on campus is an important part of your university experience. By living on campus, you greatly increase your opportunities to become engaged with your peers in the residence halls, as well as the entire UAH community. We will provide you with an environment that is supportive, caring, and full of resources. Being a member of our residential community will enhance your personal development, improve your life skills, and help you establish lifelong friendships.

We encourage you to take advantage of the programs and opportunities for peer interaction that we will provide throughout the year. Share this exciting journey with others! By getting involved and participating in your community, your residential living experience will be invaluable in so many ways.

Residents living on campus are encouraged to reach their highest potential as responsible members of their residential community. Standards of Community Living exist to maintain an atmosphere of mutual respect, academic success, and Charger pride. Please familiarize yourself with these standards. The Standards of Community Living provide each resident with guidelines and policies to help acquaint you with your residential community, the Department of Housing and Residence Life, and expectations for community living.

We are so glad you are here. Go Chargers!

Neil McMillion

Executive Director of Residential Living and Card Operations

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Although the publisher of this handbook has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial or clerical errors or errors occasioned by mistakes. The publisher has attempted to present information that, at the time of preparation for addition to the website, most accurately describes the policies, procedures, guidelines, regulations, and requirements of The University. The University reserves the right to alter, change, add, or remove any statement contained herein at any time without prior notice. The University of Alabama in Huntsville will keep a copy of the handbook in the Housing Office and online for interested parties.

The University of Alabama in Huntsville is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, sexual orientation, age, or disability. In keeping with this commitment, UAH actively seeks to promote diversity in its educational environment through its recruitment, enrollment, and hiring practices.

If you have any questions about any of the items in the Resident Handbook, please contact a Housing Staff member in your community, email [housing@uah.edu](mailto:housing@uah.edu), or call the Housing Central Office at (256) 824-6108.

Last Updated 7/17/2023

## UAH Housing and Residence Life Mission Statement

The mission of UAH Housing & Residence Life is to provide engaging, respectful, and well-maintained communities that cultivate resident success.

## Purpose of the Resident Handbook

This handbook is an extension of the Housing Room Contract you signed when you accepted your assigned space. It is your responsibility to familiarize yourself with this information. You will be held accountable for this information and will be expected to adhere to all of the following:

*Resident Handbook*

*Student Housing Contract*

*UAH Student Code of Conduct*

For up-to-date staff contact information, please visit <https://www.uah.edu/housing>

## Housing and Residence Life Staff

### Resident Assistants (RA)

A Resident Assistant (RA) is an undergraduate student leader selected and trained to work with students in establishing a residential community. The RA is here to aid residents with the transition and ongoing challenges students face when attending college. The RA can assist with maintenance work requests, roommate conflicts, and other issues of concern. The RA is a great resource person who can help answer questions about the UAH. Throughout the year, the RA will plan various programs and activities with and for residents.

### Residence Directors (RD)

Each area is staffed by a full-time, live-in Resident Director (RD). The RD supervises the RAs and DAs and oversees the day-to-day operations of the area, assisting student staff and residents in developing programs, building community, handling student conduct matters, and participating in the professional staff duty rotation. Each Resident Director has an office in their area, holding regular office hours or by appointment.

## The Housing and Residence Life Office

The Housing and Residence Life Office is located in Charger Village. The physical address is 601 John Wright Drive, Huntsville, AL 35805. The telephone number is (256) 824-6108. The fax number is (256) 824-6739. Office hours are Monday through Friday, 8:30 am - 5:00 pm, except for University holidays. The staff can help you with questions about living on campus, your housing contract, and other housing-related issues. The Executive Director, Senior Associate Director of Resident Services, Assistant Director for Residence Life, Assistant Director for Housing Operations, Senior Residential Facilities Manager, Senior Staff Assistant, and Office Assistant offices are located in the housing office. They will direct you to the appropriate person to address your concern. If you wish to email us, you can at [housing@uah.edu](mailto:housing@uah.edu)

## Desk Assistants (DAs) and Residence Hall Front Desks

The Desk Assistants (DAs) are student employees who monitor activity in the lobby, answer questions, and greet guests who come in and out of the residence halls.

Throughout the academic year, desks are staffed 24 hours a day, seven days a week (except in Southeast). During holidays, breaks, and the summer semesters, desks may operate on a modified schedule.

Community	Number	Community	Number
Central Campus	256-824-7000	Charger Village Original	256-824-3200
Bevill Center	256-824-5576	Charger Village Addition	256-824-4572
Frank Franz	256-824-5200	Southeast & Greek Housing	256-824-6106
North Campus	256-824-4800		

## Mailroom Assistants

The Mailroom Assistants (MAs) are student employees responsible for handling packages and letter mail in the Resident Mailroom for all on-campus residents.

## National Residence Hall Honorary (NRHH)

NRHH is a student organization for residents living in the residence halls. NRHH serves to acknowledge residents in our residence halls who have shown exceptional leadership and service toward the improvement of Housing and Residence Life and the surrounding community.

# Contracts and Administrative Responsibilities

## Resident Handbook

University Housing has published policies to inform students of their responsibilities for their actions within their campus living environment. The rules and regulations have been created to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these policies. Violations will result in appropriate disciplinary action.

The policies and procedures covered in this handbook are designed to make your on-campus experience a positive one. You have a right to an atmosphere conducive to study and sleep. You have a right to live in a clean facility. You also have an obligation to make sure these conditions exist for yourself and others.

The University has the right to make any policy or procedural changes at any time it deems reasonable, necessary, or appropriate.

## Official UAH Communication

UAH Housing and Residence Life will contact you through your UAH email address. You are responsible for checking your UAH email for any notices or housing information sent to you.

## Housing Contracts

Upon completing the housing agreement, UAH and the student are in a contractual agreement. A non-refundable application fee of \$125 is due before a contract can be processed. Contracts must be completed for each academic year (fall-spring terms) and each summer term that a resident seeks housing through UAH. Contracts must be completed by the intended student. A completed contract must be submitted before a student is permitted to move in. Any student under the age of 19 must have a legal guardian sign the contract with the student. If UAH housing is unable to provide an assignment, the \$100 of the application fee will be refunded to the student's UAH account.

