

IOWA STATE UNIVERSITY

Department of Residence

2006-2007 Policy Handbook for RESIDENCE HALLS

PLEASE NOTE: *The following policies and procedures are valid for the 2006-2007 academic year.*

I. POLICIES

A. Alcoholic Beverages and Controlled Substances

All state, federal, and local laws and university policies pertaining to alcohol and other drugs, including controlled substances, apply to residents and guests within all on-campus residence halls and Frederiksen Court and SUV apartment communities. Only residents and their guests who are 21 years of age or older may possess and consume alcoholic beverages in the privacy of their on-campus rooms/apartments.

If you are under 21, you may not consume, transport, or possess alcoholic beverages anywhere in the residence halls, nor may you have a guest (regardless of his/her age) who consumes alcoholic beverages in your room. Residents and their guests are responsible for providing verification of age upon request by a staff member. Any individuals who refuse to provide age verification will be assumed to be under the age of 21.

In the residence halls, Maple and Eaton Halls, and Lincoln, Palmer, Pennell, Lowe, and Stange Houses in Friley Hall will be substance-free areas. Alcohol will be prohibited to all students in these areas, regardless of age. Any student found responsible of violating the alcohol policy will be removed from the substance-free living environment. If there is not place to relocate the student, the hall director shall have the discretion to determine an appropriate sanction. Students who are not 21 or older and who are found responsible for possession and/or consumption of alcoholic beverages, including behavior that is a result of alcohol consumption, will receive sanctions through the judicial system and will be referred to the Student Counseling Center or Substance Abuse Violence Prevention Office for alcohol assessment and/or screening. The student will be charged a fee for the assessment and/or screening.

Residents who are not 21 or older may not possess alcoholic beverage containers in their rooms/apartments. Alcoholic beverages must be in their original, unopened containers when transported within the residence halls and apartment communities. Alcohol may be neither consumed nor possessed in opened containers anywhere outside a student room/apartment, including hallways, courtyards, public areas and other university grounds. In University Village, the fenced area in front of an apartment is considered to be part of the apartment. Containers of alcohol larger than one gallon are not permitted in the residence halls and apartment communities.

In consultation with the representative student governments, the president of Iowa State University has the authority to adopt special rules regarding use, possession, and consumption of alcohol during the annual VEISHEA celebration. The rules will be published in the *Iowa State Daily* and by other means before the celebration. Students and student organizations violating these rules are subject to disciplinary action.

B. Check-In, Check-Out, and Apartment Change Procedures

Failure to complete with any of the steps listed below constitutes a violation of department policy.

An improper check-in includes failure to obtain new keys, failure to complete required paperwork, moving possessions in to room/apartment without being officially assigned to the space and taking possession of keys not issued to you by a CA, RM, Hall Desk or Community Center.

An improper check-out includes failure to return keys, failure to complete required paperwork, leaving belongings in a vacated room/apartment and not cleaning the room/apartment prior to vacating. Failure to check out properly at any time is subject to a \$50 charge.

Occupying more than one room/apartment, except while in the process of moving is a violation of the check in/out process.

1. Check-in

To check in to your room, you must go to your designated hall desk or Community Advisor to receive your room keys, a building access card (if needed) and a Check-In/Out Card. This card will serve as an inventory of the contents and condition of your apartment at the time of your check-in and will serve as the basis for check-out when you move out of your room. As soon as you check in, you are expected to complete your Check-In/Out Card and return it to your Hall Desk within 48 hours. If you do not turn in the form within the 48-hour deadline, you may be held responsible for all damages at checkout.

Failure to complete any of the steps previously outlined constitutes a violation of department policy. Failure to check in properly at any time constitutes an improper check-in and is subject to a \$50 charge. An improper check-in includes failure to obtain new keys, failure to sign a new check-in/check-out card at the hall desk, and moving possessions without being officially assigned to a new room. Occupying more than one room, except while in the process of moving is a violation of the check-in process.

