

University Housing & Dining Services

The Student Policy Information Guide



uhds.oregonstate.edu/uahds-policy-guide



Oregon State
University

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UHDS Policy Guide Introduction

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The University Housing and Dining Services (UHDS) Policy Guide serves as an extension of the UHDS Room and Dining Contract and Student Family Housing Rental Agreement (“Contract”), the set of terms and conditions that each resident signs before moving into UHDS housing. In signing the Contract, the resident is agreeing to all of the policies outlined in this Policy Guide. **Violation of the Policy Guide may result in immediate disciplinary action up to and including cancellation of the Contract and dismissal from the university.** Additionally, the Policy Guide supplements but does not replace the Code of Student Conduct, which applies to all Oregon State University students. The Code of Student Conduct can be found here: <https://studentlife.oregonstate.edu/studentconduct>.

This Policy Guide can be made available in alternative formats. Please contact UHDS at (541) 737-4771, 1-800-291-4192, or housing@oregonstate.edu for alternative format requests.

PLEASE NOTE THAT CHANGES TO THIS GUIDE MAY BE MADE AT ANY TIME AND FOR ANY REASON BY AUTHORIZED UHDS STAFF. Please review the latest version of this Policy Guide periodically to ensure that you remain in compliance.

Safety and Security: A Shared Responsibility

Students contracted to live on campus agree to take primary responsibility for their own personal safety and security, and to support the safety and security of fellow residents, the buildings, and dining areas. The University and UHDS will work cooperatively with students to promote a safe and secure environment, although safety cannot be guaranteed. Students agree to read and abide by security policies and precautions stated in this publication and in all other University publications.

UHDS Values

The rationale for most UHDS policies are guided by our six values set forth below:

Trust and Respect

We honor every role and every person.

Inclusive Community

We embrace the diverse collection of identities, thoughts, perspectives, beliefs, ideals, and lived experiences.

Shared Leadership

“We” and “Our” replace “I” and “My.” We value teamwork and collectivism, and honor the contributions students and staff make in our organization.

Interdependent Relationships

We recognize the interdependency of our work, and pursue lasting relationships that create possibility.

Creativity and Innovation

We pursue innovation and contribute to the advancement of our programs that serve to promote student success.

Stewardship

We hold ourselves responsible to operate with our past and current resources, to ensure our best possible future.

Trust, Respect, and Inclusive Community

The majority of the UHDS values centers on community and the interconnectedness that results from many people coming together to live in a shared space with diverse experiences, backgrounds, and perspectives. UHDS recognizes the need to provide guidance around how behaviors in our campus communities may promote trust and respect and invest in inclusive communities. As such, behavior that may jeopardize the physical, mental, emotional health, and/or safety of either a group or an individual will not be permitted within our communities.

Resource Stewardship

Not only will UHDS strive to be responsible stewards operating with our past and current resources, but we also ask that residents consider their environments and how to be responsible stewards of the resources available and around them. Care and protection of both community and personal property are a shared responsibility to reduce incidences of property loss and damage.

Creativity and Innovation

No one action or guideline can contribute to everyone's success and progress through their OSU careers. Policies and practices are assessed and reevaluated annually to ensure any guidance provided to our students is in line with their success and continued advancement within OSU. As people and communities change, so too must the agreements and responsibility of the community members within. All community members within UHDS facilities are asked to continually reflect on their past, current, and future behavior to determine how they want to be recognized and remembered within their communities.

Interdependent Relationships and Shared Leadership

In order for a large number of people to live together within a healthy community, it is the responsibility of each member of that community to respect the needs and rights of the other members. UHDS provides guidance to residents in our facilities that foster and encourage a safe and healthy shared campus living environment. All residents are responsible not only for their own behavior but also for the behavior of their guests. All must abide by the community standards to protect your rights, as well as the rights of others, in order to make residential living a positive aspect of your college experience. The behavior and actions of each individual has ripple effects that can cascade into the broader community environment. All members of the community are connected by their shared living environment.

All OSU students are expected to follow all University policies and rules, including but not limited to the Student Code of Conduct at <https://studentlife.oregonstate.edu/studentconduct>, and all applicable federal and state laws.

UHDS/OSU Residents Rights and Responsibilities

The University staff does not assume the role of campus parent, and you will seldom be told what to do or not do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior disrupts the legitimate educational pursuits of others within the residence halls. As a resident of OSU's residence halls or apartments, you possess specific individual rights which your roommate(s) and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, suitemates, floor mates, and other residents.

The following is a list of some of your *rights* – things to which you are entitled as a student living in one of OSU's on-campus living environments – and your *responsibilities* – things that are expected of you as a member of a residential living unit and community. These rights and responsibilities are aspirational and are not legally binding (unless contained in your contract(s)) but they are principles that are meant to complement formal living groups and university policies.

YOU HAVE THE RIGHT to as safe and secure a living space as is reasonably practicable;

YOU HAVE THE RESPONSIBILITY to keep your room or apartment door and hall doors locked, to not prop doors or allow strangers into the building or common areas, and to report concerning behavior to university staff or the Department of Public Safety in a timely manner.

YOU HAVE THE RIGHT to a reasonably peaceful and quiet place in which you can sleep and study; **YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your music, electronic devices, and your voice at a reasonable volume, and to remind others that you expect the same of them.

YOU HAVE THE RIGHT to reasonable expectations of privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;

YOU HAVE THE RESPONSIBILITY to let your roommate(s) know of your wishes and preferences for hours of sleep, study, and visitation, and to work through any differences you may have in a respectful manner within the guidelines established in this UHDS Policy Guide.

YOU HAVE THE RIGHT to safely and respectfully confront another person's behavior that infringes on your rights;

YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and to work toward resolving conflicts, and to monitor your own behavior to ensure it is not impacting the rights of other students to live in a safe environment free from disruption.

YOU HAVE THE RIGHT to the assistance of your Residential Education or other University staff members when you need help with a reasonably communicated problem;

YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem in a timely manner and to be cooperative with those involved as they work with you to resolve your problem.

YOU HAVE THE RIGHT to know what behavior is expected in your living group;

YOU HAVE THE RESPONSIBILITY to read the information provided for you by UHDS, especially the Housing

and Dining contract, the Student Family Housing rental agreement, and applicable University Policies.

You and your community may choose to add to this list. It is important that these items and the concept of others' rights and responsibilities be discussed throughout the year. The Residential Education staff does not, nor can it, guarantee you will attain these rights at all times. You share the responsibility. You can help ensure that everyone's rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other residents.

The Residential Education staff is committed to offering you an environment which will allow you to grow; the extent to which you take advantage of these opportunities is up to you. There are risks associated with programs and activities within the University setting. Please take the time to recognize the voluntary nature of these activities and programs that are offered.

The Residential Education staff hopes you will invest in your own development and growth. This investment will pay off many times over. The staff is available and wants to help you accomplish this goal.

Residential Education Policies and Agreements for Residence Halls and Other UHDS Spaces

Acceptable Use of University Computing Facilities

Students must follow the policy regarding the acceptable use of University computing facilities, which can be found at <http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources> and <http://fa.oregonstate.edu/gen-manual/policy-file-sharing>. The University takes copyright infringement and unauthorized file sharing seriously and engaging in this behavior can have significant negative financial and legal ramifications.

Alcohol

1. Residents and their guests must abide by the Code of Student Conduct expectations regarding alcohol use. Residents and their guests who are under the age of 21 may not possess or consume alcohol.
2. No resident, or their guests, regardless of age, may possess or consume hard alcohol in the residence halls. Hard alcohol is defined as alcohol that is equal to or greater than 15 percent alcohol by volume or 30 proof.
3. Residents and their guests may not consume alcohol in the presence of those under the age of 21. It is a violation of policy for anyone under the age of 21 to be present in a residential space where they know that alcohol or alcohol containers are present (empty or full), or in a common area where violations of this policy are occurring.
4. Residents of any age who reside in substance-free living environments are not permitted to possess alcohol in their rooms.
5. Residents who are 21 years of age or older may possess alcohol, with the exception of hard alcohol (defined as equal to or greater than 15 percent alcohol by volume or 30 proof) which is never permitted, if they follow the requirements listed below:
 - a. Residents who are at least 21 years of age may not consume alcohol in the room in the

- presence of individuals, including roommates, who are under the age of 21.
- b. Residents of legal age must discreetly transport alcohol to their rooms.
 - c. Residents of legal age may only store their alcohol out of view in their assigned area of the room.
6. It is a violation of housing policy to provide alcohol to anyone regardless of age who is visibly intoxicated.
 7. It is a violation of housing policy to be publicly intoxicated in the residence halls. Students who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.
 8. Individuals under 21 years of age and all residents living in Substance-Free Living Environments, regardless of age, may not display and/or possess alcohol containers (empty or full) within UHDS facilities or grounds.
 9. Open containers of alcohol are not permitted in public or common areas either inside or outside of residential buildings. Common areas include, but are not limited to, outside entry or adjacent sidewalk areas, all lounges, lobbies, kitchenettes, recreation rooms, entertainment areas, hallways, bathrooms, stairways, fire exits, elevators, and laundry rooms, and a student room with an open door.
 10. Games of chance, imitation or actual drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited. Items used for drinking games or other activities that encourage the excessive or rapid consumption of alcohol (e.g., keg, beer pong tables, beer bong, funnels, etc.) are prohibited.

University officials will ask individuals who violate the alcohol policy to dispose of all alcohol in their possession. Students who violate the alcohol policy may be referred for disciplinary action. University officials have discretion to call police. UHDS staff will dispose of alcohol found abandoned in public areas. UHDS staff will direct students to dispose of alcohol that is determined to have been in the illegal possession of a student.

If you have any questions or concerns about alcohol use, you are encouraged to talk with a staff member at Student Health Services (SHS) or Counseling & Psychological Services (CAPS). Both departments have trained staff that provides information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website:
<http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

Animals

Students may not have pets in any residential building, with the exception of fish kept in one aquarium no larger than 10 gallons. Fish kept as pets in residential buildings must remain in their aquariums at all times. No gravel is allowed down the drains in the sinks, showers, or toilets.

Exceptions to this policy are granted for students who have preapproval for a service or emotional support animal through Disability Access Services (DAS). For more information please visit:
<https://accessibility.oregonstate.edu/serviceanimalpolicy>.

DAS-approved service or emotional support animals must not pose a health or safety risk or create a significant disruption to the educational environment. The University may require a resident to remove an approved animal from residential facilities in the following instances:

- The animal poses a direct threat to the health or safety of others;
- The animal causes significant property damage;

- The animal creates significant disruption to the community such that the educational goals of the living environment are not met; or
- The resident does not comply at any time with their responsibilities as outlined in the Service and Assistance Animal checklist in effect starting from the time that their animal is approved to live in residence.

If you notice stray animals in or around the living groups, please notify a staff member so that the animal can be appropriately assisted or relocated. You must not abuse, feed, or bring the animal into any UHDS building.

Building Security

1. All access to residential spaces is locked 24 hours a day. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior doors or leaving doors propped open.
2. Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building. See the Visitors and Guests Policy for more information.
3. Residents are responsible for proper use of the key(s) and electronic access devices (ID card or proximity device) issued to them by the University and/or UHDS.
4. Students may not loan keys, ID cards, or proximity devices to other people.
5. Residents may not duplicate University-issued keys and/or access cards.
6. Residents are encouraged to keep their room doors locked at all times, including when they leave their room (even for a short while) and when they are sleeping.

Personal Security Cameras and Video Doorbells

Doorbell cameras, such as Ring or Nest Doorbells, are not allowed within the residence halls or residence hall-styled buildings, like the GEM Apartments or Upper Division Graduate Housing 1045 Madison, as occupants within the residence have a reasonable right to privacy while navigating within their communal space.

Residents within apartment-style housing, like Orchard Court, are permitted to have an outward facing doorbell camera. Residents must work with University & Housing Services for approval of such a device and residents must provide a plan to install a camera that does not cause permanent damage to the facility. Any damages caused by a doorbell camera's installation will be billed to the contracted resident. UHDS is not responsible for doorbell cameras that are stolen or damaged.

UHDS Security Cameras

To enhance safety and security efforts, security video cameras may be placed in halls, lobby, stairwells, or other public areas by UHDS Staff. These cameras are not continuously monitored. See the UHDS web site at <https://uhds.oregonstate.edu/housing/safety-security-campus#cameras> for additional information.

Cannabis

1. Residents and their guests must abide by the Code of Student Conduct expectations regarding cannabis use.
2. The possession, use or distribution of cannabis in UHDS housing is prohibited. This is true regardless of age or medical marijuana cardholder status.
3. It is a violation of policy for anyone to knowingly be present in a room/suite where cannabis is

- present, or where violations of the Cannabis section of the Code of Student Conduct are taking place.
4. It is prohibited to be under the influence of cannabis in any form. Students who exhibit behaviors that appear to have been influenced by cannabis use may be subject to disciplinary process. Such behaviors may include, but are not limited to smell of cannabis or disruptive behavior due to cannabis use.
 5. Students may not possess cannabis paraphernalia, which includes equipment, products and materials of any kind which are marketed for use or designed for cannabis use including, but not limited to, bongs, smoking pipes, vaporizers, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475B.376.

