

Residence Life and Housing 2006-2007

Introduction	127
The Residence Hall Community	128
The Residence Life Curriculum: Opportunities for Involvement and Growth	129
Rights and Responsibilities of Student Residents	130
Residence Hall Staff	132
General Residential Information	133
Asbestos	133
Bicycle Storage	133
Break Housing	134
Cable TV	134
Closing & Opening Schedule & Procedure	135
Computer Labs	136
Damages	136
Decoration of Residence Hall Areas	137
Detripling	137
Employment Opportunities	138
Fitness Centers	139
Front Desks	139
Grades	140
Hall Government (Hall Councils)	140
Heat	140
Insuring Personal Property	140
Kitchens	141
Laundry Rooms	141
Mail	141
Mail Forwarding	142
Maintenance Concerns	142
Murals	142
Operation Identification	142
Posting and Distributing Promotional Material in Residence Halls	142
Recovered Property Policy	143
Recycling	144
Refrigerator Rentals	144
Residence Hall Security	144
Respect for Residence Life Staff	144
Room Changes	145

Room Condition/Inventory Records	145
Room Entry	145
Room Rental Refund Policy	146
Room Selection and Assignment Policy	146
Sick Tray Policy	147
Snow Removal in Resident Student Parking Lots	147
Storage/Luggage Rooms	147
Student Records	147
Telephone Service	148
Vending Machines	148
Waterbeds	148

Rules Governing Residence Halls

Alcohol	149
Appliances	149
Care of Facilities	149
Disruptive Behavior	149
Drugs	150
Fire Safety	150
Guns, Explosives, Flammables	152
Housekeeping	152
Keys	152
Lofts	153
Noise	153
Overnight Guests	153
Pets	153
Security	154
Smoking	154
Solicitation and Sales in Residence Halls	154
Visitation	155
Windows	155

Minimum Living Condition Standards for University Residence Halls	157
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RULES GOVERNING RESIDENCE HALLS

Alcohol

Residence hall alcohol policy is governed by the Alcohol and Other Drugs Policy as stated in the College Policies section of this handbook. The College permits individual consumption and possession of alcoholic beverages by individuals who have attained 21 years-of-age and prohibits consumption and possession by persons under 21. Consumption from or possession of open containers of alcohol is prohibited in public areas of the residence halls. Group consumption of alcohol in residence halls may occur only at registered events as explained in campus guidelines. Refer to the alcohol and drug section of this *Handbook* for the complete policy description.

Appliances

The department's policy on appliances reflects an effort to find a balance between the typical residents' use of their residence hall room and the need for health and safety standards. Residence hall rooms are more than bedrooms; however, they are not appropriate for meal preparation. The appliances appropriate for use in residents' rooms are those such as lamps, computers, hair dryers, irons, compact refrigerators, televisions, stereos, etc. Appliances used for meal preparation which operate at cooking temperatures are prohibited because they compromise the health and safety of the residents of the building. Residents may not possess in the residence halls any food-preparing appliances except popcorn poppers, coffee pots and hot pots and those appliances are permitted only if they do not have exposed heating elements and are UL approved.

Any prohibited appliance found in the residence hall will be confiscated by Residence Life and Housing staff and will not be returned to the owner.

Care of Facilities

It is the residents' responsibility to care for the condition of their assigned rooms as well as other public areas including, but not limited to, bathrooms, elevators, corridors, laundry rooms, lounges, and their furnishings and equipment. Theft or littering of, or damage to, College property is prohibited. Students engaging in such behavior may be subject to College disciplinary action and/or arrest and will be held financially and legally responsible. Residents will be held financially and legally responsible for the condition of their assigned rooms and assigned contents. The removal of College-owned furniture from a resident's room or from a public area without staff authorization may result in a replacement charge and/or other disciplinary action. Structural modifications to the residence hall facilities including the installation of wires or cords outside resident rooms are prohibited without prior written authorization from the Director of Residence Life and Housing. As part of their responsibility, residents of a building are responsible for the actions of their guests whether those guests are students or non students at Oswego State.

Disruptive Behavior

Disruptive behavior including: 1) harassment or creating a hostile environment through discrimination, intimidation, ridicule, or insult toward any person; 2) acts of prejudice or bias targeted toward a person or group; 3) physical abuse, assault and/or battery; 4) threats toward or intimidation of any person, or intentionally

or recklessly causing harm or reasonable apprehension of harm; 5) creation of a condition or situation that endangers mental or physical health; 6) conduct which inhibits the peace or safety of members of the College community; 7) conduct related to the use, possession, or distribution of alcohol or other drugs are unacceptable and subject to disciplinary action.