2. Check-Out

Before moving out of your room, arrange a time to check-out with your Community Advisor (CA). If this is not possible, you may go to your hall desk and tell the staff you are ready to check-out. The desk staff will attempt to contact a CA to inventory your room and complete your check-out. If a staff member is not available, you may request to check-out without personally being physically present for the room inspection. If the hall desk is closed when you attempt to check-out, you may call the CA on duty in your building for assistance. The CA or hall desk staff member will collect your keys and forwarding address and locate a staff member to inventory your room. He or she will have you sign and date your check-out card. If you have lost your key(s), you will need to purchase a replacement(s) at your hall desk.

To complete a successful check-out, you must clean your room thoroughly prior to your last room inventory. This includes sweeping and washing uncarpeted floors; vacuuming carpeted floors; washing walls; washing inside dresser and desk drawers; emptying trash; and dusting fixtures and window sills. A staff person will inspect your room for damages and cleanliness, record the condition of the room on the check-out card, collect your keys, and obtain your signature and forwarding address on the bottom of the card, also noting the date of check-out.

Failure to complete any of the steps outlined above constitutes an improper check-out. Failure to check-out properly will result in a \$50 administrative fee in addition to charges for damages and cleaning expenses necessary to meet expectations. You will be charged the daily room and board rate until you have officially checked out.

Check-out during a vacation period from a closed residence hall house will result in a \$20 charge for the first hour and a \$15 per-hour charge for each hour thereafter. Access and/or check-out will be regulated by the availability of staff during non-office hours over breaks. If you are a fall semester resident (who is not graduating) who is not planning to return spring semester, you must notify your CA by signing the appropriate form and must check-out of the room by 3 p.m. Saturday, December 17, 2005. If you do not complete the check-out process as specified, you will be billed the daily room rate through the date of check-out plus a \$100 administrative charge.

The cost of any damages to the room will be billed to you and will be deducted from any refund to be paid to you.

3. Room Change

To complete a room change, you must make arrangements for your new room via Step Inside, the online room change process available through Access Plus. If Step Inside is not available, check with your hall desk for more information. You must then follow the outlined steps for check-in and check-out as stated in Sections 26(a) and 26(b), respectively. You will be allowed 72 hours to complete your room change. Failure to complete a room change in 72 hours will result in a release of the Step Inside room reservation.

In Buchanan, Martin, Eaton and Maple Halls, any change from one bedroom to another within a suite needs approval from the Hall Desk for safety and security reasons. Residents also need to have the appropriate key. Failure to comply will result in a minimum \$50 administrative charge. Loss of your space in the suite is also a possible consequence.

C. Appeals Process for Charges

Residents may contact their Hall Director about charges they have received and information on how to appeal those charges if desired.

D. Disposal of Sharp Objects

Due to the potential injury to employees handling trash bags, you must place objects such as razor blades, broken glass, and needles (hypodermic, sewing, etc.) in the sharps container provided in the bathroom or kitchen on your house. Do not place any of these items in trash bags.

E. Dues

You will be assessed house, association, and IRHA dues, a portion of which may be mandatory for programming and upkeep of house-owned equipment. All student government dues will be billed through the Accounts Receivable Office. Mandatory house dues may not exceed \$10.00/semester.

F. Failure to Comply

You are expected to comply with the directions of residence hall and/or university staff members acting in performance of their duties. This includes showing identification when requested to do so by an authorized university official. Failure to comply will result in disciplinary sanctions.

G. Fire Alarms and Equipment Abuse

The fire alarm system, fire extinguishers, fire department standpipes, sprinklers, and exit lights are installed for your protection. Smoke detectors, fire extinguishers and carbon monoxide detectors (SUV only) are installed for your protection. Report immediately to the Service Center (294-3322) any apparent defects in fire safety equipment. Tampering with fire equipment, including the removal of batteries in smoke alarms, the removal of glass box hammers, or tampering with smoke doors and Knox boxes (small boxes attached to the exterior of buildings), is a violation of state law and will lead to university disciplinary action. In the event of any fire extinguisher being used, call the Service Center for recharging and checking, and replacing if appropriate.

You and your guests are required to evacuate the building when a fire alarm is sounded, and reenter the building only when fire department staff gives permission to do so. Failure to do so endangers not only you, but residence and fire department staffs as well. If

you (or your guests) do not evacuate the building when the fire alarm sounds, or if you (or your guests) re-enter before permission has been granted, you will be held accountable through the judicial system.