## Appeals & Process

Residents have the option to appeal their contract, the live-on requirement, and any fees related to their time on campus. These appeals are completed digitally and specific information can be found on our department's website. Please allow at least 14 days for any submitted appeals to be given a decision.

- Read the terms and conditions of your Student Contract before submitting your appeal.
- Submit your appeal promptly with any supporting documentation to help us process your appeal quickly. Some items, such as cancellation fees, vary based on the date of the appeal, withdrawal, or move-out.
- You must utilize the forms on our website to submit your appeal. Our office will not hear appeals that do not follow the process given.
- Submitting your appeal does not automatically approve your appeal
- Cancellation of a contract does not eliminate your responsibility for fees already charged (such as late fees) or fees charged as a result of cancellation and move-out (such as room damages).
- Only housing assignments staff are authorized to discuss the terms of a housing contract. Resident Assistants and Resident Directors are not able to make these determinations.
- Once your account has been submitted to a non-university collection agency, you are no longer eligible to appeal your charges.

## Room Assignments

The University will provide you with a space in University Housing for your occupancy as a resident. You are not being given a right to any specific residence unit or accommodation by this agreement.

Occupancy shall be for the period and upon the terms stated in the contract/lease and these rules and regulations. The University will consider and attempt to grant a request for a particular residence, roommates, or other special arrangements indicated in your housing contract but cannot guarantee requests. The University, at its sole discretion, shall determine your assignment, authorize or deny a room change, consolidate vacancies, and has the right to move a student from one room to another. Residents are not permitted to re-assign or sublease their assigned spaces.

Housing assignments are dependent upon availability and, therefore, not guaranteed. The University does not make room assignments on the basis of any individual's race, color, religion, national origin, or disability (unless the disability requires accommodations), and it will not consider a request for an initial assignment or a change in assignment based on any of these grounds.

## Room Changes

There is no guarantee that Room Change requests will be approved. There are times when the department may be unable to accommodate a Room Change unless it is determined to be an emergency by the department. Room Changes will be reviewed after a 10 Business Days Housing Freeze at the beginning of each semester.

Room Changes involve a conversation with and the approval of Housing staff. When a Room Change request is approved, the resident must move to the newly assigned unit within 48 hours of the Room Change request approval notification date. Failure to complete a Room Change within this timeframe may result in the revocation of Room

Change approval or additional rent charges being assessed. A resident's outstanding Housing balance may impact a resident's ability to receive a Room Change.

## Consolidation

Housing and Residence Life reserves the right to consolidate residents from partially filled suites to other occupied units. Consolidation, if necessary, can occur at any time during the semester.

## Check-In

Residents are required to check in to their assigned room on designated dates at specific times. Assignments are provided to students in advance but are subject to change until the resident checks into the assigned space. During check-in, residents will receive a key, access to their Room Condition Report (RCR) through myUAH Residential Self-Service to complete within 7 days, and other pertinent information from Housing and Residence Life. Residents are expected to read and are responsible for knowing the contents of these documents.

## Check Out

Unless Graduating, all residents are expected to check out of housing 24 hours after their final exam at the end of their contract period. Those graduating will be expected to check out the day after commencement. Before checking out, residents must discard all trash, clean all rooms and appliances, lock doors and windows, and close all blinds. Students will be assessed fees after check-out for excessive cleaning, damages, and any items left behind.

It is important for the resident to read all check-out information carefully and completely. A resident who does not formally check out of their assigned space by the designated time may be assessed an improper check-out fee of \$100.00.

*Contract Cancellation Request* information can be found on the housing website. Submitting a Contract Cancellation Request or appeal does not mean automatic approval. Residents who leave housing are financially responsible for any outstanding housing rent or damage fees.

## Improper Room Changes or Use

An improper room *change* is when a resident moves to another apartment/room/unit without proper authorization from Housing and Residence Life. An improper room *use* is defined as when a resident utilizes an apartment/room/unit that is not assigned to them without proper authorization from Housing and Residence Life.

Examples of this include storage, personal office, and guest use. A fee of \$50 will be assessed, and the student must return to the original assignment.

## Parents and Family Members

UAH Housing's primary relationship is between the institution and the student. This means that parents, friends, and family members may not act as a proxy for the student. Parents and family members are encouraged to stay informed of important housing information and encourage their students to contact Housing Staff if there are problems or concerns.

## Summer School and Intern Housing

Summer school housing is available for any resident who participates in a registered internship, or co-op position or is enrolled in at least one of the summer class terms. Summer residents and interns will be housed in specific areas of campus. Information will be sent to all spring semester residents about summer housing and information will be posted to the housing website. Please contact the Housing Office for additional information or questions regarding summer housing.



# Housing Regulations and Policies

## Abandoned Property

Housing and Residence Life does not have or offer storage for student property. When a resident moves out of their suite, the resident should completely remove all personal belongings from their room. Any student, who fails to remove property, thereby grants the University the right to remove abandoned property at the owner's expense. Property left behind is considered abandoned and will be disposed of after 30 days.

Items left behind in common area spaces (e.g., lobbies/front desk, hallways, laundry rooms, or study spaces) that cannot be identified to a specific individual will be disposed of after 10 days.

Any perishable items abandoned will be disposed of immediately.

## Abusive, Harassing, Intrusive Conduct

University policy forbids conduct that involves actual or threatened physical abuse or violence, hazing, indecent behavior, and harassment (including both general harassing behavior and harassment based on an individual's race, color, religion, sex, age, national origin, sexual orientation, or disability). University policy forbids related actions that invade one's personal privacy (such as repeated, unwanted telephone calls, harassing emails, and abusive letters).

## Alcohol Use

Each resident of University Housing is individually and personally responsible for compliance with these provisions of the UAH Student Code of Conduct and compliance with the laws of the State of Alabama.