Because cannabis is prohibited on campus regardless of age or medical cardholder status, UHDS staff will work with the Department of Public Safety to remove and destroy cannabis in any form and/or drug paraphernalia that is found on campus property. For more information about cannabis at OSU, please review the following website: https://policy.oregonstate.edu/UPSM/07-045_university_policy_marijuana

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member at Student Health Services or Counseling & Psychological Services (CAPS). Both departments have trained staff who can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <https://studenthealth.oregonstate.edu/alcohol-drug-prevention-education>

Conflict and Community Responsibility

Choosing to join the OSU community as a student obligates each member to a code of responsible behavior. Policies support the health and safety of the OSU community, support a learning environment that is free from disruption, further the educational pursuits for the community members, and limit property harm.

Students are encouraged to hold each other accountable and report concerning behaviors, as the Code of Student Conduct strives to create a community that protects the safety, wellness, and educational focus of students. In line with this Community Standards affirmation, UHDS matches these standards and prohibits interpersonal behavior that is disruptive, harassing, threatening, or violent (as outlined in the Code of Student Conduct) in our residential communities and spaces.

Roommate Conflicts:

- Roommates are asked to complete and participate in a room discussion and agreement with all individuals they live with at the start of each term and whenever a new roommate joins in order to address any potential issues that may arise in such close proximity.
- Residents should make every effort to resolve minor interpersonal conflicts within the roommate group. Residents are encouraged to request staff assistance if there is any impediment to open discussion of roommate conflicts or if the interpersonal conflicts escalate.
- When roommate conflicts arise, residents are encouraged to engage in open discussion of issues, assumptions, and habits that are creating or exacerbating the conflict; Resident Assistants, Resident Directors, Area Directors, and the University Ombuds Office are available as resources for these conversations.
- Residents requesting room changes based on interpersonal conflicts may be asked to participate in a conflict resolution conversation with a Resident Director or UHDS professional staff.

Interpersonal Conflicts

- No resident may attempt to force or influence (via harassment, bullying, coercion, or other means) another resident to request a room change once a room has been selected or to prevent a resident from selecting a room that is available to them through equitable room selection processes.
- No resident may, through intentional or willful force or influence, make a (current or prospective) roommate feel unsafe or unwelcome in their shared space, including the use of room furniture while occupancy is lower than its expected maximum.
- Residents may not create or participate in situations that deny roommates their reasonable rights to sleep, study, or socialize as established by UHDS Policy Guide and OSU Code of Student Conduct.

Disruptive Behavior

1. Any act that poses a danger to health, safety, or property within UHDS facilities is prohibited.
2. Students shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other students' rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:
 - a. Excessive noise or nuisance;
 - b. Failure to cooperate with the reasonable directive of a university official (including all members of the UHDS faculty and staff), acting in the performance of their duties;
 - c. Entering another resident's room without expressed consent from the resident(s) of that room.
 - d. Continual targeting or harassment of neighbors and/or community members related to pranks, practical jokes, or other actions not deemed illegal or threatening in nature.

Hall staff reserve the right to confiscate items that cause disruption to the living environment.

3. The laws and University policies applicable in this area include, but are not limited to: disorderly conduct, malicious mischief, reckless endangerment, threats, harassment (racial, sexual, etc., whether by phone, electronic medium, or in person, as set forth in OSU Policy. (See: studentlife.oregonstate.edu/studentconduct and <http://oregonstate.edu/fa/manuals/gen>).
4. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom or other location or activity where a person would expect privacy.

Drugs

1. Residents and their guests must abide by the Code of Student Conduct expectations regarding drug use.
2. The possession, use, or distribution of illegal drugs in UHDS housing is prohibited. The illegal possession, use, or distribution of prescription drugs in UHDS housing is also prohibited.
3. The use of substances outside of their intended purposes and in a manner not prescribed by a physician is prohibited. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited.
4. It is prohibited to be under the influence of federally controlled substances in any form. Students who exhibit behaviors that appear to have been influenced by the use of a federally controlled substance may be subject to disciplinary process. Such behaviors may include, but are not limited to, slurred speech, smell or odor, lack of balance, or swaying. Students are reminded that being under the influence of

drugs, including legal substances such as salvia, is not an excuse for disruptive behavior or other violations of university policies or rules.

5. Students may not possess drug paraphernalia. Drug paraphernalia includes equipment, products, and materials of any kind which are marketed for use or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, syringe needles, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statute (ORS) 475.525.
6. It is a violation of policy for anyone to knowingly be present in a room/suite where illegal substances are present, or where violations of the Drugs section of the Code of Student Conduct behavioral expectations are taking place.
7. Opioid use and abuse has had a significant impact across the country. To help prevent the loss of life due to an overdose, staff have access to Naloxone kits. Naloxone is also carried by staff and officers within the Department of Public Safety and can be obtained from Student Health Services.

University officials may refer residents and their guests who violate this provision to the Department of Public Safety.

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member at Student Health Services or Counseling & Psychological Services (CAPS). Both departments have trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

Electronics and Electrical Appliances

1. Students may not plug power strips or extension cords into other power strips or extension cords.
2. The following items may not be used or possessed inside of UHDS buildings and within 30 feet of UHDS buildings: extension cords without fuse protectors.
3. Please exercise good judgement when deciding to bring items to the residence halls. All items need to meet the following criteria to be permitted within the residence halls:
 - All items must be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here: <https://www.cpsc.gov/Recalls>. Any damaged or altered items are prohibited.
 - All appliances should be UL listed and have an automatic shutoff.
 - Items should be shut off when not in use and any cords should be examined to ensure they are not worn, frayed or subject to pinch damage.
 - Item must be used as intended; misuse or illegal use of electrical appliances creates serious hazards in residence halls and is prohibited.
 - Appliances may not have exposed heating sources.
 - Appliances and devices in the halls should not produce an open flame.
 - Only enclosed appliances are permitted for food preparation; the food being prepared should not be exposed to the open air/ atmosphere while the device is operating.
 - Not interfere with OSU's wireless or network infrastructure.
 - Any approved cooking appliance must be attended at all times while in use.
4. **The following items are prohibited from and never approved in the residence halls:**
 - Air conditioners, barbecues and grills (electric, smokeless, gas, wood, coal, etc.), electric deep fryers, and sandwich makers/presses, extension cords (that do not have a surge protector or circuit breaker), fog, smoke, and haze machines, gasoline, gasoline-powered scooters, microwaves

(unless microwave/refrigerator combination unit), and wireless network routers and wireless access points.

- Appliances that produce steam, smoke, mist, fog, or grease laden vapors.
- Any device with light bulbs that generate excessive heat (including halogen bulbs and/or incandescent bulbs that exceed 60 watts).
- Any device that would exceed the electrical load.
- If you have a special need for an exception, please talk to your Resident Director or Area Director, who can guide you through the process.

5. Exceptions (Allowed with Proper Usage)

- Some coffee makers:
 - Coffee makers that do not use a warming plate to keep the coffee warm, can be used in all residence hall rooms.
 - Coffee makers with warming plates are permitted only in Halsell Hall, and only if it remains in the kitchen area of the suite, is UL listed, and has an automatic shut off function.
- Some food preparation appliances may be granted an exception if the owners meet and get approval from their resident director. Conditions for approval include:
 - The appliances are UL listed, have a three-prong power cord, have an automatic shut-off, and have a built-in thermal safety fuse
 - Used in community kitchens (or Halsell suite kitchens)
 - Are attended at all times when in use.
 - Approved appliances may not be used in residence hall rooms. They may only be stored in rooms once properly cooled and cleaned.
- Small appliances that are allowed:
 - Electric kettles used to boil water (and do not have a heating plate)
 - Rice cookers and slow cookers (must be used in the hall kitchens)
 - Toasters or toaster ovens are only allowed with prior approval by a resident director; they may only be used in hall kitchens (or Halsell suite kitchens)
- Clothes irons, clothes steamers, curling irons, hot curlers and flat irons. These items are permitted as long as they are used according to manufacturer's instructions and are UL listed.
- Scent diffusers (plug-in, reed diffusers, wax melts, and other scent dispersing devices that do not make a flame or cause mist/smoke)
- Power strips or a plug multiplier. Power strips and plug multipliers must have a built-in circuit breaker/surge protector to be permitted within the residence halls.
- Some refrigerators:
 - Small refrigerators that are not part of a microwave/refrigerator combination unit are allowed, as long as they meet the following criteria: Energy Star rated, draw 11 amps or less, and are 3.2 cubic feet or less. UHDS strongly recommends that residents only have one refrigerator per room, due to load limitations on our campus' electrical system.
 - UHDS recommends residents contact their roommate(s) in advance of move-in to determine who will bring shared items/appliances. All halls have shared, full- sized refrigerators available for resident use in common areas.
- Electric bikes, scooters, and hoverboards with the UL 2272 safety standard are allowed for storage in residence hall rooms with the following criteria required:
 - They are not used/ ridden in the residence halls, including moving the items from the outdoors and into the residence hall rooms
 - The owner is present while the device is charging

- The device is unplugged from charging when the room occupants are sleeping or out of the room
- The charging is away from light combustible materials
- The device is approved by the residence director
- The roommate(s) is comfortable with the device being in the room
- Improper use or storage of electronic sports equipment may result in the item no longer being permitted in the residence hall
- Space heaters are allowed with the following criteria:
 - Approved by the resident director
 - UL listed and in perfect working condition
 - The device will have clearance of 36 inches from other objects and materials
 - The heater is radiator-style and enclosed – there are no exposed heating elements
 - The space heater is only used while room occupants are in attendance.
- 3D Printers. 3D printers are permitted if all of the following conditions are met:
 - Must be approved in advance; you can seek permission to have a 3D printer by emailing your Resident Director. Your emailed request should include your name and room number; affirmative statement that you have sought and been granted permission by any roommate(s) to have the printer in your room; the brand, model number, and specifications of your printer; and the filament you plan to use. Non-approved 3D printers are prohibited. Printers may need to be inspected before approved; your Resident Director will communicate additional instructions for how to have your printer approved.
 - If contracted to a space with roommates, resident must gain approval in advance from roommates to have printer in space as the process produces heat, noise, odor, and particles.
 - Polylactic Acid (PLA) filament is required. No other filaments, including Acrylonitrile Butadiene Styrene (ABS), may be used under any circumstances in the residence halls.
 - Printers that do not have automatic thermal shutdown are never permitted in the residence halls. Any attempt to circumvent thermal protections or any other built-in safety measures in firmware or through other means may result in disciplinary action.
 - Printer must have proper ventilation due to production of ultrafine particles and heat during the printing process. Do not place printers in enclosed spaces such as wardrobes, dressers, closets, etc.
 - Printers must be attended at all times while in use.
 - 3D printers may be used only for lawful purposes. A resident will not be permitted to possess a 3D printer in the residence hall if they use it to create material that is:
 - a. Prohibited by applicable law.
 - b. Dangerous or poses an immediate threat to the well-being of others, including printing components of any weapons.
 - c. Obscene or otherwise prohibited by University policy, the Code of Student Conduct, or this Policy Guide.

Evacuation

1. When a fire alarm is activated, all persons inside a residential or dining facility are required to leave the building immediately, even if it is believed to be a drill or false alarm, unless directed otherwise by a University official, the fire marshal, or emergency responders.

2. All residents are required to become familiar with the building fire evacuation plan. Each hall has an Emergency Evacuation Plan with detailed instructions for fire safety, evacuation, and training requirements.
3. Fire alarm pull stations are located in each building. If there is a fire, pull the alarm, and exit the building.
4. When an alarm sounds, follow these guidelines:
 - a. Close room doors and windows.
 - b. Wear shoes and carry or wear a coat.
 - c. Don't panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and follow the directions of personnel from the Fire Department, Department of Public Safety, or Residential Education hall staff, as applicable. If you have questions about where your designated assembly point is located, please talk to your Residential Education staff member(s).
5. Do not use elevators as exit routes. Use exterior stairwells or fire escape ladders. As a second option, use a central staircase.
6. If you are on an upper floor and are not able to escape from your room:
 - a. Close your door and seal it off with a towel or blanket. Dial 9-1-1 and report your situation to the dispatcher. Don't hang up until directed to do so.
 - b. Hang a brightly colored sheet or towel from your window to alert emergency crews to your location.
 - c. Open your window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
 - d. Wait for rescue. You can be safe inside your room for a long time as long as you don't panic, open the door, or prematurely jump from your window.

It is the responsibility of all residents to familiarize themselves with proper fire and emergency evacuation procedures. Evacuation guidelines are posted in each room.

Failure to respond to a fire alarm or to Residential Education staff requests during an evacuation may result in University disciplinary action and/or municipal fines. University officials may refer residents to the Oregon State University Police Department for investigation and prosecution through the District Attorney's Office if they appear to be engaged in any of the following activities: Pranks or false fire alarms that violate any fire safety policy, attempted arson, or arson. In addition, they are subject to immediate housing removal and other University disciplinary action, including fines and restitution.

Facility and Common Area Use

1. Residents are prohibited from:
 - Damaging any UHDS-owned property or property owned by other residents.
 - Permanently altering UHDS-owned property/space.
2. Residents are required to report any individuals they witness damaging property. If they fail to report, a witness may be subject to disciplinary action for damaging property if they fail to report.
3. Residents may not damage or tamper with Starship Robots in any way and should use them only for their intended use as a food delivery process. Items, including trash, should not be placed into the robots. Residents should not intentionally impede a robot's passage by placing obstacles, including oneself, in front of a robot. Community members are encouraged to assist a robot if the robot is observed to be stuck or overturned.