H. Flammable Fluids and Toxic Chemicals

Because of the safety hazards they represent, the use or storage of flammable/toxic fluids and/or flammable/toxic chemicals (e.g., varnish, gasoline, lighter fluid, mercury) in the residence halls is prohibited.

I. Guest/Visitation

The guest/visitation policy is gender-neutral. You and your roommate(s) are the only ones permitted to live in your room. Guests are not allowed in student rooms past 1:00 am on weekdays (Sunday-Thursday). Guests are allowed in student rooms at any time on Friday and Saturday. Guests are welcome at any time in designated common spaces such as house dens, kitchenettes, computer labs and study areas.

Roommates can agree to change any aspect of the guest/visitation policy as stated above by completing a Roommate Contract. In all cases, overnight guests may stay with the approval of the roommate(s) for a maximum of three (3) consecutive nights, and overnight guests are not allowed during semester break. The Roommate Contract must be completed, signed and filed with the CA before it goes into effect. The Roommate Contract can be re-negotiated as necessary. All guests must be respectful of roommate's rights. Violation of the Roommate Contract will be handled through the judicial system.

A guest must abide by all policies of the residence halls and houses. The guest and host are mutually responsible for the conduct of the guest.

J. House Names

Designs for house signs, elevators, murals, and T-shirts need to be submitted to the hall director for approval. No use of the house name is permitted without prior approval of department staff.

K. House Policies

Each house has the responsibility to establish policies for study hours, visitation, and use of incense. Students and guests will be held responsible for following house policies as they are established in each house. Failure to adhere to house policies may result in disciplinary action.

1. Policy Guidelines

Policies established by individual houses must follow these guidelines:

- The policies will be written and voted on within the first 30 days of fall semester.
- The policies will be established by a secret ballot vote. Each policy must have the approval of an 80 percent majority of all residents assigned to the house at the time of each vote.
- A new vote on house policies will be taken at the request of any house member.
- Each policy must be approved and signed by the hall director.
- Copies of currently approved house policies must be posted on the house bulletin board at all times throughout the year.
- Copies need to be filed with the community advisor (for posting), hall director and neighborhood legislative body.
- Any house not following the above guidelines will not have house policy privileges until the guidelines have been met.

2. Quiet/Study/Courtesy Hours Policy

Quiet/study hours are designated times for sleeping and studying when noise should be kept to a minimum. These hours are maintained to help provide an environment in which students can succeed personally and academically. The minimum acceptable quiet/study hours are listed below:

- Sunday–Thursday 11 p.m.–8 a.m.
- Friday–Saturday 2 a.m.–9 a.m.

Houses may set additional quiet/study hours that are enforced by residents and staff. Extended quiet/study hours will be in effect during Dead and Finals Weeks. A study break, not to exceed one hour, may occur between 9 p.m. and 10 p.m. daily during those weeks, except for the Saturday right before finals week in which the house may allot a 4 hour block of time ending before 10 p.m. for a study break. Each hall will determine, within these limits, when its study break will be. During the study break, all policies will be enforced; noise should not exceed levels deemed acceptable during courtesy hours. Each house will post its approved quiet/study hours policy. In addition, courtesy hours are in effect 24 hours a day to help create an environment in which students can successfully pursue their academic studies. During courtesy hours, students who are asked to make less noise are expected to do so. Noise from stereos, TVs, musical instruments, and conversations should be kept to levels that will not interfere with other residents. Check with your CA for availability of music practice rooms in your residence neighborhood. You are responsible for helping to enforce quiet/study hours. If noise is problematic for you, ask the individual involved to be quieter. If the problem persists, contact your CA or the CA on duty. Anyone may document policy violations. For information on the documentation process, talk to your CA or hall director.

3. Use of Incense

The presence of offensive odors, as determined by affected hall residents, is prohibited. Stick and cone incense are allowed, but if someone is burning incense and it bothers you, it is considered an offensive odor. Those refusing to stop burning incense when it has been noted as an offensive odor may be documented. Marijuana-scented incense is not allowed in the residence halls. Your house may set a house policy that does not allow incense by voting in the same manner as would be done for house policies.