1. Only beer and wine are permitted in residential communities by students who are 21 years of age and older.
2. Possession/consumption of hard liquor is not permitted in or around residential communities.
3. Common containers, beer kegs, funnels, beer/water pong setups, and other drinking games are prohibited in or around residential communities.
4. Collections or displays of empty beer or alcohol bottles, cans, containers/packaging, or other items are prohibited in residential community areas.
5. Possession of open containers of alcohol or consumption of alcoholic beverages in public areas such as TV lounges, walkways, balconies, grounds areas, pool areas, stairwells, courtyards, picnic areas, community kitchen areas, parking lots or loading zones adjacent to residential communities, or other Housing and Residence Life areas is prohibited.
6. Social gatherings at which alcohol is served must be conducted in accordance with the UAH Alcohol Policy. The Housing Staff may determine that a gathering exceeds safe occupancy and may require some or all guests to vacate a Housing and Residence Life area.
7. Any University official has the right to request, or be provided, appropriate student identification when questioning an individual's age for alcohol consumption purposes.
8. If residents are under the age of 21, they cannot host drinking of any age in their residential space and cannot store alcohol for themselves or others.
9. Residents who are 21 years of age and older should be mindful of where they store alcohol and who they consume alcohol around to avoid any perception of supplying or facilitating underage drinking.

## Appliances

Open-coil appliances are not permitted in University Housing. Unauthorized appliances may be confiscated and returned to the owner at move-out. Cooking in the residence suites is limited to the microwave provided and

closed-coil appliances only. Microwaves in SCH are permitted. All appliances must be UL listed, and we recommend automatic shut-off options. **Cooking in individual bedrooms is prohibited.**

Kitchen Appliance	Status	Kitchen Appliance	Status	Kitchen Appliance	Status
Air Fryer	Allowed (Max 1500 watts)	Electric kettle	Allowed	Instant Pot	Allowed
Belgian waffle maker	Allowed	Electric Skillet / Hot Pot	Not allowed	Induction burner / cooktops	Not allowed
Bread maker	Allowed	Espresso machine	Allowed	Panini press	Allowed
Buffet server	Allowed	Extra Freezer	Not allowed	Pizza oven	Not allowed
Coffee maker	Allowed	Extra Refrigerators	must be 4.2 cubic feet or less	Rice cooker	Allowed
Cotton candy maker	Allowed	Fondue pot	Not allowed	Roaster oven	Allowed
Crockpot	Allowed	Food dehydrator	Allowed	Toaster	Allowed
Deep fryer	Not allowed	Food steamer	Allowed	Toaster oven	Not allowed
Electric crepe maker	Allowed	George Foreman grill	Allowed	Toaster oven broiler	Not allowed
Electric griddle	Allowed	Hot plate	Not allowed	Waffle iron	Allowed

### Bicycle Registration and Bicycle Racks

All resident students are required to register their bikes through Parking Services (located in the Conference Training Center). There is no cost for this registration. Locks are recommended to secure bicycles. The University does not provide bike locks.

Bicycles may be stored in either bicycle racks or resident rooms, provided they do not impede movement within the suite. Bicycle racks are available throughout the residential communities. Bicycles, motorcycles, or motorbikes may not be chained to railings, light posts, buildings, or any portion of buildings, trees, tables, seating, or any equipment on Housing and Residence Life grounds. Bicycles, motorcycles, or motorbikes may not be stored in hallways, entry areas, stairwells, walkways, elevators, or public areas intended for seating.

Unclaimed and non-registered bicycles left in Housing and Residence Life areas will be removed at the end of the academic year.

### Bunk/Lofted Beds

Rooms in Housing and Residence Life spaces are equipped with loftable bed frames. Frame types include frames that can be single or lofted. Please submit a maintenance work order if you want to loft your bed. Housing will provide the bunking pegs. The bed frames, and mattresses may not be removed from the room. Personal beds, mattresses, lofts, concrete blocks, homemade bunk beds, and alterations/additions to existing structures are not permitted.

### Cable Television and Common Area Televisions

Each resident has access to local cable channels through Xfinity On Campus. You may access Xfinity on digital devices and smart TVs. Log in using your UAH username and password. All cable access is streaming. There are no wired cable connections. Residents experiencing trouble with cable service must complete an Office of Information and Technology (OIT) work order. All communities have Smart TVs in the lounge areas. Xfinity On Campus is available on lounge tvs.

### Charger Card Access

All residents (except SCH residents) use their Charger Cards to enter their assigned building and show their charger cards to any Housing Staff at the desk. Report any problems with building access to the RD or housing office

immediately. Report lost Charger Cards to the Charger Card office in the Charger Union. All laundry machines in housing accept flex dollars on Charger Cards. Some vending machines on campus also accept Charger Cards.

## Combustibles

Gasoline, kerosene, propane tanks, charcoal, lighter fluid, and any other flammable material shall not be stored in or around a residence unit. Heating or cooking units fueled by these materials are prohibited. The Housing Professional Staff have the discretion to determine if other materials are hazardous to the safety of the residents and have them removed.

## Disorderly Conduct

Students may not engage in any actions that impair, interfere with, or obstruct the orderly conduct, processes, and functions of Housing and Residence Life or violate the Standards of Community Living outlined in this handbook. The Housing staff may determine that a gathering exceeds safe occupancy and may require some or all guests, to vacate a residential area, including student rooms, lounges, lobbies, kitchens, and/or outdoor areas. A student whose conduct violates Housing and Residence Life Standards of Community Living or any other University policy may be subject to disciplinary action.

*Damages/Community Damages:* Appropriate oversight of community areas is the responsibility of all residents. Damages that occur in a suite will be charged to the person who damaged the item and/or the student(s) assigned to the unit at a rate that includes actual replacement and labor costs. Public area damages will be charged to those identified as responsible. Public area damages not charged to a specific individual may be charged to all residents of a floor, building, or entire residential area and are referred to as Community Damages. Community Damage Charges will be divided equally among all community residents. Repair or replacement of damaged items will take place at the discretion of University Housing.

Students may not engage in theft, malicious destruction, defacement, damage, or misuse of University property, private property, or common areas. Replacement and repair costs will be charged to the responsible party or parties. Disciplinary action, referral to the Dean of Students Office, and/or community charges will occur as appropriate.

