

2018–19

# RESIDENTIAL LIVING HANDBOOK

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*Community Standards of Conduct  
For Wooster Applewood Village Apartments*



THE OHIO STATE UNIVERSITY

OFFICE OF STUDENT LIFE  
RESIDENCE LIFE





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## **COMMUNITY STANDARDS OF CONDUCT IN THE RESIDENCE HALLS**

We want you to look back on your time at the ATI campus with memories of success—good friends, good times and good grades. Ohio State and University Housing have established guidelines to help students live together successfully. These rules and policies include Community Standards of Conduct, published here; Terms and Conditions and the Undergraduate Addendum, published in their entirety on the Housing website ([housing.osu.edu](http://housing.osu.edu)); and the Code of Student Conduct, available at [studentlife.osu.edu/csc](http://studentlife.osu.edu/csc), which applies to the conduct of all registered students and registered student organizations.

## **HOW THE COMMUNITY STANDARDS OF CONDUCT ARE APPLIED**

University Housing and ATI Residence Life staff members, as well as the various governing bodies within the university, rely on Community Standards of Conduct as a guide to help define acceptable behavior on issues related to university and resident property or resident behavior. Residents who violate policies may be held accountable for their behavior, up to and including termination of their contract or housing agreement in accordance with the notice and hearing procedures set forth in the Code of Student Conduct and/ or the Ohio Revised Code 5321.031, “Termination of Student Tenant Rental Agreements.” Once an alleged violation of policy is reported, the student(s) alleged to be involved is asked to meet with the housing coordinator (or assistant housing coordinator) to discuss the violation. During this meeting, the administrator may determine whether an individual intervention, community intervention or judicial hearing is warranted.

Residence hall officials may refer cases involving possible suspension or dismissal to the Office of Student Conduct. For more information regarding the Code of Student Conduct, visit [trustees.osu.edu/rules/code-of-student-conduct/](http://trustees.osu.edu/rules/code-of-student-conduct/).

# Handbook Policies

## 1. DAMAGES AND LIABILITY

### 1.1 University Liability

- (a) The university acknowledges, and the resident is hereby made aware, that criminal activity, personal injury and theft occur, and the risk exists for such future occurrences on university premises, specifically within and around residence and dining hall facilities. Therefore, the resident agrees to assume responsibility for their own personal safety and security, as well as for their own personal belongings.
- (b) In order to reduce the financial burden of replacing personal belongings after such unexpected events or accidental damage to the property of others, including university property, residents are strongly encouraged to obtain appropriate coverage, including renter's insurance. Ohio State does not endorse any specific insurance company and recommends that you consult with your current insurance provider regarding appropriate coverage options, including renter's insurance.
- (c) The university does not assume responsibility for any resident's, guest's or other person's loss of money or valuables, or for the loss of or damage to property due to natural and unnatural causes (i.e., flooding, fire, etc.) or injuries, personal or otherwise, sustained on or about the residence and dining halls premises. As stated in the Housing Contract, the university encourages students to contact local insurance carriers concerning the availability of protection against such losses.
- (d) Residents must pay charges for damages levied against them by University Housing. Residents who do not pay charges may be subject to university disciplinary action.