4. Visitation (See Guest/Visitation Policy)

L. Insurance

The university does not carry insurance on you or your property. You are encouraged to review any existing homeowner's insurance policies for coverage or to carry your own insurance. If you are found responsible for damages, you will be held liable for all or any portion of the loss.

M. Items Left in Hallways, Dens, Stairwells or Elevators

All personal items, along with department provided student room furnishing, are to be kept in your room and not placed or stored in the hallway, house den, stairwells or elevators.

N. Keys and Building Access

A set of keys and/or access card will be issued to you when you check in to your residence hall room. You are responsible for this keys/access card. You may not give your keys/access card to another individual to use. You may not have duplicate keys/access cards made.

If you lose a key/access card, notify your CA or Hall Desk immediately for safety and security reasons. You will be issued a temporary replacement key/access card. You have seven days to return the replacement key/access card. If you fail to return them within the seven days, you will be billed for the replacement keys/access card and a lock change.

If you lose your keys, you will be charged \$76 for a lock change and \$18 for each lost key in all halls except for Eaton and Martin. For Eaton Hall you will be charged \$101 for a lock change and \$18 for each lost key. For Martin Hall you will be charged \$113 for a lock change and \$18 for each lost key. If you lose your access card or damage your access card to the point that it is no longer functioning, you will be charged \$18. If you request a lock change when the maintenance staff is not working there will be a minimum \$100 charge, in addition to the lock and key charges.

For safety and security reasons, you are urged to keep your room door locked. Access to your room is limited to you, your roommate(s) and your escorted guests.

Access to any closed residence hall during a scheduled vacation period, including summer, is allowed only through special arrangement with on-call staff. Access will result in a minimum \$20 charge for each instance.

Propping open or disabling a lock on any door is not allowed.

O. Liability for Personal Property or Injury

Although Iowa State University will make all reasonable efforts to protect student property, neither the university nor the Department of Residence is in any way liable for the loss or theft of, or damage to, any property belonging to you or for injuries sustained by you, your roommate(s), or your guests. The university is not responsible for damage or injury that may be sustained by you caused by breakage, leakage, or obstruction of pipes, and from other latent defects not known to the university.

P. Pets

You may have fish, in one aquarium per room of a maximum capacity of 30 gallons with appropriate equipment. All other organisms and pets, of any type, are prohibited for reasons of health and safety. Visiting pets are not allowed.

Q. Room/Apartment Entry

The department respects your desire for privacy and will protect and help maintain this privacy. This policy is intended to define the conditions under which authorized personnel may enter your room/apartment. In the interest of maintaining an environment which facilitates scholarship and provides for your health and safety, it is occasionally necessary for the department to exercise its contractual right to entry. This policy is designed to permit the reasonable, restrained utilization of this contractual right by authorized staff members of the department without violating your fundamental privacy rights. You will be notified in writing if a staff member has entered your room/apartment. Any staff member entering your room/apartment will use discretion.

1. Rooms/Apartments may be entered under the following conditions:

a. General Inspection and Maintenance

(To provide cleaning and maintenance inspection, repair service, or safety inspection).

- Your room/apartment may be inspected periodically for safety or maintenance purposes. You will be notified at least 24 hours prior to the maintenance inspection. The reason for the inspection and/or the specific department property to be inspected will be listed on the notice.
- Contents of wardrobes, closets, desk or dresser drawers, trunks, luggage, etc., in an occupied space will not be inspected during a maintenance inspection.
- Illegal materials (e.g., drugs) or items that pose an immediate danger to the health or safety of residents (noticed in the course of a maintenance inspection) will be communicated to appropriate staff to make arrangements for removal. You will receive written notification of this action immediately. If you may legally possess the item removed, it will be returned to you, but it will not be allowed in the residential facilities. The department has sole authority to determine whether materials or items constitute an immediate danger to residents.
- Prohibited items, other than items described in subsection c, will not be removed if noticed during a maintenance inspection. However, your room/apartment number will be recorded and referred to the appropriate staff member.