Riding bicycles, scooters, hoverboards, in-line skates or skateboards, or similar devices in hallways, walkways, lounges, offices, and lobbies is prohibited. Contact sports, Nerf/dart guns, bouncing balls, throwing items, and general roughhousing in hallways, walkways, lounges, offices, and lobbies are prohibited.

## Doors and Locks

All exterior doors in housing are locked at all times, and entry is by card access only. Residents may not prop open any exterior housing doors. Residents are encouraged not to prop suite or bedroom doors open for safety reasons. Locks may not be tampered with or damaged. Slide locks and chain locks are prohibited and may not be added on any doors in a student's suite. Only authorized Housing and Residence Life personnel are authorized to change or replace locks. Residence Life staff will always lock a resident's door when leaving a room for maintenance, health/safety checks, or other reasons.

Anything placed on a door must not cause long-term damage to the door, threshold, or door frame. The use of masking tape or painters' tape is allowed. Other forms of tape (putty and glue are not allowed). Drawing on or painting doors is not permitted.

## Drugs and Other Illegal Substances

Per state law, the possession, manufacturing, growth, sale, or use of illegal substances is prohibited. Possession of illegal substances and related paraphernalia is also prohibited. Violations of the University Drug Policy will result in a referral to the student judicial office and may result in criminal charges.

## Elevators

Tampering or damaging elevators is prohibited. Elevators may not be used during general building evacuation in a fire or severe weather emergency. Overloading or jumping in elevators is prohibited. Unless an emergency is occurring, ringing, sounding, or engaging the emergency bell within the elevator is prohibited.

## Emergency Notification Systems

The University of Alabama in Huntsville is equipped with systems to communicate with the campus community in the event of an emergency.

**Public Areas Siren System:** The University of Alabama in Huntsville has two outdoor Huntsville EMA sirens on campus that are activated during an event which immediately threatens the health and safety of University Community members. A very loud siren will emanate from the speaker in the case of an EMA Alert. This tone is meant to warn individuals who are outside of campus buildings to immediately seek shelter in the nearest building. In order to test the functionality of the system, and to ensure the campus community is aware of the sirens, sirens are tested at 12 noon the first Wednesday of every month (providing the weather is non-threatening).

**UAlert:** The University offers the UAlert service to all members of the UAH community. The UAlert system offers multiple ways to contact the UAH community in the case of an emergency. To sign up for UAlert:

<https://www.uah.edu/ualert/registration>

This system is only utilized in the event that the University needs to communicate important information regarding an emergency, weather information, or other official notification. Information provided by students will not be shared with any other parties or utilized in any other way.

## Emergency Medical Information

The Office of Housing and Residence Life does not collect emergency medical information but it is recommended that students keep a card or document with any emergency medical information easily accessible for the UAH Police or HEMSI (Huntsville Emergency Medical Services, Inc.).

## Endangerment

Physical violence toward another person or group or actions that endanger the health, safety, or welfare of a person or group is prohibited. Interference with the freedom of another person or group to move about in a lawful manner is prohibited. Physical altercations will not be tolerated and will result in disciplinary action, as noted in the Student Code of Conduct.

## Extension Cord Safety

For the protection of the Housing and Residence Life community, Housing and Residence Life Facilities staff and the Office of Environmental Health and Safety have established extension cord guidelines. Residents can use extension cords with the following restrictions:

1. Underwriters Laboratories (UL) approved three-prong extension cords that are 14 gauge or heavier. (The lower the gauge number, the heavier the cord.)
2. Cords cannot exceed 10 feet in length and cannot be plugged together.
3. Cords cannot impede safe traffic in a suite or be pinched in doors.
4. Only ONE appliance may be plugged into multiple adapters.
5. Only UL approved multiple adapters with circuit breakers are permitted.
6. Rewiring of residential community space by residents or non-university individuals is prohibited.

Neither University Housing and Residence Life nor the University is responsible for any damage to electrical equipment (computers, TVs, telephones, music equipment, etc.) which may be caused by outages, interruptions, power surges, fire, lightning, or other weather-related incidents.

### **Failure to Comply with a University Official**

Residents who fail to comply with instructions of a University official (i.e., faculty, staff, administrators, Housing and Residence Life staff, UAH Police, etc.) or non-university law enforcement officers will result in referral to the Dean of Students Office.

### **False Information and Identification**

A University ID card or other form of identification with a picture must be presented upon request of a University official. Housing and Residence Life staff are University officials.

Providing false information, withholding information, or providing misleading information to a University official, student conduct hearing officer, or review body is prohibited. Acting on behalf of another person, group, or the university without authorization or prior consent of that individual or group is prohibited. As noted in the Student Code of Conduct, providing false information will result in disciplinary action.

### **Fire Alarms/Fire Drills/Fire Safety Equipment**

Under Alabama law, it is a crime to intentionally set a fire, cause a false fire alarm, or interfere with fire safety or detection equipment or measures. Each building/suite is equipped with a fire alarm system. These systems are regularly inspected and approved by the State Fire Marshal. Smoke detectors are located in every apartment/suite area. Emergency lights are located in appropriate areas. Fire extinguishers are located in hallways and in each suite. The fire protection systems (i.e., alarm, sprinkler, extinguishers, etc.) in residence halls are for your protection.

The following are violations of the state fire codes: Tampering with or damaging fire safety equipment (including automatic door closures, smoke detectors, pull stations, fire extinguishers, sprinkler heads, etc.); initiating false alarms, stopping existing fire alarms; or failing to immediately evacuate during a fire alarm. Violating state fire codes is illegal and constitutes a felony of the third degree. Violations will result in disciplinary action and are punishable under state law. Residents will be charged a minimum of \$100 for tampering with any fire suppression equipment.

In the event of a fire alarm, follow the evacuation instructions for your area. The UAH Police and a Residence Life staff member will respond. Residents must cooperate with staff and participate in fire and other emergency drills, including exiting the building, going to the designated meeting area, and following the direction of Housing staff and safety officials. Failure to comply with drills will result in disciplinary action. Failure to do so may jeopardize the safety of all residents and will result in documentation, disciplinary action, and a possible fine of \$100.