4. Residents may use bathroom facilities that identify with their gender identity, including same gender, all-gender, or multi-gender bathroom facilities.
5. Each shower or toilet stall cannot be occupied by more than one person at a time, unless medically necessary.
6. Residents and their guests are not allowed to sleep in public or common areas.
7. Residents must keep their contracted spaces (including bathrooms, common spaces, and shared kitchens in suite-style arrangements) clean and free of health and safety hazards.
8. Residents must clean up after themselves in common areas. Common areas can include kitchens, lounges, lobbies, bathrooms, laundry rooms or other space that is for general resident use.
 - All trash must be taken to the outside dumpster or compactor designated for your building.
 - All corrugated cardboard must be taken to your building's designated cardboard dumpster. Corrugated cardboard is not allowed in residence hall rooms and cannot be saved for storage. Corrugated cardboard is also not allowed in common areas, including near indoor recycling areas.
9. Room and common area furniture may not be removed from their designated locations. Lost or damaged furnishings will be charged to the residents of the room. Violators may be referred for conduct proceedings and/or prosecuted for criminal charges.
10. UHDS-provided facilities, furniture, and property must be utilized in the manner for which they were intended. Improper use includes but is not limited to stacking common area furniture and misusing fire escapes.
11. Students may not remove window screens. This includes but is not limited to lounge and resident room window screens.
12. Residents in UHDS facilities can be held responsible for the damages or misuse they have caused to UHDS or another resident's property.

If a resident is found responsible for damaging property they may be billed for the cost to repair/replace the item damaged. Damages that are unaccounted for may be divided and charged proportionately to each individual in that living unit, depending on the circumstances and the extent of the damage.

If you observe someone damaging property, please report the activity to hall staff or the Department of Public Safety at 541-737-3010. Residents who do not maintain cleanliness will be charged an hourly fee for the removal of trash or room cleaning. Maintaining cleanliness will help prevent pests from entering the living space. Please do your part to help maintain an optimal living environment.

Failure to Comply

1. Students must comply with reasonable directions of University officials or University law enforcement officers acting in performance of their duties.
2. Students must identify themselves to University officials or University law enforcement officers when requested to do so.
3. Students may not knowingly give untrue statements, hinder, delay, or obstruct any University officer or employee in the discharge of official duties.
4. Students are expected to complete required sanctions by the assigned deadline or face further disciplinary action, including, but not limited to, being removed from housing with responsibility for all appropriate charges and fees, having a hold placed on their account (preventing them from registering, dropping or adding classes, getting transcripts or grades), and being required to complete additional sanctions.

5. Students who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

Fire Safety

1. Students may not tamper with, disable, cover, or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Students who tamper with fire equipment may face disciplinary action and/or a monetary fine, and may also be referred to law enforcement authorities. Students may not hang items from the sprinkler heads, cages covering the sprinkler heads, or pipes associated with sprinklers.
2. The following items are prohibited from the residence halls or for use within 30 feet of UHDS facilities:
 - combustible materials or liquids, live cut trees, dried plants, light bulbs that generate excessive heat (including halogen and/or incandescent bulbs that exceed 60 watts), or other large flammable material.
 - candles, or any other object that produces an open flame (for any purpose, including ceremonial, decorative, or scent burning purposes).
 - any object that smolders (incense, sage, sweetgrass, etc.) unless they are preapproved for a religious and/or spiritual accommodation under the process below.
3. Storing flammable or combustible liquids or gasses. Students may not actively burn any object that smolders (incense, sage, sweetgrass, etc.) inside of and/or within 30 feet of UHDS buildings unless they are approved for a religious and/or spiritual accommodation.
 - To request a religious and/or spiritual accommodation, students must utilize the UHDS Smudging and Religious Practices Process by filling out the [UHDS Ceremonial Burning and Smudging Request form](https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=57) (https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=57).
 - If the request is beyond what the UHDS protocol supports, students should reach out to the [Office of Equal Opportunity and Access via EOA's Accommodation Request form](https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=3) (https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=3).
 - For more information, please review the Religious Accommodation of Students Policy: https://eoa.oregonstate.edu/sites/eoa.oregonstate.edu/files/religious_accommodation_policy_for_students_1.12.2017.pdf.
 - Please contact your resident director for further assistance.
4. Hall fire doors MUST be closed at all times unless they are held open by magnets that are connected to the fire alarm system. These doors must be free of obstruction and able to close should the fire alarm sound.
5. Hallways must remain clear of all items that pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, floor mats, and trash.
6. Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.
7. Doors and walls in the hallway must be clear of large coverings that are taped or tacked to the surface. No more than 30% of any door or wall surface (hallway or interior room) may be covered with combustible materials.
 - Peepholes in doors may not be covered or tampered with.
 - Wall surfaces include doors, resident doors, windows, ceilings and floors.
 - Please refer to the [UHDS General Promotion Guidelines](#) for additional information about posting materials anywhere other than your assigned residence hall room door.

Any fire equipment that requires maintenance should be reported immediately to a Residential Education staff member or to the Service Center.

Firearms, Weapons, Destructive Devices, Fireworks, Explosives and Combustibles

1. Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.
 - a. "Firearm" means a gun, whether loaded or unloaded, that discharges shot or a projectile by means of an explosive, a gas, compressed air, or mechanical force. By way of example and without limitation, firearms include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, Airsoft-type guns, and other similar devices.
 - b. "Weapon" means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage, or that could create a dangerous situation by their possession or use. Weapons include the following items:
 - Any knife having a blade that projects or swings into position by force of a spring, by centrifugal force or by gravity, and is commonly known as a switchblade knife;
 - Any hunting or target bow, any crossbow;
 - Any dirk, dagger, slingshot, metal knuckles, or any similar instrument that, when used, could inflict injury upon the person or property of any other person;
 - Pepper spray (in dispensers containing greater than two ounces, except when used as an animal deterrent in a university Research Forest, Experiment Station, or similar university property), tear gas, or similar deleterious agent capable of generating offensive, noxious or suffocating fumes, gases or vapor or capable of immobilizing a person;
 - Paintball guns, ammunition, and non-functioning firearm replicas that could be confused with actual firearms.
 - c. "Destructive Device" means any explosives (including fireworks), incendiary, bomb, grenade, missile, mine, projectile containing an explosive or incendiary material, or any other chemical substance, or similar device or dangerous materials, or any launching device that could cause bodily injury.
2. Firearms are not allowed in any residence hall, dining center, or UHDS office, meeting, or classroom space, even if an individual has a license to possess the firearm. Law enforcement officers acting in the performance of their duties are exempted.
3. Any device that projects items, including, but not limited to, slingshots, blowguns, Nerf or Nerf-like guns, air soft guns, and imitation weapons are prohibited.
4. Dangerous chemicals, explosives and highly combustible or corrosive materials may not be used or stored in or near the living groups. This includes, but is not limited to, fireworks, any kind of explosive device (whether it uses combustible or non-combustible fuel), gasoline, propane, kerosene, lighting fluids, laboratory chemicals, photography chemicals, gun powder, paints, car batteries, tear-gas, and paint thinners.
5. Equipment and vehicles that use combustible fuel are also prohibited in or near the buildings.
6. Setting off firecrackers and other destructive devices in and around the living groups is prohibited and may be subject to immediate removal from housing.

Gambling

The University prohibits gambling as proscribed by Oregon Revised Statutes (ORS) Chapter 167. It is a violation of UHDS policy to participate in games of chance when real money or units representing real money (i.e., poker chips) are at risk. This includes online gambling from one's room or using OSU's computer network. Games of chance where real money is not at risk (e.g., Casino Night sponsored by the Residence Hall Association) are allowed.

Health and Safety

1. UHDS is committed to the health and wellbeing of all residents. Should a resident become ill with a suspected, presumptive, or confirmed communicable disease that poses a potential health risk to the community, UHDS staff will work with Student Health Services staff to identify and offer appropriate resources such as temporary housing assignment for any student who is ill and may need a more private or isolated space during their illness, meal delivery, and/or extra cleaning by custodial staff.
2. Residents are required to comply with any mandatory health and safety rules in executive orders, policies, procedures, and guidelines established by UHDS, Oregon State University, Benton County Public Health, and the State of Oregon.
3. If the use of any item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.
4. Students may have their beds lofted following the guidelines outlined at the following site:
<https://uhds.oregonstate.edu/loft-kits>.

Roofs, Windows, and Ledges

5. Residents may not hang items outside their room windows (such as towels, lights, banners, etc.), except in the case of an emergency in which the room resident(s) requires rescue by emergency personnel.
6. Absolutely no person or property is allowed on the outside window ledges, window frames, roofs, outside walls, stairwell grids, or other outside exteriors. Students may not climb, rappel, sit on, or jump from roofs, ledges, or balconies. Throwing or dropping anything from or to buildings, windows, balconies, or ledges is prohibited.
7. Students may not access roof areas on any UHDS building or overhang.
8. If a personal item such as a Frisbee gets stuck on a roof, overhang, or walkway, the resident will need to alert the Service Center staff, Resident Assistant, or Resident/Area Director in order to have the item returned safely.
 - a. No one else may attempt to access a roof.
 - b. Anyone, including guests, violating this policy may be immediately removed from the facility, damages may be assessed to the responsible student(s), and further conduct action may be taken.
9. Students responsible for throwing objects from or at a living group may be subject to immediate disciplinary action and possible removal from the building. This includes but is not limited to pouring water out of windows.

Noise and Quiet Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound that is disturbing to any resident. In an

effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

Excessive Noise

1. Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones.
2. Amplifying music or other sounds out of residence hall windows into public spaces is prohibited.
3. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, or TV or other device, they must comply with the request.

Residents must comply with staff requests to reduce noise; for more information see the failure to comply policy. Retaliation against the person requesting may result in further conduct action.

Quiet Hours

Quiet hours are in effect from 10 PM – 10 AM Sunday through Thursday, and midnight – 10 AM Friday and Saturday. Individual living groups through a community standards meeting facilitated by hall staff at which the majority of the floor is present and the Resident Director approves of the changes, may choose to establish a stricter policy at any time, should they so desire. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep.

During the week before Finals and Finals Week, quiet hours are extended to 22 hours per day, with courtesy hours in effect from 8 p.m. - 10 p.m. Students in violation of quiet hours during the final two weeks of the term may be asked to immediately leave the living group.

Smoking and Tobacco Use and Possession

1. Oregon State University is a smoke and tobacco-free campus. No one under the age of 21 may possess or use any tobacco products or inhalant delivery systems in UHDS facilities, including but not limited to cigarettes, electronic cigarettes, vaporizers or vape pens, hookahs, cigars, pipes, and incense.
2. Tobacco products, including smokeless tobacco, may not be used in or 30 feet around UHDS ~~facilities~~
3. Due to increased fire risk and impacts on the local alarm system, no one, regardless of their age, is permitted to possess electronic cigarettes, vaporizers or vape pens, hookahs or hookah smoking accessories, or pipes within UHDS facilities.
4. Smoking or carrying any lighted smoking device or apparatus is prohibited for those of any age within all UHDS facilities and the entire OSU Corvallis and Bend campuses. For more information, please see OSU's Smoking and Tobacco Use on University Property Policy at https://policy.oregonstate.edu/UPSM/07-020_tobacco_use.
5. It is a violation of policy for anyone to knowingly be present in a UHDS room/suite where someone under the age of 21 is smoking or possessing any tobacco products, or where someone of any age is

possessing or using inhalant delivery systems. Regardless of age, it is prohibited to possess any of the items above in the residence halls.

Solicitation

1. For the protection, privacy, and prevention of the interruption of studies of residents, solicitation, advertising, promotion, and commercial transactions are prohibited in the living areas of the residence halls. If you encounter such activity, contact a staff member or the Department of Public Safety immediately.
2. Exceptions:
 - a. Solicitation in the living areas may take place pursuant to explicit written approval by faculty associated with the Innovation Nation Living-Learning Community in a “by students for students” business model for educational purposes and only within Poling and Weatherford Halls.
 - b. Solicitation within UHDS grounds requires an approved Ground Use permit. The application must be submitted 14 days before the event date at uhds.oregonstate.edu/grounds-use-request.
 - c. If students wish to receive donations for a cause in exchange for a service in the hall, the following conditions must be met:
 - Participants must be residents of the building.
 - Participants need Resident Director or Area Director pre-approval.
 - Participants and Sponsors will provide posters to the Resident Director or Area Director for posting (approved by Hall staff) in the living group at least 3 days before the event stating date, time, what they will be doing, and why.
 - Participants and Sponsors may only go to open doors and ask residents if they would like the offered service (e.g. trash removal). They may not knock door-to-door. They may not approach closed doors. Residents may donate the monetary amount they would like for the service. (For instance, residents should not be required to give a specific amount. They should be able to give as much or as little as they deem fit.)

Sports and Recreation

1. Activities in hallways, residence hall rooms, lounges, or other indoor areas, or areas adjacent to buildings that could interfere with the living-learning environment are prohibited.
 - This includes but is not limited to activities such as dribbling basketballs, running in the halls, throwing or catching objects of any kind, skateboarding, riding bikes, and any other activity that could be considered a sport.
2. Students may only lock bikes to designated bike racks.
3. All roommates must agree before a bike may be stored in a room. If one roommate opposes, a bike must be locked to a designated bike rack or in a bike room.
 - Bicyclists must walk their bikes when they are in the building.
4. No stunts, jumps, tricks, or other such activities are permitted on UHDS property.
 - This includes, but is not limited to jumps, stunts, and tricks using skateboards, rollerblades, or bicycles; parkour; or slack lining outside of designated areas.
5. Drones may not be used inside residential facilities or in a manner that violates other institutional policies.
6. The use, possession, or storage of hoverboards or other self-balancing scooter devices is prohibited inside all UHDS facilities.