- When a pest problem has been reported to the maintenance department, a notice will be posted on the house bulletin board at least 24 hours prior to the spraying or treatment so that you will be able to cover or remove any damageable items.
- Any time your room/apartment is entered by a maintenance person, a work order form will be left on the desk closest to the door, listing the reason for entry, what was done, and the person(s) who entered your room/apartment.

b. Emergencies

There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared.

c. Other

- To maintain an environment that facilitates scholarship of other residents, including turning off an alarm, stereo, television, CD player, or other item that has been left unattended and is causing a disturbance; before entering, staff will make a reasonable attempt to locate the occupants.
- Whenever you leave for an academic break period, a department staff member may inspect your room/apartment in order to determine that established closing procedures have been followed.
- During a fire alarm or drill, when a building is to be evacuated.
- If you permanently vacate your assignment or it is deemed abandoned. Discretion will be used by any staff member entering and you will be notified if a staff member has entered your assignment.

2. Room/Apartment entry procedure and general information

A staff member will not enter your assignment without knocking. A sufficient time lapse will be allowed to provide ample opportunity for you to open your door. If no response is received, your room/apartment may be entered under the conditions listed above. Residence Life Staff members may only enter occupied rooms/apartments, if no one is home, in teams of two. Before entering with the use of a key, department staff members will identify themselves.

Your privacy with respect to other students will be maintained when department personnel enter your room/apartment. In these cases, non-employees will not be permitted to enter your room/apartment unless you are present and give your consent.

3. Authorized Staff

Authorized staff members or their agents who may enter your room/apartment include Department of Residence staff and Iowa State University Police.

4. Search Warrants

A university official may not consent to the search of your room/apartment by the police or other government officials unless he or she has a legal search warrant. This policy is intended to serve as a basis for management operation in an area that requires a delicate balance between constitutional rights and group welfare. This policy will serve as a guide, but effective implementation depends upon the good judgment of all parties involved.

R. Roommates

Respect is the foundation for interchange of ideas, for learning and for working toward common goals. Consequently, Iowa State University is committed to assuring that its programs are free from prohibited discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age (40 and over), marital status, sexual orientation (including gender identity), status as a U.S. veteran (disabled, Vietnam or other), or any other status protected by University policy or local, state, or federal law. Discrimination and harassment impede the realization of the University's mission of distinction in education, scholarship, and service, and diminish the whole community.

1. Accommodating a Roommate

If you live in a double or triple room and do not have a roommate, you may be assigned a roommate at any time during the term of your contract. At all times during a semester you can be assigned a roommate if you are in a double or triple that is not filled. Your room needs to have clear and equitable space for a new roommate at all times. You will be expected to respond positively to a new roommate. Failure to accommodate a roommate may result in cleaning charges, and the termination of your contract.

2. New Roommate Notification

When a new resident has selected or is assigned to an occupied room, the department will make best efforts to notify current residents of this new roommate in advance of their arrival. Residents with vacant space should expect to have new roommate(s) and should check Access Plus for new roommate information (if available).

S. Room Personalization

1. Air Conditioners

In residence hall buildings that are not air-conditioned, residents are not permitted to use or install their own window air-conditioner units. Free standing air-conditioners are also prohibited. Residents are permitted to use a free standing, evaporation type, room cooler so long as the unit does not require ventilation to the outdoors and does not draw more than 3.5 amps.

2. Bunks/Lofts

In all residence halls, a bed is provided. If your room is provisioned with a loft bed, you may not substitute your own loft. If your room is not provisioned with a loft bed, it is recommended that you use only the bed provided by the university. If you choose to provide your own lofted bed, the university assumes no liability and you are fully responsible for any injury or damages that may occur. You will be required to sign a waiver of liability agreement if you have a loft bed, whether it is your own or it is provided by the university. At a minimum, the loft must:

- Be 36 inches from the bed platform to the lowest part of the ceiling
- Be 24 inches from any smoke detector or sprinkler head
- Be free standing
- Not be attached to any wall, ceiling, or furniture
- Have an installed ladder made of metal or wood construction (other furniture may not be used as a step stool)
- Have an installed side rail designed to prevent you from rolling out of the bed
- Not be wider than the size of one student mattress
- Be constructed of metal or wood. Fabric cannot be suspended from or around the loft.
- Not restrict exit from any portion of the room or be a safety hazard to persons walking around the room
- Allow the door to open perpendicular to the door opening, and at least 22 inches must be allowed for exiting from any interior room arrangement
- Be used solely for holding one student mattress.