When a fire alarm sounds, follow the procedures below:

1. Evacuate the building immediately. Do not exit using the elevators.
2. Assemble in the parking lot closest to your building or the grass areas at least 50 yards from the building.
3. Once outside the building, follow the direction of the Residence Life staff.
4. Residents may not re-enter a building until they are instructed to do so by a Residence Life staff member.

### **Fire Extinguishers in Resident Suites**

Each suite is equipped with a fire extinguisher. If your fire extinguisher needs to be recharged, notify University Housing immediately. If your extinguisher is discharged because of intentional mischief, a fee of \$45.00 will be assessed to recharge the extinguisher.

## Furnishings and Room Decoration

Each suite is furnished with common area seating and individual bedroom furniture. Residents are responsible for all furnishings provided in their suites. University furnishings may not be removed from assigned locations. Alterations, additions, or damages to furnishings will result in charges for replacement or restoration to original condition. The resident will be charged for any missing or damaged furniture items.

Residents can bring personal items, such as rugs, throw pillows, curtains, and bedspreads. Any item brought into the suite must be arranged in a manner that does not obstruct clear access to exits, including windows. Students should remember that all items brought to the residential space will need to be removed at the time of checkout. (See *Prohibited Items* for more information.)

Residents cannot cover, drape or hang items from lights, ceilings, or sprinkler heads. Paper or other flammable decorations should be used carefully and not cover windows or lights. Residents may hang curtains on windows with the use of a tension rod.

Common area furniture may not be removed or relocated. If common area furniture is found within a resident's room, the resident(s) may be charged a removal fee and may be subject to disciplinary action.

Changes or alterations to existing plumbing fixtures (shower heads, sink faucets, thermostats, etc.) are prohibited.

## Grounds

Parking or driving on the grounds and sidewalks within Housing and Residence Life is prohibited. Using hazardous or flammable chemicals or spray-painting on grounds around Housing and Residence Life is prohibited. The University is not responsible for personal items left out on the grounds and sidewalks. Unclaimed items may be considered abandoned and removed.

## Guest/Visitation Policy

Roommates must approve all resident guests. Residents have the right to request the removal of any non-resident or guest from their space. Housing Professional Staff reserve the right to ask any guest to leave any and all residential spaces without notice or reason, especially if determined to be a safety risk or in violation of University or Housing policies.

Residents may only allow guests in their assigned spaces consistent with the following:

1. All residents and guests must show their Charger Card when entering the community
2. Hosts assume full responsibility for the conduct of their guests. Hosts are required to be familiar with Housing and Residence Life rules and policies and to familiarize their guests with the rules and policies.
3. Guests must observe all University rules and regulations and, along with hosts, will be held responsible for their conduct.
4. Residents are restricted to no more than three (3) guests in the community with them at any given time.
5. Guests must wait in the lobby for their host. Hosts must meet their guests at the lobby and are required to accompany their guests at all times while in residential spaces.
6. Residents may not permit any additional individuals to live in their spaces (cohabitation is prohibited).
  - a. In no instance may a resident host a guest overnight in excess of 3 consecutive nights or 9 nights total per semester.
7. Residents who wish to host a minor sibling must meet with their Resident Director and obtain written permission before their arrival. The University is not responsible for the supervision of minors visiting residents in Housing.

## Harassment

Conduct that creates an intimidating, hostile, or offensive campus, educational, or work environment for another person or group is prohibited. Conduct that threatens, harms, or intimidates another person or group is prohibited and

violates the Student Code of Conduct. Residents who receive obscene/harassing phone calls or social media contact are asked to contact their RA or the RD Office immediately. (The resident will be asked to contact the UAH Police Department to make a report and keep a log of the harassing contacts they receive.)

## Health and Safety

Health and Safety Checks will occur once a semester and be announced at least 48 hours in advance through public posting of information. The entire living area will be inspected. Particular attention will be given to the bathroom, kitchen, and common living areas in the suites and apartments. Residents who do not pass the inspection will be given 48 hours to make the necessary changes. If the second inspection results in a failure, each resident will be assessed labor charges to correct the deficiencies.

During checks/inspections, any rooms found violating a Housing policy or otherwise pose a safety risk will be documented, and residents will be notified of the violation.

Subsequent failing a Health and Safety inspection can result in a meeting with a housing staff member and/or having a case referred to the student judicial office, depending on the nature of the violation and/or cancellation of a resident's housing contract.

The Department of Housing and Residence Life reserves the right to schedule a special health and safety inspection of any residential unit and/or public area space if the condition warrants concern. Students are required to allow University officials to enter their residences for these inspections and follow-up visits. Staff conducting the inspections will lock all doors when leaving the room.

## Keys

A room key is issued to each resident at Check-In. Residents should report a lost, stolen, bent, or broken key immediately to their Resident Director so the lock can be changed and a new key issued. A lock change fee will be applied to the resident's account for labor and parts costs based on the specific community. Keys may not be duplicated or transferred. Keys are to be used only by the residents to whom they are issued and should only be in the possession of that resident. Sharing with or providing UAH keys to another person(s) will result in disciplinary action. All keys issued to residents are the property of The University of Alabama in Huntsville.

## Lock Outs

Each semester, after the first week of class, all lock outs will result in a \$10 lock out fee. If a resident misplaces or loses a key, the resident must notify their Resident Director to have a new key issued.

## Liability Insurance/Limitation of University Liability

The University is not liable for damage to, or loss, of a resident's personal property due to will not reimburse a resident for losses created by, or resulting from, unforeseen events, acts of nature, fire, water, accidents, injuries, or theft, which may occur. Residents are encouraged to review family homeowner's insurance policies and/or to purchase personal renter's insurance. (See the Housing and Residence Life Contract).

The Housing and Residence Life Office has partnered with GradGuard, which offers exclusive college renters insurance plans specifically designed for students. The plan provides financial protection for unintentional damage, such as water damage or bodily injury within your residence. If interested, you can sign up when filling out your housing contract.

## Mail and Package Pick Up

Each suite has a mailbox in the lobby or designated area for their residential community. Envelope mail and flyers are distributed to student mailboxes.

All packages are delivered to the Resident Mailroom in Charger Village. Residents will receive an email notification when they have a package ready for pick up. A Charger Card is required to pick up a package.