Students are encouraged to utilize the facilities provided to them on campus. These facilities include Dixon Recreation Center, McAlexander Field House, and Student Legacy Park, among others. All bicycles that are found locked to something other than a designated bike rack may be immediately impounded by the Department of Public Safety.

We encourage students to check on their bikes regularly and to report missing property to the Department of Public Safety. OSU is not responsible for lost, damaged, or stolen items of personal property. Please visit this website for more information about bike safety on campus:

<https://publicsafety.oregonstate.edu/services/bike-information> .

Visitors and Guests

1. Guests and visitors are defined as any individuals who are not contracted residents of the specific room or building in question. No persons other than escorted guests, residents, or University staff on University business may enter a living group.
2. Residents must escort their guest(s) the entire time their guest(s) is in the building.
3. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal, and University rules, standards and policies.
4. Only people assigned to a room may reside in that room.
5. Guests are permitted only with the permission of the contracted resident(s) of the room and then only in designated areas and within the previously agreed upon frequency. In no event will guests be permitted more often than the frequency listed below. Residents may have guests stay providing they meet all of the following criteria:
 - They receive permission from all roommate(s) or suitemate(s), if applicable;
 - the guest does not violate fire occupancy restrictions for overnight stays;
 - during visits during the day, the guest does not stay for longer periods of time than agreed upon by all the contracted residents of the space, considering what would be reasonable for other contracted residents to enjoy the use of their room/suite;
 - the guest stays no longer than three consecutive nights; and
 - residents may only have a guest stay for a total of seven nights in an academic year.
6. Residents may not give their room or hall key or ID cards to their guests.
7. Guests under the age of 16 are not permitted in university-owned student housing at any time unless they are accompanied by a parent or legal guardian.
8. Guests that are violating policies or damaging property may be asked to leave.
 - Roommates and suitemates are strongly encouraged to take some time to talk about arrangements for guests and about how all parties feel about the potential disruption guests can cause before the guests are invited to stay.
 - If roommates feel that their rights are being violated, it is their responsibility to contact a staff member. If roommates feel a crime has been committed, they should contact the Department of Public Safety.

Residential Policies and Contractual Agreements for Family Housing and University Apartments

Acceptable Use of University Computing Facilities

Residents must follow the policy regarding the acceptable use of University computing facilities, which can be found at <http://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources> and <http://fa.oregonstate.edu/gen-manual/policy-file-sharing>. The University takes copyright infringement and unauthorized file sharing seriously and engaging in this behavior can have significant negative financial and legal ramifications.

Air Conditioning

Air conditioning is not provided by UHDS at Orchard Court. Air conditioners require a considerable amount of electrical capacity to operate; in order to manage limited electrical capacity in these facilities, Residents of Orchard Court are permitted to purchase and operate their own air conditioner within their assigned unit under the following conditions:

1. UHDS cannot guarantee that the electrical capacity at Orchard Court will support all types of air conditioning units. Units must not exceed 6,000 BTU (DOE) cooling capacity per apartment.
2. Only one air conditioning unit per apartment is permitted.
3. Residents are fully responsible for the operation and maintenance (including regular removal of condensed water) of their personal air conditioning unit and are responsible for any damage caused to any apartment by an air conditioning unit.
4. Window-mounted air conditioning units and any type of unit that requires permanent installation are not permitted.
5. Air conditioning units at Orchard Court must be a portable type on casters that can be easily moved. Units must have and residents must employ a window kit for external exhaust tubing.
6. UHDS staff will not assist in the purchase, installation, or repair of any air conditioning units.
7. Residents are solely responsible and liable for any consequences of using a unit over 6,000 BTUs, including but not limited to the consequences of power failures affecting that unit or other units. This may include the cost of replacing food and medicines requiring refrigeration, or other consequences affecting other residents.

Central air conditioning is provided during the summer months at The GEM Apartments. Air conditioning is provided year-round at 1045 SW Madison and is controlled by individuals in their bedroom.

Residents are not permitted to possess or operate personal air conditioning units at The GEM or 1045 SW Madison.

Alcohol

1. Residents, dependents, and guests must abide by the Code of Student Conduct expectations regarding alcohol use. Residents, dependents, and guests who are under the age of 21 may not possess or consume alcohol.
2. Residents, dependents, and guests may not furnish, manufacture, distribute, or sell alcohol except as expressly permitted by law and the University's policies regarding alcohol.
3. It is a violation of housing policy to provide alcohol to anyone regardless of age who is visibly intoxicated.
4. It is a violation of housing policy to be publicly intoxicated in the public or common areas of any UHDS housing and apartment facility. Even residents, dependents, and guests who are 21 or over

who are disruptive because of the use of alcohol may be considered in violation of this policy.

5. Open containers of alcohol are not permitted in public or common areas. Common areas include, but are not limited to, parking lots, sidewalks, stairwells, lawns, playgrounds, community center, laundry rooms, and storage areas.

University officials will ask individuals who violate the alcohol policy to dispose of all alcohol in their possession. Residents who violate the alcohol policy may be referred for disciplinary action. University officials have discretion to call police. UHDS staff will dispose of alcohol found abandoned in public areas. UHDS staff will direct residents to dispose of alcohol that is determined to have been in the illegal possession of a resident, dependent, or guest.

If you have any questions or concerns about alcohol use, you are encouraged to talk with a staff member at Student Health Services or Counseling & Psychological Services (CAPS). Both departments have trained staff that provides information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website:

<http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

Animals

Residents may not have pets in any residential building, with the exception of fish kept in one aquarium no larger than 10 gallons. Fish kept as pets in residential buildings must remain in their aquariums at all times. No gravel is allowed down the drains in the sinks, showers, or toilets. There is no “live feed” options for fish, including but not limited to meal worms.

Exceptions to this policy are granted for residents who have preapproval for a service or emotional support animal through Disability Access Services. For more information please visit:

<https://accessibility.oregonstate.edu/serviceanimalpolicy>.

Disability Access Services (DAS)-approved service or emotional support animals must not pose a health or safety risk or a significant disruption to the educational environment. The University may require an Owner to remove an approved animal from residential facilities in the following instances:

- The animal poses a direct threat to health or safety of others;
- The animal causes significant property damage;
- The animal poses a nuisance to the community such that the educational goals of the living environment are not met; or
- The Owner does not comply with their responsibilities as outlined in the Service and Assistance Animal checklist at the time that their animal is approved to live in residence.

If you notice stray animals in or around UHDS Family Housing and University Apartments please notify a staff member so that the animal can be appropriately assisted or relocated. You must not abuse, feed, or bring the animal into any UHDS building.

Building Security

1. Residents are prohibited from propping exterior doors or leaving doors propped open to common spaces, including laundry facilities and community center.
2. Residents are responsible for proper use of the key(s) and electronic access devices (ID card or

proximity device) issued to them by the University and/or UHDS.

3. Residents may not loan keys, ID cards, or proximity devices to individuals not listed on the contract.
4. Residents may not duplicate University-issued keys and/or access cards.
5. Residents are encouraged to keep their exterior apartment doors locked at all times, including when they are leaving for a short time and when they are sleeping.

Personal Security Cameras and Video Doorbells

Doorbell cameras, such as Ring or Nest Doorbells, are not allowed within the residence halls or residence hall-styled buildings, like the GEM Apartments or Upper Division Graduate Housing 1045 Madison, as occupants within the residence have a reasonable right to privacy while navigating within their communal space.

Residents within apartment-style housing, like Orchard Court, are permitted to have an outward facing doorbell camera. Residents must work with University & Housing Services for approval of such a device and residents must provide a plan to install a camera that does not cause permanent damage to the facility. Any damages caused by a doorbell camera's installation will be billed to the contracted resident. UHDS is not responsible for doorbell cameras that are stolen or damaged.

UHDS Security Cameras

To enhance safety and security efforts, security video cameras may be placed in halls, lobby, stairwells, or other public areas by UHDS Staff. These cameras are not continuously monitored. See the UHDS web site at <https://uhds.oregonstate.edu/housing/safety-security-campus#cameras> for additional information.

Cannabis

1. Residents, dependents, and guests must abide by the Code of Student Conduct expectations regarding cannabis use.
2. The possession, use, or distribution of cannabis in UHDS housing or anywhere on university property is prohibited. This is true even if a resident has a medical card or is over 21 years of age.
3. It is prohibited to be under the influence of cannabis in any form. Residents who exhibit behaviors that appear to have been influenced by cannabis use may be subject to disciplinary process. Such behaviors may include, but are not limited to, smell of cannabis or disruptive behavior due to cannabis use.
4. Residents may not possess cannabis paraphernalia, which includes equipment, products, and materials of any kind which are marketed for use or designed for cannabis use including, but not limited to, bongs, smoking pipes, vaporizers, and roach clips. For a more complete listing of prohibited items, please see Oregon Revised Statutes (ORS) 475B.376.

Because cannabis is prohibited on campus regardless of age or medical cardholder status, UHDS staff will work with the Department of Public Safety to remove and destroy cannabis in any form and/or drug paraphernalia that is found on campus property. For more information about cannabis at OSU, please review the following website: <http://main.oregonstate.edu/university-policies-regarding-marijuana>

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member at Student Health Services (SHS) or Counseling & Psychological Services (CAPS). Both departments have trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

Child Supervision

1. Residents are responsible for the behavior of their dependents and are expected to appropriately supervise the activities of their dependents.
2. Children under the age of 10 cannot be left unattended as doing so may likely endanger their health or welfare. Children under the age of 10 cannot be left unattended in the apartment unit, community center, or playground.

If you suspect that a child is endangered due to lack of supervision, e.g. wandering the grounds at night, consistently locked out of their apartment, etc., please contact the Department of Health & Human Services at 1-866-303-4643. In the case of an emergency involving the welfare of a child, please contact the Department of Public Safety at 541-737-7000 or 911.

Decorating

Decor may be hung on resident room walls using only the following methods:

- Thumbtacks
- Sticky Tack
- Painter's Tape
- Finishing Nails

Note the following is prohibited:

- 3M Command Strips/Similar
- Penetration of headboards

Disruptive Behavior

1. Any act that poses a danger to health, safety, or property within UHDS facilities is prohibited.
2. Residents shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other residents' rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:
 - a. Excessive noise or nuisance;
 - b. Failure to cooperate with the reasonable directive of a University official (including all members of the UHDS faculty and staff), acting in the performance of their duties;
 - c. A resident, dependent or guest entering another resident's apartment without expressed consent from the resident(s) of that apartment.

UHDS staff reserve the right to confiscate items that cause an ongoing disruption to the living environment.

3. The laws and University policies applicable in this area include, but are not limited to: disorderly conduct, malicious mischief, reckless endangerment, harassment (racial, sexual, etc., whether by phone, electronic medium, or in person, as set forth in OSU Policy. (See: studentlife.oregonstate.edu/studentconduct and <http://oregonstate.edu/fa/manuals/gen>).
4. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited.

Drugs

1. Residents, dependents, and guests must abide by the Code of Student Conduct expectations regarding drug use.
2. The possession, use, or distribution of illegal drugs in UHDS housing is prohibited. The illegal possession, use or distribution of prescription drugs in UHDS housing is also prohibited.
3. The use of substances outside of their intended purposes and in a manner not prescribed by a physician is prohibited. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited.
4. It is prohibited to be under the influence of federally controlled substances in any form. Residents who exhibit behaviors that appear to have been influenced by federally controlled substance use may be subject to disciplinary process. Such behaviors may include, but are not limited to, slurred speech, smell of other drugs, lack of balance, or swaying. Residents are reminded that being under the influence of drugs, including legal substances such as salvia, is not an excuse for disruptive behavior or other violations of University policies or rules.
5. Residents may not possess drug paraphernalia. Drug paraphernalia includes equipment, products and materials of any kind which are marketed for use or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, syringe needles, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475.525.
6. It is a violation of policy for anyone to knowingly be present in an apartment or room/suite where illegal substances are present, or where violations of the Drugs or Marijuana sections of the Code of Student Conduct behavioral expectations are taking place.

University officials may refer situations involving residents, dependents, and guests who violate this provision to the Department of Public Safety.

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member at Student Health Services or Counseling & Psychological Services (CAPS). Both departments have trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

Evacuation

1. All residents are required to become familiar with the building fire evacuation plan. Each facility has an Emergency Evacuation Plan with detailed instructions for fire safety, evacuation, and training requirements.
2. If there is a fire, exit the building and call 911.
3. When an alarm sounds, follow these guidelines:
 - a. Close room doors and windows.
 - b. Wear shoes and carry or wear a coat.
 - c. Don't panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point and follow the direction of personnel from the Fire Department, Department of Public Safety, or UHDS staff. If you have questions about where your designated assembly point is located, please talk to an Orchard Court Community Assistant or the Apartment Operations Coordinator.

4. Use exterior stairwells or fire escape ladders.
5. If you are on an upper floor and are not able to escape from your apartment:
 - a. Close your door and seal it off with a towel or blanket. Dial 9-1-1 and report your situation to the dispatcher. Don't hang up until directed to do so.
 - b. Hang a brightly colored sheet or towel from your window to alert emergency crews to your location.
 - c. Open your window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
 - d. Wait for rescue. You can be safe inside your room for a long time as long as you don't panic, open the door, or prematurely jump from your window.

It is the responsibility of all residents to familiarize themselves with proper fire and emergency evacuation procedures. For questions, residents should talk with the Apartment Professional Staff or Community Assistant (CA).