3. Candles and Open Flames

For safety reasons, candles (with or without wicks) and other open flame devices are not permitted in the residence halls.

4. Ceilings in Wallace-Wilson

There is a small amount (5%) of asbestos encapsulated in the ceilings in Wallace-Wilson. This presents no danger AS LONG AS THE CEILING IS NOT DAMAGED.

- Nothing should come in contact with the ceiling. This includes posters, stars, lights, cords, tape, lofts, etc.
- All lofts must be free standing. No part of a loft should come in contact with the ceiling.
- Department of Residence and Environmental Health and Safety staff members will periodically inspect all rooms for compliance and damage. Inspections will follow procedures detailed under Section I-7 below.
- Damage to ceiling requires repair by contractor who specializes in asbestos repair. You will be assessed all costs for repair which are likely to exceed \$100.

5. Electrical Appliances, Cords, and Cable

Refrigerators with the following specifications are allowed: maximum capacity of 4.5 cubic feet, 115 volt, 60 cycle AC, 230 watts, 2 amps (when running). Only one refrigerator per student is allowed.

Due to fire and sanitation hazards, space heaters, halogen torchiere lamps, sun lamps may not be used in resident rooms/apartments. No lights, ceiling fans or other electrical appliances are to be hung on ceilings or interior walls.

Extension cords with built-in circuit breakers should be used in rooms. The use of extension cords as permanent wiring is not permitted. Multiple receptacle plates that fit into wall outlets are not recommended.

House members are responsible for maintaining cleanliness, sanitary conditions, and safety conditions of the cooking area. If these responsibilities are neglected, the house may be billed for cleaning. Smoke or fog machines may not be used anywhere within the residence halls. If student electrical use within the room causes electrical malfunctions (blowing fuses), you may be asked to rearrange appliance usage within the room.

6. Furnishings

Each resident is provided the following furniture: bed, desk, chair, clothing unit (typically a dresser and/or wardrobe), and garbage can. If you have special needs, due to a physical disability, room modifications may be requested by contacting your Hall Director. You may bring extra furnishings, such as a chair or couch. Empty and/or filled kegs are not allowed as room furniture. Waterbeds and hot tubs are not permitted, nor are traffic/street signs without proof of purchase. Other university-owned furniture may not be removed from dens/study spaces/lounges to be used in student rooms. Missing or broken furniture will be charged at the replacement rate.

7. Material on Doors

The display of material on the exterior of room doors is subject to the conditions of the Inter Residence Hall Association Door Policy. Copies of this policy may be obtained from the Inter Residence Hall Association (IRHA) Website: <http://irha.us>.

8. Painting and Papering

You may paint your room (except in new or recently renovated buildings) if it was not painted during the summer prior to the current academic year. If your room is in need of painting, the department will provide the paint free of charge. Only paint provided by the department may be used. Wall murals are not allowed in student rooms. Contact the Service Center (294-3322) for details. Copies of the house personalization policy for painting elevators and hallways may be obtained from your CA or hall director. You may do no papering in rooms.

9. Satellite Dishes

Satellite dishes are not permitted.

10. Trees

Cut trees (e.g. Christmas trees) are not permitted.

11. Wall and Ceiling Hangings

You may put up wall hangings, using an adhesive such as Sticky Tack or poster putty as long as it does not damage the surface of the wall. To prevent damage to the room and its furnishings nails, screws, and tacks are not to be used

T. Selling and Soliciting

For your safety, door-to-door selling or soliciting is not permitted in the residence halls or apartment communities. Solicitation shall be defined as any commercial, profit-making, campaigning, or fund-raising activity. You may not use your room/apartment, campus telephone number, or campus mailbox for any commercial reason unless you are a member of the Entrepreneurial Learning Community. Student organizations wishing to solicit in the residence halls or apartment communities must be registered and have the prior approval of the Student Activities Office (B6 Memorial Union) and the Residence Life Office (1203 Friley).

Due to the large amount of information disseminated by various groups to students living in the residence halls, guidelines have been established for the use of student and house mailboxes. Individuals or groups wishing to use these mailboxes must follow the procedures and guidelines outlined by the department. These guidelines are available at the hall desks and on the department's Web site.