Resident Mail should be addressed as follows:

[Your Name]  
601 John Wright Drive  
Bldg, # Room  
Huntsville, AL 35805

Any item listed on the *Prohibited Items* list or that violates campus policy may not be sent or delivered via the Resident Mailroom.

## Missing Residential Student Reporting Procedure

Any faculty, staff, or student that has information or reason to believe that a student living in an on-campus housing facility may be missing are encouraged to immediately notify the UAH Police Department (UAHPD) and the UAH Dean of Students regardless of how long the student is believed to have been missing.

The University will give each student living in an on-campus housing facility the option to identify a contact person(s) who the institution shall notify if the student is determined to be missing by the UAHPD. Confidential information will not be disclosed outside of a missing person investigation. Students living in campus housing are responsible for ensuring that their missing person contact information is up-to-date and accurate.

If the UAHPD determines that a student living in an on-campus housing facility has been missing for more than twenty-four (24) hours, then the UAH Dean of Students will notify the missing resident's designated missing person contact(s). If the student is under 18 years of age and is not emancipated, UAHPD will notify the student's custodial parent or guardian in addition to any other designated contact person(s) within 24 hours.

UAH Police Department (UAHPD)  
Intermodal Facility, Room 123  
501 John Wright Drive Huntsville, AL 35899

911 or 256.824.6911 (Emergencies)  
256.824.6596 (Non-emergencies)

## Multipurpose Rooms, Kitchens and Common Areas

All residents may utilize the common spaces and equipment in their residential area. After use, spaces/equipment must be cleaned and free of trash, dirty utensils and cookware, and any other personal items. Personal items left in common areas will be removed by the Housing Staff. If common areas and/or equipment are not left in good condition, a cleaning/replacement fee will be assessed to the resident(s). Residents may not block off common areas for personal use in such a way that prohibits use by other residents.

## Noise Policy

*Amplified Equipment:* Students may store instruments or amplified equipment in their assigned room. Students playing instruments, radios, sound systems, televisions, or other amplified equipment in their rooms and/or common areas may be asked to stop if their playing disturbs others. Playing drums and amplified instruments (without headphones) is prohibited.

*Courtesy Hours:* In order to maintain a living, learning environment in residential communities, an atmosphere conducive to study and sleep must exist. At no time should a resident's noise level interfere with the academic community. Disruptive activities in rooms, courtyards, stairways, walkways, or lobby areas are prohibited. Stereos, radios, TVs, and other sound systems may not be played so loudly that they disturb others. Speakers may not be placed in windows. Residents are responsible for turning down sound systems or discontinuing noisy activity if requested by another resident or staff member at any time. Courtesy hours are in effect at all times.



*Quiet Hours:* During quiet hours, loud playing of radios, stereos or any other noisy activity is prohibited. Quiet hours will be enforced during the following periods:

- Sunday through Thursday 10:00 PM - 8:00 AM
- Friday and Saturday 12:00 AM - 10:00 AM

Quiet hours are enforced at these times regardless of holidays or semester breaks. During final exam periods, quiet hours will be enforced 24 hours a day.

## Parking and Vehicle Maintenance

All resident vehicles must possess valid parking permits appropriate for the community to which the resident is assigned. Permits may be purchased at Parking Services <https://parking.uah.edu>. Parking lots adjacent to the residence halls are reserved for residential students. Parking is not permitted on grass, sidewalks, or roadside. In the event a resident student is moved to a different hall, the resident is responsible for updating their parking permit with the parking office.

Parking motorcycles or mopeds beneath building overhangs or inside residential communities is prohibited. Storage or parking of these vehicles is allowed only in designated parking lots.

Residents are prohibited from utilizing exterior faucets, hoses or other utility resources for personal use or to wash/maintain vehicles. Repairing or engaging in maintenance work on motor vehicles is prohibited in or around residential communities.

## Pest Control

If a resident notices ants or other pests in their living area, they must submit a work order request online. If it is a matter that needs to be addressed immediately and after business hours, please contact your RA for assistance. Contracted Pest Control staff perform routine pest control measures. The Pest Control representative may enter a suite without notice to the resident.

## Pets and Animals

Possession of animals other than fish are prohibited unless approved through Disability Support Services. Fish may be maintained as pets as long as they are kept in one single tank, which is no larger than 10 gallons. Residents are responsible for maintaining the tank and for any and all damage caused by the fish or the tank.

Residents are responsible for caring for their approved service/support animals on campus. This includes University holidays and breaks. Housing Staff will not take care of any animals, and residents may not give their keys or Charger Card to students to care for animals on their behalf.

Residents shall not keep unapproved pets or other animals in or around any area of the community at any time. This applies in all cases, even if the resident is “keeping” the pet for a friend or the pet is just “visiting” with the resident or resident’s guests.

Any unapproved animals found in the residential community or on the grounds will require the resident to remove the animal from campus immediately. Any cost associated with possessing an unapproved pet will be charged to the responsible resident(s) or, in some cases, to all residents of the room/apartment (including, but not limited to, damaged furniture, cleaning, painting, pest control, etc.).

*Assistance or Service Animals.* Any housing accommodations related to animals must first be submitted and approved by UAH’s Disability Support Services office *before* an animal is allowed in the residence hall. All residents with approved service animals are expected to follow University policy in relation to their approved Assistance or Service Animal. Residents who violate those guidelines will be reported to the Dean of Students for review and possible action if necessary.

## Postings

Students and/or student groups/organizations who want to post notices, flyers, and other informational items may seek authorization from the Housing Office. All postings are reviewed on a case-by-case basis. Postings must contain the contact information of the sponsoring student organization and the event date. Approved flyers will be stamped and given to Housing staff to be posted. Flyers advertising events with alcohol, drugs, or sexually explicit materials will not be permitted to be posted. The housing staff reserves the right to remove any unauthorized postings. Flyers will not be permitted to be slid underneath resident room doors.

## Prohibited Items

In the instance of prohibited items, the Housing staff will request the resident remove or dispose of any unauthorized or prohibited item. If the resident does not remove or dispose of the item(s), the Housing staff may remove the item and hold the item until the resident can take the item(s) off campus. Some prohibited items will be held at the UAH Police Department until the resident can permanently take the item off campus.