Facility Maintenance

1. Residents may not damage any UHDS-owned property or property owned by other residents.
2. Residents may not permanently alter UHDS-owned property/space.
3. Residents are required to report any individuals they see damaging property. If you observe someone damaging property, please report the activity to UHDS staff or the Department of Public Safety at 541-737-3010.
4. Residents must keep their apartment clean and free of health and safety hazards.
5. Residents must clean up after themselves in common areas. Common areas can include laundry facilities, playgrounds, and the community center.
6. All trash must be taken to the outside dumpster.
7. All corrugated cardboard must be taken to the designated cardboard dumpster (located in the parking lot). Corrugated cardboard is not allowed in apartments and cannot be saved for storage.
8. Residents may not damage or tamper with Starship Robots in any way and should use them only for their intended use as a food delivery process. Items, including trash, should not be placed into the robots. Residents should not intentionally impede a robot's passage by placing obstacles, including oneself, in front of a robot. Community members are encouraged to assist a robot if the robot is observed to be stuck or overturned.

Residents in UHDS facilities can be held responsible for the misuse of or damages they have caused to UHDS or another resident's property. If a resident is found responsible for damaging property they may be billed for the cost to repair/replace the item damaged.

Residents who do not maintain cleanliness will be charged an hourly fee for the removal of trash or apartment cleaning. Maintaining cleanliness will help prevent pests from entering the living space. Please do your part to help maintain an optimal living environment.

Failure to Comply

1. Residents must comply with directions of University officials or law enforcement officers acting in performance of their duties.
2. Residents must identify themselves to University officials or law enforcement officers when

requested to do so.

3. Residents may not knowingly give untrue statements, hinder, delay, or obstruct any officer or University employee in the discharge of official duties.
4. Residents are expected to complete required sanctions by the assigned deadline or face further disciplinary action, including, but not limited to, being removed from housing with responsibility for all appropriate charges and fees, having a hold placed on their account (preventing them from registering, dropping or adding classes, getting transcripts or grades), and being required to complete additional sanctions.
5. Residents who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

Fire Safety

1. Residents may not tamper with, disable, cover, or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both and may also be referred to law enforcement authorities.
2. Residents may not hang items from the sprinkler heads, cages covering the sprinkler heads, or pipes associated with sprinklers.

Firearms, Weapons, Destructive Devices, Fireworks, Explosives and Combustibles

1. Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.
 - a. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon.
 - b. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife with a blade longer than 3 inches or not intended for kitchen use. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
 - c. "Destructive Device" means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.
2. Firearms are not allowed in any residence hall, living community, dining center, or UHDS office, meeting, or classroom space, even if an individual has a license to possess the firearm. Law enforcement officers acting in the performance of their duties are exempted.
3. Items that have the appearance of being weapons, including but not limited to parts of weapons, pellet guns, and air soft BB guns, are not allowed in any residence hall, dining center, or UHDS office, meeting, or classroom space. Imitation weapons are also prohibited.

4. Any device that projects items, including, but not limited to, slingshots, blowguns, Nerf or Nerf-like guns, and air soft guns are prohibited.
5. Explosives and highly combustible or corrosive materials may not be used or stored in or near the living groups. This includes, but is not limited to, fireworks, any kind of explosive device (whether it uses combustible or non-combustible fuel), gasoline, propane, kerosene, lighting fluids, laboratory chemicals, photography chemicals, gun powder, paints, car batteries, tear-gas, and paint thinners.
6. Equipment and vehicles that use combustible fuel are also prohibited in or near the buildings.
7. Setting off firecrackers and other explosive devices in and around the living groups is prohibited and may be subject to immediate removal from housing.

Gambling

The University prohibits gambling as proscribed by Oregon Revised Statutes (ORS). It is a violation of UHDS policy to participate in games of chance when real money or units representing real money (i.e., poker chips) are at risk. This includes online gambling from one's room or using OSU's computer network. Games of chance where real money is not at risk (e.g., Casino Night sponsored by the Residence Hall Association) are allowed.

Improper Use of Facilities

1. Disposal of furniture or other unwanted property is not permitted in or around trash receptacles or elsewhere on the premises. Disposal of such goods is the resident's responsibility. For information about where you may donate large items, please see the Corvallis Reuse Guide at <https://tiny.cc/reusedirectory>.
2. UHDS encourages all residents to recycle. There are recycling bins located outdoors in the center of the complex.
3. Common area furniture may not be removed from their designated locations. Violators may be referred for conduct proceedings, charged for cost of damages or lost furniture, and/or prosecuted for theft. UHDS-provided facilities, furniture, and property must be utilized in the manner for which they were intended. Improper use includes but is not limited to stacking common area furniture and misusing fire escapes, stairwells, or walkways.
4. Absolutely no person or property is allowed on the outside window ledges, window frames, roofs, outside walls, stairwell grids, or other outside exteriors. Residents may not climb, rappel, sit on, or jump from roofs, ledges, or balconies. Throwing or dropping anything from or to buildings, windows, balconies, or ledges is prohibited. Residents may not access roof areas on any UHDS building.
5. Residents may not hang items outside their apartment windows (such as towels, lights, banners, etc.), except in the case of an emergency in which the apartment resident(s) requires rescue by emergency personnel.
6. Residents may not remove window screens.
7. Per the rental agreement, apartment occupants can only sleep in bedrooms, and no more than two individuals may reside in a bedroom.

If a personal item such as a Frisbee gets stuck on a roof, overhang, or walkway, the resident will need to alert the UHDS staff in order to have the item returned safely. Anyone, including guests, violating this policy may be immediately removed from the facility, damages may be assessed to the responsible resident(s), and further conduct action may be taken. Residents responsible for throwing objects from or at a living group may be subject to immediate disciplinary action and possible removal from the community. This includes but

is not limited to pouring water out of windows.

Noise Policy / Quiet Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound that is disturbing to any resident. In an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

Excessive Noise

Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to loud stereos, amplified instruments, or loud voices, infringe on the rights of other residents. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of apartment windows into public spaces is prohibited. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

Courtesy Hours

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any resident makes a reasonable request that another resident reduce the volume of their music, talking, or TV or other device, they must comply with the request. Residents must comply with staff requests to reduce noise; for more information see the Failure to Comply policy. Retaliation against the person requesting may result in further conduct action.

Quiet Hours

Quiet hours are in effect from 9 p.m. - 8 a.m. Sunday through Thursday, and 10 p.m. - 9 a.m. Friday and Saturday. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep.

Possession of Prohibited Items

All items need to meet the following criteria to be permitted within Orchard Court, and The Gem apartments, and 1045 SW Madison.

- All appliances should be UL listed and have an automatic shutoff.
- Items should be shut off when not in use and any cords should be examined to ensure they are not worn, frayed, or subject to pinch damage.
- Any device that would exceed the electrical load is prohibited.
- Any approved cooking appliance must be attended at all times.
- All items should be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here: <https://www.cpsc.gov/Recalls>.
- Any damaged or altered items are prohibited.
- The misuse or illegal use of electrical appliances create serious hazards and is prohibited. The following items are never approved in or near apartments:
 - Grills of any type
 - Dishwashers
 - Clothes washers/dryers
 - Space heaters

- If you have a special need for an exception, please talk to the Apartment Professional Staff or Community Assistant, who can guide you through the process.

If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.

Smoking and Tobacco Use and Possession

1. Oregon State University is a smoke and tobacco-free campus. No one under the age of 21 may possess or use any tobacco products or inhalant delivery systems in UHDS facilities, including but not limited to cigarettes, electronic cigarettes, vaporizers or vape pens, hookahs, cigars, pipes, and incense.
2. Tobacco products, including smokeless tobacco, may not be used in or around UHDS facilities.
3. Due to increased fire risk and impacts on the local alarm system, no one, regardless of their age, is permitted to possess electronic cigarettes, vaporizers or vape pens, hookahs, or pipes within UHDS facilities.
4. Smoking or carrying any lighted smoking device or apparatus is prohibited for those of any age within all UHDS facilities and the entire OSU Corvallis and Bend campuses. For more information, please see OSU's Smoking and Tobacco Use on University Property Policy at https://policy.oregonstate.edu/UPSM/07-020_tobacco_use.

Storage

Residents are expected to maintain the grounds and exteriors of the apartments to be as visually appealing as possible. Residents are asked to adhere to the following standards for outdoor storage. These guidelines are not intended to be exhaustive, but rather provide a framework for both residents and staff members in assessing the exterior condition of the apartments.

1. Residents are able to keep a small number of personal items on the porches of their apartments provided that:
 - a. The items stored were designed and intended to be used and kept outside (i.e. patio chair)
 - b. The entrance to the apartment is not obstructed
 - c. The items do not encroach upon landscaped areas, stairwells, or common walkways
 - d. Items are kept in an organized, clean, useable, and safe condition
 - e. Items stored do not present a threat or potential threat to health or property
 - f. Items are not affixed to the exterior of the building in a permanent fashion, i.e. with nails, screws, or hooks
 - g. The presence of these items does not create a visual nuisance
2. The following items are never permitted to be stored outside:
 - a. Items that were not intended to be used and stored outside
 - b. Swimming pools or other large toys
 - c. Items that present a risk to life, health, or property
 - d. Items that provide a habitat or a source of food for pests (e.g. garbage, recycling, cardboard, etc.)
 - e. Mops, brooms, and other cleaning supplies

Solicitation

1. For the protection, privacy, prevention of the interruption of studies of residents, solicitation,

advertising, promotion, and commercial transactions are prohibited in the living areas of UHDS. If you encounter such activity, contact a staff member or the Department of Public Safety immediately.

2. Exceptions:
 - a. Solicitation within UHDS grounds requires an approved Ground Use permit. The application must be submitted 14 days before the event date at <https://uhds.oregonstate.edu/grounds-use-request>

Sports and Recreation

1. Residents may only lock bikes to designated bike racks.
2. Bicyclists must walk their bikes when they are on the building walkways and paths.
3. No stunts, jumps, tricks, or other such activities are permitted on UHDS property. This includes, but is not limited to jumps, stunts, and tricks using skateboards, rollerblades or bicycles; parkour; or slack lining outside of designated areas.
4. Drones may not be used inside residential facilities or in a manner that violates other institutional policies.
5. The use, possession, or storage of hoverboards or other self-balancing scooter devices is prohibited inside all UHDS facilities.

Residents are encouraged to utilize the facilities provided to them on campus. These facilities include Dixon Recreation Center, McAlexander Field House, and Student Legacy Park among others. All bicycles that are found locked to something other than a designated bike rack may be immediately impounded by the Department of Public Safety. We encourage residents to check their bikes regularly and to report missing property to the Department of Public Safety. OSU is not responsible for lost, damaged, or stolen items of personal property. Please visit this website for more information about bike safety on campus: <https://publicsafety.oregonstate.edu/services/bike-information> .

Visitors and Guests

1. Guests and visitors are defined as any individuals who are not contracted residents of the specific room or building in question.
2. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal, and University rules, standards and policies.
3. Only individuals listed on the contract may reside in that apartment.
4. Residents may not provide independent access to common spaces to guests (e.g. laundry room, community center); residents must escort guests in common spaces at all times.
5. Overnight guests are permitted without notification if they stay for less than two (2) weeks. Guests, including but not limited to visiting family members or relatives, may stay a maximum of two (2) weeks, unless written approval is granted by UHDS in advance for a longer period of time.

Guests that are violating policies or damaging property may be asked to leave. If residents are concerned that a crime has been committed, or that there may be a danger to others in the community, they should contact the Department of Public Safety at 541-737-7000 or 911.

UHDS Common Area/ Use Policy

“Common Area” refers to any space in a UHDS Residence Hall or apartment housing that is intended for the general use of the students who live in that facility. Common Areas typically include main lounges, floor lounges, lobby areas, study rooms, and community space or meeting rooms. UHDS provides Common Areas for students to study, socialize, and build relationships. The purpose of this Common Area Use Policy is to attempt to assure that the use of space in the building is maximized for all residents who wish to utilize the space consistent with University policy.

Students are permitted to share use of Common Area space for individual or informal small-group purposes when the space is not reserved. Students using Common Areas must not interfere with others’ use of the space and are subject to the other policies in this Guide. When, however, residents want to designate a specific purpose for a Common Area for a certain period of time (e.g., for meetings or presentations), such that others cannot reasonably use it for other purposes, then a reservation request needs to be submitted to the building manager (the Apartment Professional Staff for apartment housing or the Resident Director for residence hall space), following the guidelines provided below.

Only designated Common Area spaces may be reserved. These spaces are typically the main lounge and meeting or common rooms; check with the respective building manager for a list of the designated areas in your particular living community. Although most living communities will have designated Common Area spaces that may be reserved, some may not have them as a result of their specific layouts.

Common Areas can and will be occasionally reserved and used for University-organized activities, such as staff/UHDS governance organization meetings, programs, and floor meetings. The building manager will coordinate reservation of space, often in collaboration with the appropriate governance organization (Area Council or Family Housing Association [FHA]). If you wish to host an event in a Common Area, please contact the building manager as early as possible to seek approval.

Guidelines Regarding Common Area Reservations:

Residence Halls

- Reservations must be made in writing to the Resident Director by a current resident of the community in which the event is to take place.
- Requests must be made no less than one week in advance of the event.
- Groups not a part of UHDS must be hosted by a resident and may only reserve twice a year. Each event will be limited to no more than 2 hours in duration for outside groups. Residents are reminded that they are responsible for guest’s behavior while in the building/community, per policies in this Guide.
- All reservations are subject to availability.
- For Residence Halls:
 - Reservation requests must be for weeks 2-8 of the academic term and between the hours of 7 p.m. to 10 p.m.