Drugs

Residence hall drug policy is governed by the Alcohol and Other Drugs Policy as stated in the College Policies section of this handbook. The use, possession, distribution or manufacture of controlled substances is prohibited on College premises. The possession and/or use of marijuana in one's room is a violation of New York State law, and any consumption of marijuana in a public area is a criminal offense. Prohibited drugs or drug-related paraphernalia can be confiscated and may be used as evidence in campus judicial and/or criminal proceedings.

Fire Safety

Residence Hall Fire Safety is a serious issue due to the population density and the potential for injury and loss that could occur as a result of a fire. In order to reduce fire hazards and comply with state fire codes, the College has established the following policies and procedures. Residents are expected to know and follow these procedures. Violators may face disciplinary action and/or arrest.

- A. Fire Drills and Evacuation
Each residence hall will conduct periodic fire drills to familiarize students and staff with the proper evacuation procedures and escape routes. Evacuation procedures and routes are posted on the inside of each door in residence hall rooms and throughout the buildings. All students should familiarize themselves with the evacuation procedures, know the location of all the exits on their floor and how to reach them in case they need to evacuate the hall in total darkness. When the alarm sounds, all persons in the building are required to exit the building immediately and remain outside until informed by residence life staff members that it is permissible to return. There is a designated alternative shelter location for each residence hall; in instances of inclement weather and/or prolonged evacuation, residents will be directed to the appropriate shelter facility. Failure to evacuate a building during a fire alarm is a violation of residence hall rules and can result in disciplinary action.
- B. Fire Detection/Fighting Equipment
Each hall is equipped with heat and smoke sensors, fire extinguishers and fire alarm pull boxes. Residents should familiarize themselves with the location of this equipment upon moving into a residence hall. Tampering with any fire protection equipment is prohibited. Intentional activation of alarm systems for any reason other than reporting a fire is strictly prohibited.
- C. Furnishings and Decorations
Furniture, decorations and other items which increase the flammability of residents' rooms or public areas may be prohibited at the discretion of the residence hall staff. Excessive amounts of combustible wall decorations are particularly dangerous in that they can promote rapid flame spread in the event of a fire. Suspending combustible materials, such as fishnets, parachutes or tapestries, from the ceiling is strictly prohibited. In common areas (bathrooms, hallways, and lounges) similar fire code regulations exist. Possession and/or ignition of combustible materials for the purpose of cooking, heating, lighting or display (including but not limited to candles,

incense, and oil- burning lamps) is prohibited. Prohibited items that are found will be confiscated by Residence Life staff and will not be returned to the owner.

D. Electrical Load

The following guidelines have been developed to prevent the overloading of electrical circuits which can create a life threatening hazard.

1. Extension cords are acceptable for use only if designed with breaker or fuse protection. Commonly referred to as surge protectors, they must be plugged into a wall receptacle and may not be joined together to extend their reach. All cords must be UL approved and recommended for intended use and in perfect condition and either 12 or 14 gauge.
 - a. If the appliance using the extension cord requires grounding (three pronged plug), only grounded extension cords shall be used.
 - b. The cord may not pass through wall openings, doorways, partitions, or under rugs.
 - c. The cord may not be spliced, tied in knots, wrapped around metal fixtures, or draped over pipes.
2. Heavy load appliances, including corn poppers, must be plugged directly into permanent outlets by the cord attached to the appliance.
3. Multiple outlet adapters (exclusive of extension cords permitted in A) are not permitted.

E. Fire Safety Inspections

Residence hall staff inspect all residence hall rooms with advance notice at least once each semester. Residents of the room are advised of any fire safety and health problems and the required remedy.

F. Fire Safety Information and Education

The College offers a variety of opportunities and resources for students to learn about the various aspects of fire prevention. Students are encouraged to educate themselves about their personal fire safety needs. In addition to the information contained in this handbook, brochures and pamphlets, which provide detailed information, are available. Fire safety discussions will be a part of meetings conducted by residence hall staff. Resident Assistants/Resident Mentors/Graduate Resident Mentors and Residence Hall Directors can also be considered as resources for such information. Any fire concerns should immediately be brought to their attention so proper preventative action can be taken.

G. In Case of Fire

Should a fire occur, the standard procedure for fires should be followed:

1. Notify the Fire Department by using the pull boxes. This notifies all residents of the need to evacuate the building.
2. If the fire is **very** small (ashtrays, wastebaskets, smoldering matter) you may try to fight it. **Keep near the doors so you can escape. Stay low, away from heat and smoke.** Aim extinguisher stream at base of fire. In floor fires sweep from edge of the room inward. If it is a wall fire, sweep from the bottom of the wall upward. Stay outside closets, etc. and shoot inward. Ventilate only after fire is completely out.
3. Use good judgement. The above responsibilities should be undertaken with due attention to your own personal safety.
4. Fire Extinguisher Use. The following information clarifies extinguisher type and use should it be necessary to put out a fire:
 - a. Pressurized water extinguisher: Wood, paper, textiles, and other ordinary combustible materials.
 - b. Carbon Dioxide (CO₂) extinguisher: Flammable liquids such as oils, solvents, grease, paint, etc. Live or energized electrical or electronic equipment.