Prohibited Items include:

- Alcohol: (See *Alcohol and Drugs*)
- Drugs: (See *Drugs and Other Illegal Substances*)
- Fire Hazard: Candles, open flames, incense, space heaters, or other heating units with an open flame or heating element are prohibited. Halogen and Lava Lamps, Hookah pipes are also prohibited.
- Weapons, including but not limited to: non-culinary knives over 4 inches, firearms, ammunition, explosive devices, bows and arrows, brass knuckles, paintball guns, fencing equipment, and other weapon-like devices. (See University policy related to weapons).
- The use or storage of flammable fluid, charcoal, hazardous liquids, or chemicals is prohibited. Possession of alcohol stoves, charcoal, or propane grills, hibachis, and gas grills in student living areas and surrounding areas is prohibited.
- 3D Printers, personal wireless routers, servers, or items related to cryptocurrency mining.
- Natural cut trees, branches, or greenery.
- Darts/Dartboards and other items which have the potential to cause property damage.
- Large appliances (personal, portable, or full-size washers, dryers, dishwashers, air conditioning units, or space heaters).
- Unapproved extension cords (See *Extension Cord Policy*).

## Removal of Unapproved Items

When residents are found to have unapproved items, students will be asked to immediately dispose of, or remove, any item(s) that violate University policy or regulations. All removal notices will be followed up by Housing staff.

Items that cause an immediate fire safety hazard (examples: extension cords, candles, and cooking appliances) will be removed from the room and labeled. Residents will be notified via email to retrieve their items within 10 days and must not return items to the suite. Items not retrieved are subject to the University Housing Abandoned Property Policies.

The following items are subject to removal:

- Items that violate state or federal laws. The possession of illegal items will result in referral to the UAH Police Department and may result in criminal prosecution, immediate disciplinary action, or both. Illegal items will be reported to and confiscated by the designated University Official.
- Items that are illegal to possess.
- Items prohibited by or violate University and/or Housing and Residence Life regulations or policy.
- Items that pose a danger to the safety of residents or the residential community.

## Railings, Landings, Porches, Stairways, and Roofs

Sitting, standing, climbing, or hanging from a railing or roof is prohibited. Bikes, banners, signs, clothing, plants, or other items may not be hung from railings, roofs, or windows. Stairwells should not be blocked by items at any time; this includes trash, boxes, bicycles, etc. Spray painting on these surfaces or areas, including grass or sidewalks near residence halls, is prohibited. Items placed on porches or patios should stay on the concrete portion of the space and not spread to the grass or other common grounds around the space. Throwing or propelling any object or trash from/toward a window, ledge, or roof is prohibited.

## Room Personalization

Resident students are asked to use straight pins, small (finishing) nails, blue painter's tape, or *3M Command Strips* to hang posters, pictures, and other decorative objects. Residents cannot paint, wallpaper, or alter their rooms/apartments. The use of other nails, screws, lights, or adhesive products that damage wall, floor, and ceiling surfaces is strictly prohibited. Staples, decals, stickers, contact paper, caulking, plastering, and paneling, etc., by residents are prohibited.

Shelves, TV mounting hardware, or other items must not be attached to walls or ceilings. Carpet may not be affixed to the floor surface. Residents will be charged for the repair of any damages from the violation of these policies.

Personal beds, mattresses, lofts, concrete blocks, or homemade bunk beds are not permitted. Due to limited space and for safety reasons, students are discouraged from bringing in additional furnishings. The housing staff reserves the right to have students remove personal furnishings from a suite when furnishings pose a safety risk, impede movement within the unit, or create a fire hazard.

## Room Entry and Search

University Housing and Residence Life staff appreciates the resident's desire for privacy, particularly in the context of university community-style living, and will do all it can to protect this privacy. However, it is occasionally necessary for the University to exercise its contractual right for room entry. In the absence of the resident, Housing staff will leave a notice that they have entered a resident's room. Housing staff are trained to always lock the door upon departure of a resident's room.

The established procedures are designed to ensure responsible use of the right of entry. UAH policy states that a University staff member will enter a room on the following conditions:

- At the invitation of the resident.
- To provide maintenance, including preventative maintenance. If, during the performance of their assigned duties, maintenance or custodial staff encounter or observe evidence of articles in violation of University or Housing policies and/or laws of the state of Alabama, they will report such evidence to the appropriate housing staff member.
- If staff or other University officials possess cause to believe that a violation of University regulations exists.
- If an emergency exists or is believed to exist involving the safety and security of a resident, guest, and/or the property.
- To conduct routine health and safety checks during each semester and during the summer months.

## Roommate Bill of Rights

The Roommate Bill of Rights is a list of responsibilities of and between Housing residents. Enjoyment of life in a residential community will depend, to a large extent, on the thoughtful consideration that is demonstrated towards other residents, particularly one's roommate(s). Residents who sign a roommate agreement need to know that these documents are not considered to be a contract and require the cooperation of all roommates to be successful. HRL Staff will attempt to help residents work together to resolve their concerns with others in the room. If the situation

cannot be resolved and neither party is willing to relocate, HRL has the right to change the room assignment of all parties in the dispute.

1. The right to a reasonably clean environment.
2. The right to expect that each roommate(s) will respect each other's personal belongings.
3. The right to study and sleep without undue disturbance from noise, guests of roommate, or similar disturbances.
4. The right to freely access one's room and facilities without pressure from a roommate/suitemate.
5. The right to expect guests to respect the rights of the host's roommate(s)/suitemates and other residents. Guests and hosts are mutually responsible for the conduct of the guest, even if the term "guest" refers to another resident of Housing and Residence Life.
6. The right to expect reasonable cooperation and equitable use of common area appliances (microwave, fridge, etc.), cabinet space and storage, cable/internet, and other features that came with the room, suite, or apartment.
7. The right to a fair degree of personal privacy.
8. The right to be free from intimidation and/or physical harm.
9. The right to a safe and secure living space.
10. The right to address issues and concerns with Housing and Residence Life staff. Residence Life staff are available for assistance with roommate/suitemate conflicts.