Orchard Court

- The Orchard Court Community Center is open to all residents with a fob from 8 a.m. –11:59 p.m. daily. The playroom and kitchen spaces are open on a first-come, first-served basis.

These spaces cannot be reserved.

- The playroom is open Monday through Friday 9 a.m. to 6 p.m. Monday through Friday on a first-come, first served basis, and Saturday and Sunday 9 a.m. to 6 p.m. by request only.
- The Gathering Hall (large room to the left of the entrance) is reservable. Reservations can be made by email, in person, or via phone by the Community Service Representatives at Orchard Court.
- Reservations can be taken as long as the following parameters are met:
 - the person making the reservation must be the student on record (not a partner or dependent);
 - reservations can be for up to four hours in length;
 - reservations cannot recur more than once a week; and
 - reservations can only be reserved 30 days in advance.
- Requests for exception must be reviewed by UHDS professional staff.
- Residents are responsible for cleaning the space and for reporting any concerns or cleanliness issues to the office or OCCA.

Resolving date/time conflicts about the use of Common Areas will be in the discretion of the building manager. In general, priority will be given as follows:

1. Staff/Area Council/FHA programs and meetings
2. Residents' academic use
3. Residents' recreational/social use
4. Other activities/meetings

Commercial transactions are not permitted in common areas of residence halls and UHDS apartment facilities. For additional information see the Solicitation policy. It is the responsibility of the person(s) using common area space to clean up after themselves and assure that the space is returned to the original condition.

All state and local laws and University and UHDS policies are applicable when using common area space.

Advertising and Promotion in UHDS Facilities

General Promotion Policy Guidelines

1. Advertisements must meet the following requirements to be considered for UHDS distribution:
 - a. Advertisements must be submitted by, and in promotion of events, programs or initiatives affiliated with, OSU departments and registered student organizations.
 - b. Must not be misleading, fraudulent, or promoting an illegal activity.
 - c. Must not be used for any purpose that would be in direct competition with fee-based services of University Housing & Dining Services.
 - d. Must contain the name of the sponsoring organization, name of the president (or other leader or contact person), and a current phone number or email address.
 - e. Must have pertinent information (i.e. dates, times, contacts, etc.) written in English, or if written in a different language, must be accompanied by an English language translation to ensure communication with the overall University community.
 - f. Must include one of the following statements:
 - i. *For alternative formats or accommodations related to a disability, please contact [sponsoring department/organization contact name] at [phone or email]; or*

- ii. *Accommodation requests related to disability should be made by [specific date] to [sponsoring department/organization contact person, phone number, and email address].*
2. Because Residence Halls are secured as private residences, UHDS community members not residing in the respective facilities in which they wish to advertise must first have their material approved by UHDS (through this [Residence Hall Advertising and Promotion Request Form](#) link) and bring that material to the Oxford Administrative Offices (957 SW Jefferson Ave) for distribution.
3. Advertisements that have not been approved under this policy may be immediately removed and any associated **costs or physical damages will be charged** to those responsible parties. Students or representatives of the advertised organizations may also be referred to Student Conduct for disciplinary action.

Please visit <http://uhds.oregonstate.edu/advertising-and-promotion-uhds-residence-halls> for more information about UHDS promotion opportunities and promotion request forms.

UHDS Conduct & Community Standards

The University encourages students to hold each other accountable and report concerning behaviors, which will assist in the creation of a community that protects the safety, wellness, and educational focus and success of the OSU community. UHDS is committed to encouraging and facilitating an on-campus experience that engages our students in community, enriches their lives, and helps students flourish and thrive.

Accordingly, all students residing in UHDS managed facilities are bound by the Code of Student Conduct, UHDS Policy Guide, the terms and conditions of the UHDS Room and Dining Contract, applicable federal, state, and local laws, and University administrative rules. The OSU student conduct process and UHDS Community Standards process exist to protect the interests of the community and to challenge behavior that is not in accordance with our policies. Students who are accused of violating the Code of Conduct or UHDS policies may result in conduct action by UHDS, OSU's Office of Student Community Standards (SCS), or the Office of Equal Opportunity and Access (EOA).

Students are responsible for their actions and the actions of their guests and will be held accountable for violations of applicable policies, laws, and rules regulating conduct. UHDS, SCS, and EOA have concurrent jurisdiction over conduct matters involving students who reside in UHDS housing. Students who no longer have a contractual relationship with UHDS are referred to the office of Student Conduct and Community Standards (SCS) for any follow-up or additional conduct action. UHDS may refer any conduct matter to or consult with SCS or EOA at any point.

Conduct matters over which UHDS maintains concurrent or sole jurisdiction are subject to the conduct policies and procedures outlined below. The procedures outlined below are designed to ensure residents have notice and an opportunity to be heard with respect to an alleged violation. OSU and UHDS conduct action assign responsibility based on what is believed to be more likely than not to be true (a preponderance of the evidence standard). A goal of UHDS is to uphold a fair and consistent conduct process; however, residents will have the ability to appeal decisions as outlined below.

Students, staff, faculty (including administrative staff), and visitors or guests may refer a complaint or

grievance to UHDS Residential Education Staff. Additionally, the Director of Residential Education or their designee maintains the discretion to determine if UHDS will dismiss, defer, or not act on alleged violations of the Policy Guide based on available resources, staffing, time of the year, as well as institutional needs and priorities.

UHDS Conduct Action Process

Notice of Charges

1. UHDS will provide notice of the UHDS conduct hearing at least 72 hours in advance of the scheduled hearing. The notice will be sent to one of the following locations: ONID email account, the student resident's on-campus mailbox, or on-campus residence. Student residents are responsible for checking their mailbox and ONID email regularly and often. UHDS considers communication and notification to be completed when it is sent to a student's Oregon State University email account. If students do not review or act on emails received, our processes will move forward.
2. The notice will provide information regarding the date, time, and location of the conduct hearing as well as:
 - Information regarding the reported incident or concern
 - A list of policies that will be discussed to determine responsibility
 - The date and location of the incident underlying the charges to be heard and general information about the incident.
3. If the student has an unavoidable conflict for the designated hearing time, as determined by the hearing officer, the student may contact the hearing officer identified in the notice as soon as possible in advance of the UHDS conduct hearing to schedule an alternate meeting date or time. This outreach should be in writing via email or by phone with an email following up the request.
4. Students may also be sent notice that a conduct hearing needs to take place and be given a deadline by which the student must set up a time to meet with the hearing officer. If that deadline passes and the student has not set up a time to meet with the hearing officer or communicated previously a need to reschedule, then a hearing may take place in the absence of the student.

Pre-Hearing

1. A student receiving a notice of UHDS conduct charges may request a meeting prior to the UHDS conduct hearing with the hearing officer identified in the notice to review applicable process and procedural information.
2. Students have the right to review all written or physical evidence relied on by the hearing officer during the conduct process, but may not take a copy or photograph. All such records may be reviewed by the student during normal business hours, provided the student provides at least 24 hours' notice of intent to review the records. In the instance where 24 hours' notice is provided but a review of documents is not possible prior to the scheduled hearing, the hearing will be postponed for a reasonable amount of time to allow for document review. Students may request this review in writing to their designated hearing officer.
3. Students may be accompanied by any one (1) advisor so long as the advisor is not named in the alleged incident (such as a witness, complainant, or additional student receiving notice) and that their presence, participation, or availability does not hamper the timeliness or procedure of the meeting.

- An advisor is not permitted to speak on behalf of the student in the hearing or meeting; the student is expected to always speak for themselves.
 - The name of the student’s advisor and the names of relevant witnesses (if any) must be provided to the hearing officer no later than 12 hours prior to the conduct hearing.
 - Anyone who is disruptive to the conduct hearings process will be asked to leave and, if necessary, the hearing may be postponed or rescheduled.
 - Any additional rights and responsibilities of a student participating in the UHDS Conduct process is outlined in the OSU Student Code of Conduct.
4. UHDS staff will attempt to eliminate any actual or perceived hearing officer bias in the conduct process. If a student is concerned about any actual or perceived bias, they may request a different hearing officer in advance of the hearing. UHDS will consider and attempt to accommodate all requests; however, requests for different hearing officers may not always be approved.

Hearing

1. A student facing UHDS conduct charges will be provided an opportunity for a hearing before a decision of responsibility is made and sanctions are imposed. At the hearing, the UHDS representative meets with a student to:
 - a. Discuss whether a violation has occurred;
 - b. Determine the student’s level of involvement;
 - c. Determine the student’s responsibility for a specific violation; and
 - d. If appropriate, assign a sanction or educational activity.
 - e. If the UHDS representative determines that more information is needed, they may interview witnesses or do other fact-finding prior to making a decision. The student may choose to attend this meeting.
2. Students are not required to attend the conduct hearing and may submit written statements on their behalf. Students are encouraged to attend and to participate in the conduct hearings, however, as participation is considered critical to the learning objectives of the conduct process. A student who does not attend their hearing or request to reschedule prior to the hearing is subject to any findings resulting from the conduct hearing. The conduct hearing will take place as scheduled, and findings will be made based on information available at the time.
3. The student has the right to remain silent at the conduct hearing and the choice to remain silent will not be taken as an admission of responsibility, though the student is encouraged to participate in the conduct hearing.
4. The student has the right to present their own case and to be accompanied by one advisor (see section 3 of the pre-hearing section above for more information about advisors).
5. The student has the right to present relevant, prior-named witnesses; to submit questions for witnesses to the hearing officer (which will then be vetted by the hearing officer); and to respond to and question all information and charges presented. The number of witnesses called may be limited by the hearing officer to prevent redundancy or the inordinate prolonging of the hearing. The relevancy of a witness will also be determined by the hearing officer.

Findings and Post-Hearing

1. Findings issued by the hearing officer must be supported by a preponderance of information, which requires that the findings be “more likely than not,” as determined by the hearing officer or officers in the review of the information.

2. The student will receive a written notice of the conduct hearing findings after the conduct hearing. UHDS will deliver a written copy of the findings to the student by personally serving the student with the findings, sending the findings to the student's ONID e-mail address or the student's mailbox.
3. Students who voluntarily withdraw from UHDS housing or the University prior to the completion of proceedings are nevertheless subject to any findings issued as a result of the proceedings.

Educational Interventions/Sanctions

The following sanctions may be imposed by UHDS as a result of the conduct hearing process as an educational means of holding students accountable for violations of conduct regulations. Educational sanctions are active and/or passive requirements that aim to foster and facilitate student learning as an outcome of the conduct process. If they are assigned, students are required to complete sanctions.

Sanctions may include:

1. UHDS Warning:
 - An oral or written notice stating the student has been warned that their actions or behaviors are not acceptable, that we expect that behavior modifications occur in alignment with institutional and housing policies, and that subsequent infractions may result in further disciplinary action.
2. Educational Sanctions:
 - Educational sanctions include reflection papers, research papers, letters, workshops, posters, fliers, pamphlets, follow-up meetings, RA rounds, or other such sanctions with an expected attendance and/or production of an artefact that demonstrates critical thinking and learning.
3. Program Participation, including IMPACT:
 - The IMPACT program sanction may be issued to any student who violates the alcohol or illegal drugs policy and who has the potential of benefiting from the program. It is not designed to meet the needs of a student with a known or potential substance use disorder. The student must pay consultation and class fees at the time of the class.
4. Community Service, as specifically detailed by the conduct hearing officer.
5. UHDS Probation:
 - Any violation of UHDS or OSU policies or laws may result in the cancellation of a student's housing contract. Probation means that a student is not in good standing with UHDS, and any further violations may result in more severe sanctions.
6. Loss or restriction of privileges and/or locations
 - A limitation or removal of privileges including, but not limited to: being in some or all residential spaces, hosting guests in residential space, participation in social activities sponsored by UHDS, ability to use meal plan after moving out of residential facilities, or the ability to sign a Housing contract for future terms/academic years.
7. Relocation of the student's designated living space to another residence hall or to another room within the same residence hall
 - Relocation often includes educational sanctions and restrictions on access to the room or residence hall where the student formerly resided.
8. Cancellation of the UHDS Room and Dining Contract:
 - When contracts are cancelled to remove a student from the residence hall as a result of administrative action taken by UHDS or Student Conduct and Community Standards, the student is not permitted in any UHDS facility without express written consent from UHDS.

Removals may occur within 48 hours of official notification. The student will still be required to pay the standard cancellation fees. If a student is permanently removed from a specific community, typically the student is restricted from accessing all UHDS facilities, even for visitation. The conditions of cancellation take effect upon the date communicated to students in the notice of decision and will be in effect for a period of typically one year, unless otherwise noted. Students whose housing contracts are cancelled as a sanction will no longer be permitted to live in or visit the residence halls until the conclusion of the sanction deadline.

9. Restitution:

- The student is required to make payment to the University or to other persons, groups, or organizations for damages for which they are responsible. This is true whether the action was intentional or an accident. If it was intentional, other sanctions may also apply. Damage caused in public areas in which there is not a known perpetrator may be charged to all residents in a wing, floor or entire hall, depending on the reasonableness of the charge based on the circumstances. Fees associated with fire violations, including those associated with sprinkler discharge, elevator tampering and furniture misuse and/or loss may be applied to a student's account. See fees section of this Policy Guide: [UHDS Fees, Charges and Assessments](#)

Appealing Conduct Hearing and Policy Guide Findings

Students in the UHDS conduct process have the right to one (1) appeal per decision (unless otherwise noted) of any UHDS conduct findings. The purpose of an appeal is not to serve as a second hearing for the case, but rather a review of information to assess if the conduct process met the standards of the UHDS Policy Guide.