Special interest activities such as political or religious activities, recruitment for organizations, which involve petitioning, canvassing, registration, campaigning, and/or other similar activities, shall be permitted only upon authorization from the Student Activities Office and the Residence Life Office and only in non-student room/apartment areas of the residence halls and apartment communities. When conducting such activities, individual(s) or group(s) may not impede traffic through the area or approach students in dining service lines. Individual(s) or group(s) will not be permitted to campaign door-to-door, nor will they be permitted to use the residence hall mailboxes for campaign literature (unless individually addressed). Registration will acknowledge agreement by sponsoring organization to abide by the established procedures of the building or neighborhood. Members should have a copy of the approval form with them at all times. Organization members not adhering to the guidelines will be asked to leave the area immediately. If a house extends an invitation to a candidate, or any other individual, that person may visit the house to which he or she was invited and no other house.

U. Smoking

All residence halls, Frederiksen Court apartments, the Frederiksen Court Community Center and the SUV Community Center are smoke-free. Smoking is prohibited in these buildings, including private student rooms/apartments and common areas.

Smoking is not allowed in any public areas of any residential building, including hallways, stairwells or elevators. Smoking is allowed outside of the buildings as long as cigarette butts are disposed of properly and not littered on grounds. Additionally, students who smoke outdoors must do so at a reasonable distance such that smoke does not enter the building. In Frederiksen Court, smoking should only occur on the sides of the buildings where ashtrays are located.

In SUV, a limited number of apartment buildings are designated as smoking. Smoking is prohibited in all buildings that are designated smoke-free. Smoking is permitted in private apartments in buildings in which smoking is allowed. Residents of a building in which smoking is permitted may request that their building become a non-smoking environment if all residents agree and subsequently notify the SUV office in writing.

Violating the smoking policy will result in disciplinary action that could include termination of your housing contract.

V. Special Interest Housing

Special interest housing may have policies that are unique to that living option. In order for members of the house/hall to fully benefit from the experience of living in a special interest house/hall, you and your guests must follow the house/hall policies. You must inform your guests of the policies. If you or your guest(s) fail to abide by the policies, disciplinary action and sanctions that include removal from the house/hall may result.

W. Sporting Activities

Due to safety and facility concerns, the riding of skateboards, in-line skates, roller skates, and bicycles is prohibited in the residence halls. Water fights and throwing Frisbees, balls, or other objects is also prohibited in or around the residence halls.

X. Trash

You are responsible for removing trash from your room to the dumpsters provided outside of the building. Trash shall not be left inside a room or building or outside of dumpsters. Disposal of items that are too large to fit into provided dumpsters is the responsibility of the resident. Hot charcoals may not be placed in trash. A violation of the trash policy will result in judicial action.

Y. Vandalism and Damages

You will be held responsible for damages to department property that is caused by you or your guest(s). Willful destruction or defacing of university, private, or public property is prohibited. If you are found responsible for damage to property, you may receive judicial sanctions, as well as charges for replacement or repair of the damaged property.

You are also responsible for the upkeep of your living area. A house or hall may be charged a fee for areas kept in poor physical condition and requiring non-routine service from maintenance and custodial staffs. This includes removal of personal trash, vomit, and debris in hallways, dens, and bathrooms, and moving furniture back to its original location.

In the event of damages to any part of your house, including furnishings, the department reserves the right to assess your house account for reasonable damages if the responsible person(s) cannot be identified. The department may charge an individual house or hall member for his or her portion of the house or hall damage charges, with a minimum charge of \$5 per person. The department shall notify the house or individuals in writing of its intent to assess a charge.

Residents are encouraged to report vandalism, as well as any information that could help identify the responsible persons.

Z. Weapons

Anyone who uses, threatens to use, or is found in possession of a weapon or potential weapon may be removed from on-campus housing immediately. This removal could be temporary, or may result in a permanent cancellation of your contract, depending on the severity of the situation and the outcome of an administrative investigation and/or judicial hearing.

Weapons include (but are not limited to) pistol, revolver, shotgun, machine gun, rifle or other firearm, BB or pellet gun, paintball, tazer or stun-gun, bomb, grenade, mine or other explosive or incendiary device, ammunition, archery equipment, dagger, stiletto, switchblade knife, or knife having a blade exceeding five inches in length. Residents of University housing may possess knives having a blade exceeding five inches for cooking purposes.