### 1.2 Resident Liability

- (a) Upon arrival, all residents of an apartment must complete an Electronic Room Condition Report (ERCR). The report documents the condition of items in the apartment rooms. University property that is noted as damaged and that requires repair or replacement must be listed on the report.
- (b) The student or staff member, in order to initiate repair or replace damaged objects, must complete service requests. Service requests may be submitted online by selecting "Maintenance/Facilities Request" on the menu bar of the University Housing web page ([housing.osu.edu](http://housing.osu.edu)).
- (c) Maintenance and housekeeping staff members repair, replace or adjust university equipment or property. Residents are not permitted to do so.
- (d) All residents of an apartment are held mutually liable for damages to the apartment once occupancy is established.
- (e) An individual resident of an apartment is solely liable for damages to the apartment when individual responsibility for the damages can be clearly established.
- (f) Apartments must be in the same condition upon resident departure as recorded in the ERCR.
- (g) Residents are responsible for locking their apartment doors. Residents may be held accountable for loss of personal belongings or university property if their apartment doors are not properly secured. Properly secured means the door is closed and locked.
- (h) Residents are held liable for damages to public and semipublic areas of Applewood Village Apartments when individual or group responsibility for the damages can be clearly established. Elevator tampering includes, but is not limited to, graffiti, pushing the emergency bell when there is no emergency or purposely stopping the elevator by jumping or other means.
- (i) When individual or group responsibility for repeated or excessive damages to public areas of Applewood Village Apartments cannot be established, all residents of the apartments are held financially liable for those damages. This policy is in accordance with the Terms and Conditions of the Housing Contract.
- (j) Residents who observe vandalism within and around University Housing and fail to report the vandalism to a housing staff member may be held financially liable for the damages and subject to university disciplinary proceedings and/or criminal charges.
- (k) Apartment residents are responsible for cleaning on a regular basis. To ensure health and well-being and to protect the condition of the apartment, residents should conduct routine cleaning, with special attention to food preparation areas, bathrooms and trash containers.
- (l) Residents in Applewood Village Apartments are responsible for the removal of snow between the front door of their individually assigned apartment and the sidewalk adjacent to the street.
- (m) Residents may be charged for damages, including damage resulting from the resident's acts or omissions, whether accidental or not. The university encourages students to contact local insurance carriers concerning the availability of protection against damages, losses, costs, or other liability resulting from damage to personal property, property of other residents and/or university property.



## **2. UNIVERSITY SERVICES, PROPERTY, APPLIANCES AND EQUIPMENT**

University services, property, appliances and equipment are available to residents for their use while living on campus.

### **2.1 Keys**

University apartment keys are issued to the assigned occupants of an apartment. Residents may not lend their keys to anyone. Lost or missing keys must be reported as soon as possible to housing staff. If a key should be lost, the resident will be charged \$150 for a complete lock change to ensure safety and security. (See section 14 of the Terms and Conditions of the Residence Halls Contract.) In addition, residents will be responsible for paying a \$50 charge for lost mailbox keys.

- (a) It is a violation of state statutes and university regulations to duplicate keys or key cards to any apartment or common area door
- (b) Residents who accidentally lock themselves out of their apartments may borrow keys for a limited time by presenting their university identification at the housing office.
- (c) Locks may not be changed or added without prior written permission of University Housing. Locks and the appropriate keys must be left in place upon vacating the premises.

### **2.2 University-Provided Room Furnishings and Appliances**

- (a) Apartment furnishings provided by the university may be arranged in any reasonable manner that does not endanger resident safety, with the exception that any furnishing bolted to a wall or floor, which must remain in its original position.
- (b) Apartment furnishings provided by the university may not be transferred or interchanged among apartments or public areas. Residents may be billed for missing furnishings upon checkout from the apartment.
- (c) Apartment furnishings provided by the university may not be used outdoors.
- (d) All university-provided appliances (refrigerators, dishwashers, ovens and microwaves) must be cleaned and in the same working condition upon departure as they were upon arrival.
- (e) All CATV equipment, including converter boxes, must be returned to the housing office in its original package upon checkout.

### **2.3 Telephone Service**

The Office of the Chief Information Officer's (CIO) Telecommunications & Networking group offers local telephone service to residents living in certain undergraduate residence halls and other university-owned housing areas on the Columbus campus. In these locations, local telephone service is optional and must be ordered for an additional fee. Local telephone service includes:

- (a) A phone number that can be dialed directly from off campus and touch-tone dialing capability.
- (b) Unlimited, free campus, local and domestic long distance calling. (International calling is not included. If you need to place international long distance calls, the Office of the CIO offers inexpensive options.
- (c) These options may be ordered at any time and are billed to the person ordering the service.)
- (d) 9-1-1 access to University Police.
- (e) NOTE: You need to provide your own telephone equipment.