The request for an appeal must include specific justification, including at least one of the below:

- An action or omission that occurred that was not in accordance with the procedures outlined in the UHDS Policy Guide and/or *Code of Student Conduct*, or was fundamentally unfair, which substantially impacted the outcome;
- New evidence exists that was unavailable at the time of the original hearing that could substantially impact the original finding or sanction (a summary of this new evidence and its potential impact must be included); failure to participate or otherwise present available information in the original hearing does not constitute new evidence; or
- The sanctions imposed are disproportionate given the context of the violation.

Appeals must be submitted electronically to the [UHDS Appeals form](#) (https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=53) within five (5) business days of the decision as dated in the notice of decision. Students are responsible for completing all original sanctions and deadlines while the appeal is being reviewed unless otherwise noted.

The appeal will be reviewed by the Director of Residential Education or their designee. A final written determination on the student's appeal upholding, modifying, reversing the decision and/or sanction, or sending the case back to a new hearing officer will be issued to the student within a reasonable time.

University breaks and closures may extend the appeals timeline. The appeal decision rendered by the Director of Residential Education or their designee is final.

Emergency Interim Measures

1. The Director of Residential Education or their designee and the Director of Student Conduct and Community Standards or their designee may take emergency interim measures when necessary to secure the health or safety of other persons or the student with whom an action is taken. Emergency Interim Measures may also be taken if an alleged offense occurs during the last two weeks of a term, and it causes a serious disruption or there is potential for serious disruption to the educational environment.
2. UHDS Emergency Interim Measures include, but are not limited to:
 - a. Issuing no-contact directives between involved parties;
 - b. Immediate removal from the assigned residence hall and/or the housing system; and/or
 - c. Restriction of the involved student's presence on specific UHDS property and/or at UHDS events.
3. At the time the emergency interim measure(s) takes place, the Director of Residential Education or their designee or the Director of Student Conduct or their designee shall:
 - a. Inform the student involved of the reason for the emergency interim measures;
 - b. Inform the student involved that a preliminary fact-finding meeting will take place and that the student involved will be informed of the meeting date, time, and location.
4. The preliminary fact-finding meeting shall take place within two business days of the emergency interim measures. At this preliminary meeting, the involved student:
 - a. Shall have full opportunity to demonstrate to the Director of Residential Education or their designee or the Director of Student Conduct or their designee that none of the conditions specified in Section 1 of Emergency Interim Measures above apply;
 - b. May be accompanied by an advisor, but must speak for themselves at all times. Anyone who is disruptive to the fact-finding meeting will be asked to leave and, if necessary, the meeting may be postponed or rescheduled;
 - c. Depending on the outcome of the fact-finding meeting, the student involved may be subject to disciplinary or other University processes.
 - d. Students may request to reschedule the preliminary meeting if they are unable to meet within the first 48 hours. Reschedule requests must be submitted in writing to the hearing officer assigned.
5. Based on the evaluation of the information presented at the fact-finding meeting, the Director of Residential Education or their designee or the Director of Student Conduct or their designee shall notify the student who received interim measures within 24 hours of the decision to:
 - a. Dissolve the emergency interim measures and take no further action;
 - b. Dissolve the emergency interim measures but proceed with a full conduct hearing regarding the involved student's behavior as prescribed in the Student Code of Conduct and/or UHDS Student Policy Guide;
 - c. Modify emergency interim measures and take no further action;
 - d. Modify emergency interim measures but proceed with a full conduct hearing;
 - e. Sustain the emergency interim measures until such time as a complete conduct hearing regarding the involved student's conduct may be held and a final decision is rendered.

Any questions regarding these procedures should be directed to UHDS Professional Residential Education Staff or uhds.conduct@oregonstate.edu.

Residential Facility Policies

Loft kits

Residents must follow policies regarding loft kits, which can be found at: <https://uhds.oregonstate.edu/loft-kits>.

Damage

1. Within 72 hours of checking into your room, residents are required to update and accept their Room Condition Report via <https://my.uhds.oregonstate.edu/>. In addition to reflecting the condition of their room, we encourage students to upload a photograph if they would like to visually document any damages noted. Any damages not declared on the Room Condition Report and not the result of normal wear and tear will be the responsibility of the Resident and will result in a charge upon move-out. Students that have any additional maintenance needs throughout the year can submit a maintenance request via [MyUHDS](#).
2. Residents may be charged for cleaning of the room and for any change in the general condition of University property that is not the result of normal wear and tear. All repairs to residential facilities must be performed by University personnel and not by the resident; students should not attempt to make any repairs themselves. The costs of repairs for damaged items include materials and labor; the standard labor charge is \$50 per hour. Common damage charge amounts are detailed on the [UHDS Fees, Charges and Assessments](#) section of the Policy Guide.
3. Residents who lose or damage residential property, even accidentally, will be billed for it. This includes any portion of the facility itself and does not preclude prosecution or disciplinary action for vandalism, destruction, and/or theft of state property.
4. Residents should report any damage to UHDS staff immediately by communicating with building staff or submitting a maintenance request directly.
5. Damages in common areas (such as lounges, hallways, bathrooms, stairwells and elevators) are charged to the individuals found to be responsible.
6. Unaccounted for damages may be charged to the hall program account or divided and charged proportionately to each individual in that living unit, depending on the circumstances and the extent of the damage.
7. If residents witness others damaging the facilities, they should ask them to stop if they reasonably believe that it is safe to do so, and then advise a staff person or contact the Department of Public Safety at 541-737-7000 immediately.

Decorating Your Room

1. Creating a home while living in University residences makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads, and posters help personalize your space and are permitted, subject to the conditions below.
2. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done by decorating the room or by removing décor at the end of the year will result in a charge to the resident.
3. Painting by residents is not permitted. Room painting in residence halls is done by the University painting professionals on a rotating basis. If the painted walls in a resident room are in need of repair, residents should report the situation via a maintenance request through their [Housing](#)

Portal.

4. Decorations such as posters and pictures from home may be mounted using methods that don't significantly damage walls, such as finishing nails, thumbtacks, sticky tack, or painter's tape. **Command strips and removable wallpaper are prohibited.** Additionally, strong adhesive, including but not limited to duct tape and packaging tape, may not be used on painted, glass or metal surfaces. Residents should consult with UHDS staff prior to purchasing tapes or adhesives. Any residue from tape needs to be removed by the resident or they will be billed and may face conduct proceedings.
5. Use of cinderblocks in residence halls is not permitted.
6. Use of stickers or glow stickers on ceilings and walls is not permitted.
7. Residents will be assessed cleaning and repair charges for removal of items left in their room at checkout and for damaged room items, including but not limited to prohibited/non-UHDS provided loft kits.

Cleanliness

If UHDS staff become aware of unhealthy living conditions, including, but not limited to rotting food, unclean bathroom facilities or excessive odors, UHDS staff may require resident(s) to clean their contracted space or charge resident(s) for a cleaning service. Staff may become aware of cleanliness issues in a room during health and safety checks at the end of each term, from complaints from other residents or personal knowledge if perceived when in common areas.

Bloss, Buxton, Halsell, Hawley, the International Living-Learning Center, West, and Tebeau Halls offer a suite-style living arrangement that places the responsibility of bathroom cleaning on the residents of the suite.

- UHDS encourages suite residents to coordinate a scheduled, routine and shared cleaning of the bathroom facilities. Consider utilizing the roommate agreement form found at <https://my.uhds.oregonstate.edu/>. H
- all staff may require residents to periodically clean the bathroom or be charged for a cleaning service and face conduct action if the condition of the bathroom poses a health and safety risk or property damage if not resolved.
- Additionally, Tebeau Hall has combination lock cubbies in common area kitchens, and hall staff may check these during health and safety checks or if they become aware of a cleanliness issue or policy violation.

Placing garbage or recyclables in unapproved locations is prohibited. See [Recycling and Trash](#) Section under General Information in this document for guidelines.

Integrated Pest Management (IPM) is a planned program to prevent pests and disease vectors from causing unacceptable damage or injury to people, operations, property, or environment. It is an environmentally sensitive approach to managing pest problems that takes advantage of all suitable pest management options, with the emphasis on the prevention of pest infestations rather than reacting with chemical pesticides. This program requires participation, cooperation, and communication from everyone associated with UHDS facilities, especially students – hence the term “integrated.” To prevent pest infestations, we should all do everything possible to eliminate habitats conducive to pest growth and survival. There are three things pests need to thrive: food, water, and shelter.

Keeping buildings free of food debris, spilled water, scrap paper and cardboard is essential to a successful

IPM program. University staff will dispose of improperly stored food items found in public spaces including but not limited to counters and cupboards in common area lounges, kitchens, and common area refrigerators and freezers.

Residents can take small measures to support a pest-free environment. Residents should keep all consumable food in plastic storage containers and wipe up water spills. Residents should keep all community spaces free of food waste and scraps. Immediately remove cardboard products from the building and place in designated outdoor recycle containers.

Room Displays

Residents are free to display posters and other items in their room, provided they follow the Decoration policy described above with regard to the method of affixing the posters to the doors, walls, or ceiling.

Residents should check with Residential Education/UHDS staff if they have questions about what posters may or may not be appropriate. Some room displays in public view may constitute a violation of University policies, including but not limited to those regarding racial or sexual harassment. Please remember that while residents are free to express themselves, they are asked to exercise that freedom responsibly and respectfully. Further context on inclusive environments can be found [on the UHDS website](#).

Energy Conservation and Heat Sensor Rooms

Our energy conservation program requires that our maintenance staff monitor the temperature of the residence halls and make computer assisted adjustments in order to heat the building in the most efficient manner. We monitor the building temperature by using numerous heat sensors that are located throughout the building, including some residents' rooms. These sensors work like thermostats to turn the heating system on and off for the entire building. If one of these sensors is located in your room, you will receive an email that explains how they work and the expectations for you as someone living in a heat sensor room.

Residents assigned to a "heat sensor room" will be notified via email that sets forth UHDS expectations regarding the treatment of the sensors. In order for all residents of the hall to remain comfortable, residents in heat sensor rooms are obligated to do the following things:

- Leave the heater completely turned on and fully operational.
- Keep windows closed at all times when no one is in the room. We encourage periodic ventilation of the room, but for short periods of time (10 minutes or less) only during the heating season, typically the months in which the average temperature remains below 70 degrees.
- Not touch or tamper with the heat sensor in any way.
- Cooperate with the housing maintenance staff that may need to enter the room to adjust the heat sensor.

Questions about this heat sensor program should be referred to the Resident Director, Area Director, or Resident Assistant (RA).

Room Entry and Room Search

Room entry and search may be necessary, and the University may exercise its contractual right to do so under certain circumstances. The University recognizes and respects students' desire for privacy, especially within the context of a group living environment. In its efforts to protect privacy, UHDS has defined and

restricted the conditions under which authorized University personnel may enter or search a student room.

The following procedures have been developed as a guide for University and UHDS staff to enable them to perform their duties and to maintain certain standards, while giving due recognition to the rights of privacy. UHDS reserves the right to enter rooms for reasons including, but not limited to:

- Provision of maintenance and housekeeping services.
- Preparation of space for a new resident or inspection of room conditions upon vacancy of a resident
- Inspection of room during health and safety checks at term breaks or during break periods
- For sanitation, security, risk, or safety reasons.
- Elimination of nuisances (including but not limited to, sustained noise from music or an alarm clock).
- When reasonable cause exists to indicate a violation of established conduct or health and safety standards.

The following University and University-affiliated personnel are authorized to enter residents' rooms under the procedure described below:

1. Residential Education professional staff or Department of Public Safety personnel, and full-time professional staff members of UHDS, including our Operations and Facilities personnel;
2. Resident Assistants, Service Center staff, and other residence staff;
3. Employees of the University's Department of Occupational Safety and Environmental Health;
4. University and non-University personnel contracted to perform maintenance and repair or provide other services on behalf of UHDS;
5. Other members of the University staff and/or civil authorities may enter student rooms under the conditions described below only when accompanied by a member of the professional or residential staff. In an emergency situation, fire/emergency personnel may enter a room unaccompanied.

Room Entry Procedure

1. Except in an emergency, no room shall be entered without knocking and staff identifying themselves. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide occupants with ample opportunity to open the door.
2. When it is necessary for authorized University personnel to enter a room, there shall be, whenever possible, two authorized staff members present. If it is necessary, under the conditions outlined, for authorized University personnel to enter a room when an occupant(s) is not present, the resident(s) will be notified of the entry and the reason for the entry upon returning to the room via a note placed in the room, an email to the student's OSU email, or another electronic notice. This provision does not apply to housekeeping and maintenance personnel performing routine or requested duties, or to staff conducting health and safety checks that were previously announced to the hall community.
3. UHDS staff members may remove an item of personal property from a resident room without prior consultation with the owner when it is the judgment of the staff member that the item represents an imminent hazard to persons or property or is otherwise prohibited. UHDS staff are also authorized to remove from a resident room clearly identifiable University or UHDS property not provided as part of the room furnishings.
 - If an item is removed under the above conditions, the resident will be notified promptly of the removal via a notice left in the room or a notice sent electronically regarding the removed item.