- H. Setting fires is prohibited with the exception of designated fireplaces.

Fire Evacuation Procedures

In order to ensure the safety of all residents and visitors of the residence hall, the following guidelines must be adhered to: When an alarm is sounded, all residents and visitors should:

1. Immediately put on hard-soled shoes and wear clothing appropriate to weather conditions, as evacuation may be for an extended period of time. Take a towel to cover the face. This will aid breathing if there is smoke.
2. Close all windows.
3. Check room door before opening to see if it is hot. Smell for smoke. If the door is hot or you smell smoke, it should not be opened. Seal the cracks at the bottom and sides of the door with a towel or clothing. If trapped call University Police, x5555, give the hall and room number and then go to the window to attract the attention of the fire department.
4. If there is no sign of prohibitive heat or smoke, leave the hall by the nearest exit, using the stairwells. Do not use elevators.
5. Vacate the building by the shortest, safest route, and gather at the designated area. Follow instructions given by Residence Hall, University Police, and Fire Department Personnel. Remain outside until directed to reenter or proceed to designated alternative shelter.

Note: Possession or ignition of combustible materials for the purpose of cooking, heating, lighting or display is prohibited. Examples include candles, incense, oil burning lamps, stereo and torchiere-style halogen lamps, and microwave ovens. Prohibited items will be confiscated and not returned.

Guns, Explosives, Flammables

Firearms, illegal weapons, firecrackers, explosives, harmful chemicals, and flammable liquids (i.e., oil-based paints, turpentine, and gasoline) are not to be stored or used in or around the residence halls. Internal combustion engines are prohibited within the buildings. Refer to the Judicial Policies section of this *Handbook* for the complete policy description.

Housekeeping

Residents are expected to maintain a level of cleanliness in their room compatible with reasonable health and safety and College standards. The College reserves the right to establish and enforce those expectations for individuals in order to insure reasonable compatibility with roommate(s) as well as health and safety. All residents are required to participate in the residence hall recycling program.

Keys

Each resident is assigned keys, combinations and/or access cards when checking into the residence hall and is responsible for the return of keys upon termination of residence. Loss of keys will result in charges for replacement. Unauthorized duplication of keys is prohibited. Residents are prohibited from using, or having unauthorized possession of keys or identification/access cards which have not been assigned to them by the College.

Lofts

Residents may rent lofts from the College or construct their own, provided they meet specific construction requirements and all wood products used in the construction are pressure-impregnated with fire retardant material. Lumber specifications, other specific construction and fire safety guidelines, as well as loft registration forms may be obtained through the Residence Life and Housing Office. The transfer and sale of lofts to second parties is allowed; however, residents planning to purchase a loft should require the seller to produce a current transfer form provided by the Residence Life and Housing Office in order to insure that the loft conforms with College requirements. All lofts must be dismantled at the conclusion of the owner's occupancy and removed from campus. In the Spring semester, lofts must be dismantled prior to 24-hr. Quiet Hours.

Noise

Quiet hours are established and observed in all residence halls from 8:00 p.m. to 9:00 a.m. Sunday through Thursday nights and 2:00 a.m. to 9:00 a.m. Saturday and Sunday mornings. Courtesy hours are observed 24 hours per day. Individual halls and living units may extend quiet hours or establish specific additional quiet hours at their discretion and/or through the *Community Living Agreement*. Quiet hours are observed 24 hours per day during the week before and the week of final examinations. Residents are expected to defer to approved activity at all times.

Overnight Guests

Residents may have overnight guests with the consent of all residents of the room/suite for a maximum of three consecutive days (72 hours). Guests and hosts must observe the registration requirements of each residence hall and the resident host assumes full responsibility for their guest's behavior. The frequency of guest visits is subject to review by the hall director and limitation by the College. Refer to the Judicial Policies section of this handbook for the complete policy description.

Pets

Neither residents nor their guests may bring animals or pets of any kind into the residence hall except as specified in the pet policy. Permission of all roommates and the written approval of the Residence Hall Director must be obtained before any animal is brought into the building. Hamsters, gerbils, domestically bred rats, parakeet sized birds, fish in aquariums up to 20 gallons, small lobsters 6 inches and smaller, turtles 9 inches and smaller, chameleons 6 inches and smaller, hermit crabs, soapdish crabs in aquariums up to 20 gallons, and guinea pigs are the only pets permitted.

Please be advised that any owner allowing their pet outside the confines of its cage when it is not in the owner's room is not acting in accordance with the established pet policy, and may be asked to remove their pet from the building. Also, owners should be aware that cleaning pets and their housing in bathrooms is strictly prohibited. Waste should be dumped in the recycling room. Housing can be cleaned in sinks found in the custodian closets located on each floor. In addition, the college reserves the right to limit the number of pets allowed in any room.