## Safety and Security

Crime can happen on campus just as in the community. If you are the victim of a crime, report the incident to the UAH Police Department and a Residence Life staff member immediately. Don't take any chances, and don't take your safety for granted. The following tips help keep you and your belongings safe:

- Keep your car and suite door(s) locked at all times.
- Always find out who is knocking on your door before opening the door. All main doors to suite doors are equipped with a peephole. Use it!
- Never leave the room/apartment/exterior door(s) propped open.
- Always close windows when you leave your suite.
- Keep your keys secure. Don't lend your keys to anyone, and do not leave your keys lying around. Report lost or stolen keys to your Resident Director as soon as possible.
- See something, Say something. Always report any suspicious activity to your RA and to the UAH Police Department.
- Don't walk or jog alone, especially at night.
- Avoid dark paths or shortcuts. Always use public walkways.
- Carry identification at all times.
- Let your roommate(s)/suitemate(s) know where you are going and when you will return.
- Do not leave valuables in plain sight in your suite or car (i.e. money, credit/debit cards, jewelry, wallets, IDs). It is preferred for you not to bring expensive jewelry and large amounts of cash to campus.
- Record serial numbers of all valuables (cell phone, computer, gaming systems, bike, etc.), and keep the information in a safe place separate from your wallet, purse, etc.
- Make sure your belongings are covered against fire, theft, and other types of loss by your insurance policy.
- If an exterior door is propped open, close it. If the door lock does not work properly, contact a Residence Life staff member immediately to report it.

- Do not allow anyone you do not know into any residence hall.

## Sales, Solicitation, and Canvassing

Door-to-door solicitation or other types of solicitation and/or operating any type of business from a room in University Housing is not permitted. Door-to-door distribution of flyers or leaflets or the placement of these items on cars is prohibited. Posting flyers on bulletin boards, walls, and windows is prohibited (See *Postings*). Students may not engage in any sales, business, cryptocurrency mining, marketing, or telemarketing activities in their suites or within any public area of the Housing and Residence Life facilities. See the University Code of Conduct for further details regarding Selling, Advertising, and Soliciting.

## Severe Weather

Please be prepared for severe weather that could cause the University to close.

Students, faculty, and staff should follow the procedures below in case of a tornado or severe weather warning.

Notifications will be made to the campus community using UAlert and the emergency siren systems.

When a tornado or severe weather approaches, your immediate action may mean life or death. Seek inside shelter in a steel-framed or reinforced concrete building of substantial construction. Stay away from windows. Whenever possible, go to an interior hallway or bathroom on the lowest floor. If outside, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

Report any injuries or damage to the UAH Police Department as soon as possible.

For more information on the University's Severe Weather policy, go to:

<https://www.uah.edu/policies/01-03-08-severe-weather-operations-plan-policy>

## Sexual Misconduct

The University and Housing and Residence Life are committed to maintaining a community in which students and staff may live and work in an atmosphere that is free of all forms of sexual misconduct. The University and the Department of Housing and Residence Life will not tolerate sexual misconduct, harassment, exploitation, intimidation, or coercion.

<https://www.uah.edu/title-ix/reporting-and-reporting-protections>

## Smoke, Tobacco, and Vaping

UAH is a tobacco-free, vape-free, and smoke-free campus. The policy applies to all employees, students, and visitors and prohibits the use of all tobacco products on all University-owned properties.

## Storage

University Housing does not have space for storing resident belongings, excess room furniture, boxes, or other items. Residents will be charged a removal fee for any items left in the room/suite upon checkout. Abandoned items will be disposed of according to the abandoned property policy.

## Trash/Littering

Trash is to be placed, by the resident, in designated bins, or containers, or placed in the dumpsters located outside each residence area or in trash rooms. Garbage may not be left in hallways, lobbies, lounges, entrances, stairways, foyers, or beside suite doors. If trash is left outside a suite, the residents will be billed a removal fee. Students may not dispose of litter in any form on University grounds or facilities. This includes but is not limited to, cigarette butts, flyers, cans, bottles, etc. A removal and/or clean-up fee may be assessed per each littering incident.

## Trespassing

Individuals who are not authorized, licensed, or invited to enter Housing and Residence Life facilities are subject to arrest for trespassing if they fail to leave after being directed to do so. Any person soliciting will be considered to be trespassing. Persons who receive trespass notices will not be permitted to live in or visit Housing and Residence Life. Knowingly hosting a person, or persons, under trespass notice is prohibited.

## Video Surveillance & Monitoring Devices

Based on university policies related to security cameras, residents are not allowed to place or mount any cameras, doorbell cameras, or other surveillance/recording devices on walls, windows, doors, peepholes, or the exterior of their suite or apartment.

Any personal cameras not in violation of the statement above cannot face outward from their specific assigned bedroom or into the space of other residents' rooms or suites.

Motion detection devices must only be placed in specific assigned bedrooms. Review the *Room Entry and Search* for information related to HRL Staff entering residential spaces.

## Weapons, Firearms, Explosives

Possession, storage, decorative use, or use of firearms, non-culinary knives over 4 inches, explosives, fireworks, ammunition, paintball guns, bows and arrows, other weapons, or dangerous articles or substances are prohibited. The use of, or presence of, slingshots, BB guns, pellet guns, paintball guns, fencing equipment, or other related items or items which may be considered weapons are prohibited.

## Windows

Students or guests are prohibited from sitting, standing in windows, or throwing objects of any type from windows. Identifiable trash belonging to a specific resident or specific suite will be charged to the resident(s) responsible. Windows are not to be used by residents as an entrance or an exit to suites, except in an emergency situation. Nothing is permitted between the window and the blinds. Students are not permitted to remove and/or tamper with their window screens. Signs, flags, stickers, pictures, posters, banners, bottles or bottle collections, and similar objects may not be displayed in windows.

For safety purposes, items are not to block or impede access or exit to/from the room/suite. Residents may hang curtains with the use of a tension rod. Additional window coverings of any type (except those issued by Housing and Residence Life) are prohibited.