A "weapon" also means an object that is not an instrument capable of inflicting death or injury but closely resembles such an instrument (For example, a realistic toy, replica, imitation weapon or look-a-like gun that is reasonably capable of being mistaken for a real weapon) or the student used the object in a manner that created the impression that the object was such an instrument (For example, wrapping a hand in a towel to create the appearance of a gun).

AA. Window Screens and Ledges

Screens must be left on windows, and there must be a screen covering all open windows. Windows must be closed when you leave during Semester break and Winter break. You may not lean or reach out of windows where screens are not in place. Tampering with or removing the screen will result in a judicial action. For safety reasons, you are prohibited from entering, standing, sitting on, or otherwise utilizing ledges. Windowsills and student room balconies are not to be used for storage. You will be held liable for damages to property or for personal injury resulting from items being thrown from windows or falling from ledges.

II. DISCIPLINARY PROCEDURES

As a resident of university housing, you are under the jurisdiction of the department and the guidelines published in the Student Disciplinary Regulations. Sanctions imposed by a Residence Hall Director or Apartment Community Manager, the Coordinator of Residence Judicial Affairs, the All-Residence Judiciary, or the Office of Judicial Affairs are binding.

If you are found responsible for violations of the rules and regulations of the department set forth in the *Terms and Conditions* document, this Policy Handbook, or the Student Disciplinary Regulations, you may receive a disciplinary sanction resulting from a judicial hearing, including possible termination of your room and board contract and/or suspension or expulsion from the university.

A. Sanctions

The following sanctions may be imposed in all minor cases

1. **Warning:** A written warning indicating that a minor violation occurred and a more severe sanction will occur if the behavior does not change.
2. **Disciplinary Reprimand:** A written reprimand telling the student that his/her conduct is in violation of Residence rules and regulations.
3. **Probation:** A more severe sanction than a disciplinary reprimand. Probation is a period of review during which the student or student organization must demonstrate the ability to comply with Residence rules, regulations, and other requirements stipulated for the probation period.
4. **Education:** A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
5. **Restitution:** A requirement to pay the cost of cleaning, repair and/or replacement of property damage incurred during conduct violation, to another student or Department of Residence.
6. **Deferred removal:** A more severe sanction than Probation. Deferred removal is a period of review during which the occurrence of another violation will result in cancellation of the student's residence contract.

If you receive a disciplinary sanction of removal from on-campus housing, you must leave within the time frame stated in the judicial sanction letter following formal acceptance of that decision by the department. If you appeal the decision, you may be reassigned to another living space on campus, pending the outcome of the appeal. Your original space will not be reassigned until the completion of the appeal process.

Under special circumstances, in order to provide for the safety and well-being of students and/or others, an administrative emergency removal and restriction from university property and facilities may be implemented as an interim step before a judicial hearing takes place. This removal will remain in effect until the case has been adjudicated. In a case such as this, referral will be made to the Office of Judicial Affairs. The Office of Judicial Affairs will adjudicate the case in a timely manner. You may contact the Office of Judicial Affairs if you have questions about the process. If your room and board contract is terminated due to judicial action, your prepayment will be forfeited; you will be charged 80 percent of the remaining value of the room and board contract (less Dining Dollar\$, which cannot be cancelled) and the daily rate until you officially check-out. Charges for damages, cleaning, and improper check-out may be imposed.

B. Student Rights

1. Right to due process in the student judicial process
2. Right to receive a written notice of the alleged student conduct violation
3. Right to a student judicial hearing
4. Right to be present at the hearing
5. Right to present documentary, testimonial, or physical evidence at the hearing

6. Right to remain silent during the hearing
7. Right to have an advisor(s) present at the hearing
8. Right to receive a written notice of the conduct decision within five (5) business days after a final decision has been rendered by the hearing officer
9. Right to appeal a final decision
10. Right to review student disciplinary file maintained in the Office of Judicial Affairs by scheduling an appointment with a Judicial Affairs representative.

III. ISU DINING POLICIES

A complete listing of all ISU Dining Policies is available on-line at http://www.housing.iastate.edu/terms_and_conditions.php#terms.