- If the removed item may be legally possessed by the resident, but it is in violation of this Policy Guide or Oregon State University standards, it may be claimed by the resident but not retained in the building.
 - If illegal or prohibited goods are found and confiscated during the authorized room inspection, the resident may be subject to criminal prosecution and/or disciplinary action. UHDS will not return illegal items confiscated and will coordinate with the Department of Public Safety for disposal of such items.
4. Entry of student rooms will be done only as necessary. Attempts to notify the occupant(s) in advance will always be made unless there is a critical situation which precludes notification.
 5. Entry of student rooms by UHDS personnel shall only be permitted, except in the case of an emergency, with prior consultation with the Director of Residential Education or designee. In these instances, room entry will be conducted by no less than two authorized UHDS staff members.
 6. UHDS is opposed to general room searches; that is, the search of a number of rooms in a given area in the absence of cause to search a specific room. General room searches, except in the case of emergency, will be permitted only after authorization by the Director of Residential Education or their designee.
 7. State and federal law governs the entry into a resident's room by law enforcement officers. Situations which may permit such entry include, but are not limited to, officers in possession of a valid search/arrest warrant, health/safety emergency, or certain circumstances where search warrants are not required by law. Entry under such circumstances may be facilitated by UHDS staff.

Health and Safety Inspections

UHDS performs health and safety inspections at the end of each term, during other breaks such as Thanksgiving, and in some halls at the beginning of break periods. During health and safety inspections any of the following actions may take place:

- Prohibited items (such as drug paraphernalia, alcohol, and other items impacting the health and safety of the room) may be confiscated and reports may be made to the Department of Public Safety;
- Trash/recycling may be removed (with labor costs charged to the student);
- Room/bathroom cleaning may be completed with appropriate charges to the students assigned to the room/suite

Policy violations that are noted during inspections may result in referral for UHDS and/or University conduct action. Additionally, any hall that has combination lock cubbies/lockers in common area kitchens may have such spaces checked during health and safety checks or if hall staff becomes aware of a cleanliness issue or policy violation. Residents may make requests to hall staff to be present at the time of their room being checked during health and safety inspections.

General Information

Dining Center Policies

Questions relating to policies in the dining centers, including attire, ID card use, promotional activities and social events should be directed to Housing@oregonstate.edu or by calling the main office at 541- 737-4771.

Services and Facilities

Residential facilities are intended for use solely by resident students and their guests.

UHDS Security Cameras

To enhance safety and security efforts, security video cameras may be placed in hall lobbies or other public areas by UHDS. These cameras are not continuously monitored. See the [Security Cameras section](#) of the UHDS web site for additional information.

Keys

An extra room key is available for check-out for a maximum of 20 minutes from the Service Center should you get locked out of your room. If a key has not been returned by the resident by the appropriate time, a lock change may be required. The charge for a room lock change is \$50.00. Three or more requests in a term for temporary room keys may be referred to a Residential Education professional staff member to ensure that keys are not missing and that abuse of staff resources do not occur.

Custodial Services

The residence halls have a staff of custodians assigned to do general cleaning in public and common areas, common bathrooms, lounges, kitchenettes, and hallways. The custodial staff members are people you will come to know, respect, and appreciate. Suite style rooms/bathrooms are cleaned by the residents assigned to the room. Custodians work cooperatively with the students to make each residence hall a clean, healthy, and safe place to live. Other specific tasks are done in order to maintain good housekeeping throughout the halls.

Custodians have a heavy workload, which includes performing specific tasks at specific frequencies, and are not expected to clean up excessive messes after parties, practical jokes, or any other unusual circumstance. Individual room cleaning is the responsibility of the occupants.

Maintenance Services

Although every effort is made to maintain the facilities in the best condition possible, fixtures and furnishings will occasionally need repair. The maintenance staff is available for repairs in the residence halls. Repairs that need to be made that are a result of normal wear and tear will not be billed to the student.

If you have a maintenance concern in your room, update your room condition on the Housing Portal within the first 72 hours of move in. To put in a work order for your room or for a public area, you can click "Submit a maintenance request" from your Housing Portal page or by following this link: uhds.link/maintenance.

You can also contact your Service Center or Resident Assistant/Resident Director or Area Director about the issue. Some examples of common issues that you may enter a maintenance request for include but aren't limited to the following:

- Burned out lights
- Broken furniture
- Leaking pipes

- Pest issues
- Windows that won't close
- Missing blind slats
- Heaters that aren't working properly

A work request will be generated, and the maintenance staff will respond as quickly as possible. Maintenance and custodial staff are encouraged to report to hall staff violations of health and safety policy they encounter while performing their duties.

Crisis and Disaster Response

Please refer to the following website for information about crisis and disaster response: <http://emergency.oregonstate.edu/> or <https://publicsafety.oregonstate.edu/>. UHDS strongly recommends that all students [register for the campus alert system](#).

Missing Person Protocol

Any person who is aware of a student who is missing must report that information immediately; if in an emergency to 911, otherwise in a non-emergency they should contact the Department of Public Safety Dispatch Center by phone at 541-737-3010 or in person, on-campus at 200 Cascade Hall. You do not have to wait 24 hours to report you believe a student is missing. This will allow the University to initiate its missing student procedures and notify the missing student's confidential contact.

Each year, students, regardless of age, are required to provide a confidential missing student contact when they complete their housing application with UHDS. This contact is strictly for missing persons purposes and can be the same as their general emergency contact, or students may also choose someone different. For more information about how to register a confidential contact or contacts, please contact University Housing and Dining Services at 541-737-4771 or housing@oregonstate.edu.

Laundry Facilities

Facilities for washing, drying, and ironing are available in each living unit. Laundry facilities are not to be used for large or heavily soiled items, such as sleeping bags, car mats, animal blankets, and saddle blankets. The cost of laundry facilities is included in the room and board rate. Residents may utilize unlimited use of laundry facilities without the need for coins, tokens, or laundry cards. Please keep in mind energy conservation practices when doing laundry in addition to community impact and number of machines in use. Note that use of UHDS washing facilities is for residents only. We have high efficiency washers in our facilities – a small amount (less than 1/4 cup) of liquid laundry detergent is recommended to get the maximum efficiency from the washers. Using more than the recommended amount of detergent will cause the laundry machine to shut down and require repair.

Recycling and Trash

Because OSU's mission includes the promotion of environmental progress for the people of Oregon, the nation, and the world, and because Oregon is an environmentally responsible state, students, faculty, and staff are encouraged to reduce, reuse, and recycle materials whenever possible. To achieve this mission, residents are expected to act responsibly in the handling of waste. This includes supporting the care and maintenance of clean, pest-free, and aesthetically pleasing common areas including kitchens, recycling areas, recreation areas and exterior waste containment areas. It also includes the following guidelines regarding the proper disposal locations for different types of waste.

Guidelines for Waste Disposal

Personal room garbage must be taken to designated outdoor dumpsters/compactors, corrugated cardboard flattened and placed in designated outdoor cardboard dumpsters and allowable recyclables placed in designated carts and bins in the main lobby.

- All residents are expected to read and follow the residence hall recycling guidelines outlined in the Campus Recycling Guide
- Only acceptable recyclable discards shall be placed in designated recycling containers.
- Residents may not take recyclables from the recycle bins without permission, even to redeem for cash.
- Overflowing recycling or trash containers in kitchens or other common areas should be reported to the hall staff whenever possible.
- Corrugated (heavy) cardboard shall be emptied of any plastic bags, polystyrene (“Styrofoam”), metals or other non-fiber material, flattened and placed only in designated cardboard dumpsters located outdoors. Corrugated cardboard may not be disposed of or stored indoors.
- All non-recyclable garbage shall be bagged and disposed of in the designated trash dumpsters outside the residence halls. This includes plastic bags, polystyrene (“Styrofoam”), food, liquids and pizza boxes. Trash shall not be placed in, on top of, or on the ground in front of any cardboard recycling container. Overflowing trash dumpsters should be reported to the residence hall staff whenever possible.
- Whenever possible, share information about the responsible handling of waste with other residents.
- If there is any confusion or question about waste and recycling handling procedures, contact residence hall staff or Campus Recycling via the website <https://fa.oregonstate.edu/recycling> or by emailing recycle@oregonstate.edu.

Abandoned Property

Any personal items (including lost and found and items left in common areas) left abandoned after a student moves out may be disposed of after five business days or by the close of each term. Items that are confiscated because they are in violation of UHDS policies will be kept until the end of the term, unless otherwise noted. Any costs associated with disposal will be charged to the student’s account.

Television Cable Service

Residents can live-stream popular networks and cable channels with Xfinity on Campus™. For more information, please see uhds.link/iptv.

Vending Services

Vending machines are located in each residence hall. If money is lost in a vending machine or there are mechanical problems, call the service number listed on the vending machine. The University has no responsibility for these vending machines, and all residents agree to hold the University harmless from any liability in connection with the use thereof.

Housing During Vacation/Break Periods

All halls are open during the Thanksgiving, Winter, and Spring vacation breaks. There is no extra charge to

stay, as it is included in the room rate. However, students are required to **sign up** for break periods so that Residential Education staff is aware of who is in the building during a lower occupancy period. Students must be signed up to live in UHDS for the term/period immediately following the break in order to be eligible for break housing.

Check-In Procedures and Room Condition Acceptance

The process for how to check in to your room during fall opening will be communicated to incoming students via their ONID email accounts. Outside of those days, students may check in at the Service Center in the area of campus where their living community is located. You will need your OSU ID card or other identification to check-in. Upon check-in, you will be able to note the condition of your room on your MyUHDS account within the first 72 hours of moving in. When you check out, you may be responsible for any damages beyond normal wear and tear not noted by you at check-in.

Check-Out Procedures

1. After completing the contract cancellation process, which can be started using the Cancellation Request form after logging into the Housing Portal, OR at the end of the contract period, please make an appointment with your Resident Assistant (RA) to check out. Please remember that RAs are students and will have classes, so planning ahead is critical to everyone's success. Once your appointment has been set, please note what cleanliness entails for your space.
2. **Before your Check-Out Appointment:**
 - a. Remove all of your belongings from your room. Be sure to open all drawers to make sure you have everything.
 - b. Completely clean the room. **Cleanliness** is the absence of dirt, including dust, stains, bad smells, and garbage. Cleanliness upon checkout includes but is not limited to:
 - All room surfaces wiped down (i.e., windowsill, desktop, and walls).
 - Floor is swept, mopped, and vacuumed.
 - Closet/wardrobe/dresser is emptied and wiped down.
 - Room door, ceiling, and walls are free of tacks, tape, adhesive strips, posters, stickers, moon/stars/comets.
 - Mattress is wiped down and bed is assembled correctly.
 - Room window has screen in place and is free of stickers, smudges, dirt, and cobwebs.
 - All room furniture is clean and in condition noted upon check in. Any discrepancies could result in a damage fee being assessed.
 - Trash and recycling bins have been emptied and are clean inside.
 - Garbage disposal cleaned with soap and water (if applicable).
 - Stove range wiped down (if applicable).
 - Toilet, shower and sink surfaces all wiped down (if applicable).
 - c. You are responsible for ensuring all original furniture is in the room.
3. **During your Scheduled Check-Out Time:** Go through the Room Condition Checklist completely with the RA. Note that this is a general cleanliness check of the room only. The room will be inspected for damages at a later time, and your student account will be charged for any damages found. Please be sure to check your ONID email and your OSU student account frequently.
4. **After You Have Been Checked-Out by Your RA:**
 - a. Once you have completed your room inspection with your RA, return your key(s) to the Service Center.
 - b. Change your address at OSU's Online Services to ensure that your mail gets to you in a timely

manner: <https://my.oregonstate.edu/>. **Mail is only forwarded for up to three months after your check-out date.** After 3 months, it will be returned to sender, so please update your address with the various senders from whom you receive mail.

UHDS Fees, Charges and Assessments

Please see the following link for a list of UHDS Fees, Rates, and Common Charges:

<http://uhds.oregonstate.edu/housing/halls/information/room-dining-rates-common-charges>

Fees are subject to change. For questions relating to these fees and to learn of changes, or in the case that the link does not work, please contact your service center or the main UHDS office, or email UHDS at Housing@oregonstate.edu.

Links to Campus Resources and Additional Policies

- **Center for Advocacy, Prevention & Education (CAPE):** <https://studenthealth.oregonstate.edu/cape>
- **Consensual Relationships Policy:** <http://eo.oregonstate.edu/consensual-relationships-policy>
- **Equal Opportunity and Access:** <http://eo.oregonstate.edu>
- **Office of Student Conduct and Community Standards:** <http://oregonstate.edu/studentconduct/home/>
- **ResNet Use Policies:** <https://uhds.oregonstate.edu/resnet/resnet-use-policies>
- **Roommate Agreement:** <https://my.uhds.oregonstate.edu/>
- **Safety and Security:** <https://publicsafety.oregonstate.edu/>

Agreement Verification

As a member of the Residence Hall community, I agree to comply with the rules and regulations set forth in the Code of Student Conduct, the University Housing & Dining Services Student Policy and Information Guide, the University Housing & Dining Services Room and Dining Contract, Fire Safety Regulations, my area council constitution, university standards and policies, and applicable city, state and federal laws. I agree to respect the individual rights of my fellow residents by creating and upholding an atmosphere that is conducive to the successful pursuit of an academic degree.

I understand that any alleged infraction of these rules and regulations will be handled in accordance with the policies and procedures set forth in the UHDS Student Policy and Information Guide or the Code of Student Conduct.