Pet policy approvals are valid from the time of approval, and may be invalidated should the status of the pet change in any way. Any student found neglecting or abusing a pet may have pet privileges revoked and/or be subject to judicial action.

The Department requires roommate agreement for all pets; therefore, residents new to Oswego are given a chance to become acquainted with each other before agreeing to have a pet in the room and may not obtain permission sooner than September 15 (Fall Semester) or February 10 (Spring Semester). Registration forms may be obtained from your Residence Hall Director.

Security

Security is a community issue which depends upon the complete cooperation of every resident and his/her guest(s). Residents are responsible for the general security of their residence hall. Acts which compromise building security are prohibited (i.e., propping open exterior doors normally locked for security purposes). Entering rooms assigned to other students or non-public areas such as mechanical rooms or desk areas without appropriate authorization is prohibited.

Access to residence halls beyond the lobby areas is limited to residents, residents' invited guests and authorized College staff. When students become residents of a hall, they are issued an I.D. sticker for placement on the back of their student I.D. This sticker provides for easy verification as a resident of that hall, thus facilitating easy entry into their assigned hall. When moving from a residence hall, students must present their student I.D. card so the residence hall sticker can be replaced (residence hall keys must also be surrendered at sign-out).

All exterior doors except the main entrance are locked by 7:00 p.m. Persons who leave a locked exterior door open are endangering the security of residents and their property. Anyone observed or proved to have done so is subject to disciplinary action.

Smoking

Smoking is prohibited. Please refer to the Smoking Policy in the Administrative Policies section of this handbook.

Solicitation and Sales in Residence Halls

All kinds of sales and solicitation by students or private commercial enterprise in residence hall facilities are prohibited without the prior approval of the Residence Life and Housing Office and the appropriate residence hall student government. Included in this ban is the use of a residence hall telephone number as the contact for responding to an advertisement. Exceptions to this ban are limited to activities conducted by the residence hall governments and charitable sales or collections approved by the Director of Residence Life and Housing.

Neither residents nor non-residents are allowed to advertise, solicit, or sell in campus residence halls except by direct mail to residents and posting on designated hall bulletin boards. Unauthorized solicitors will be confronted by the residence life staff and asked to leave the premises immediately.

Visitation

Residents may host visitors in their residence hall during the a.m. or p.m. hours with the consent of their roommate and/or suitemates. In order to aid in protecting personal safety, personal property and the right to privacy, the following definitions and procedures apply:

1. A resident of a building is one that appears on the official register of the building, has paid his/her room and board fees or has had those fees deferred by the Student Accounts office, has been issued appropriate room and building keys by the building staff and has a completed *Room Inventory & Condition Record* on file in the residence hall office.
2. A visitor is any person not a resident of that particular residence hall.
3. All visitors must have a resident of the hall they are visiting as their host.
4. Visitors between the hours of 8:00 a.m. and 12 midnight must proceed directly to their host's room and upon leaving proceed directly to the main exit. Visitors between the hours of 12 midnight and 8:00 a.m. must be met by their host at the main desk of the hall. Phones are provided between the outer and locked inner front doors of the hall.
5. The resident host is responsible for assuring that the visitor knows and adheres to College and residence hall rules and regulations. The host and visitor are subject to disciplinary action for failure to comply with the rules. The host may be held responsible for the actions of his/her visitor which may include receiving disciplinary charges when the guest violates College policy and/or residence hall rules and regulations. Further, the residence hall staff may ask a visitor to leave the building whenever that visitor's presence is determined by the staff member to be disruptive to the residence hall community.
6. It is the obligation of every resident to immediately report to the residence hall staff or University Police the presence of any nonresident not hosted by a resident and not complying with these regulations.
7. Residents should attempt to resolve roommate conflicts stemming from visitation on a personal basis, however, mediation support will be provided by the residence hall staff as needed.
8. Visitors will not be permitted if building staff determine that their presence prohibits reasonable access to and use of the room by roommates and/or suitemates, or the visitor's presence is determined to be disruptive to other members of the floor or building.
9. Visitors may only use residence hall rest room facilities designated for use by persons of their gender.
10. Each residence hall government has the option to further restrict visitation.

Refer to the Administrative Policies section of this *Handbook* for the complete policy description.

Windows

The removal or loss of, or damage to a window, screen or window stop from student rooms or public areas in a hall is prohibited and may result in an installation and/or replacement charge and disciplinary action. The placing of any objects outside the window, including aerials and similar equipment, is prohibited. Residents are prohibited from being on building ledges or roofs. Throwing objects from windows is prohibited. Opening of security screens except in emergency situations is prohibited. Refer to the Judicial Policies section of this *Handbook* for the complete policy description.