A telephone jack is provided in each bedroom and living room. It is the property of the university. Residents are financially responsible for vandalism, including damages to the telephone jack. The following are prohibited:

- (f) Charging calls to any university telephone or account without proper authorization.
- (g) Placing harassing or repeatedly unwanted phone calls.
- (h) Leaving telephones off the hook or rewiring or attaching unauthorized wires or devices to the telephone.
- (i) Tampering with or maliciously damaging any public telephone.

### **2.4 Vending, Laundry and Game Equipment**

The apartment village is equipped with washers and dryers and may include game equipment and DVDs that are available for the exclusive convenience of residents and their guests. You are able to use your BuckID or coins to operate washers and dryers. Please report inoperable machines or appliances to housing staff.

- (a) Tampering with or maliciously damaging any machine, appliance or game equipment is prohibited.
- (b) The unauthorized use of laundry machine coin box or a BuckID account constitutes theft.

## 2.5 Windows and Doors

For reasons of safety and design, stops or seals on window screens and doors may not be loosened or removed. Residents will be assessed for the cost of window screens, stops or seals that they damage or otherwise cause to be replaced. Nothing may hang or be thrown from a window. (Refer to 3.4 (h) for more information on windows)

## 2.6 Theft

Theft, or the unauthorized use or possession of university property, services, resources or the property of others is a serious offense — one that will be investigated and may be punished to the full extent of university policy and federal, state and local laws and ordinances.

- (a) Theft of university services includes, but is not limited to, the unauthorized use of university long distance service, network access, cable/philo accounts and BuckID accounts or services.
- (b) Theft of university property includes, but is not limited to, traffic control devices (including traffic cones and signage).
- (c) Residents may not use another's personal property without prior authorization, including, but not limited to, another's access to long distance or computer database services or BuckID account.

## 2.7 Outdoor University Property

Residents may not use outdoor university property for personal use, including water spigots and electrical outlets, unless special permission has been granted by University Housing. Additionally, students are not permitted to permanently install or stake fixtures into university ground, such as flagpoles or to the exterior structures of the building.

### 3. PERSONAL PROPERTY, APPLIANCES AND EQUIPMENT

Residents may bring some personal property, appliances and equipment to campus for use in their apartments, provided that such property, appliances and equipment do not endanger resident safety, restrict reasonable freedom of movement within shared living space and do not violate the policy guidelines outlined below. These policy guidelines were developed with consideration for resident needs and safety, as well as with consideration for the structural design of apartment village facilities.

#### 3.1 Appliances

Residents may use some personal appliances within their apartments, provided the appliances and their power cords carry Underwriters' Laboratory approval and are in good condition. Power cords and appliances must be in good working order for the safety of all residents and facilities.

- (a) Residents may use the following appliances in their apartments: clocks, radios, stereos, televisions, fans, personal computers, lamps and the university-provided appliances.
- (b) Residents, exercising reasonable caution, may use the following appliances in their rooms or suites:
  - coffee makers, hot air popcorn poppers, irons and hair appliances.
  - If the appliance has a heating element, the element must be enclosed.
  - Appliances are to be used on a noncombustible surface (special pads can be purchased from local department stores) and never on bedding, upholstery or wood surfaces.
- (c) Appliances should be attended while in use and unplugged when not in use.
- (d) In Applewood Village Apartments, residents may not use the following appliances in their apartments: 3D printers, air conditioners and refrigerators (other than the provided university units), freezers, mini-refrigerators, dishwashers, clothes washers, clothes dryers, electric blankets, heating pads, space heaters, sun lamps, popcorn popper other than a hot air popcorn popper or any gas-powered appliance including lawn equipment.
- (e) An extension outlet bar equipped with a circuit breaker is the recommended extension device. Cords should never be placed across aisles, wrapped around metal fixtures or furniture, run through doorways or under carpet or bedding.
- (f) Residents may not use any extension cord on a permanent basis.
- (g) Octopus plugs or other multiple plugs are prohibited.
- (h) Holiday lights may not be connected to anything other than a wall socket or extension device with a circuit breaker. Holiday lights may not be stapled to walls or ceilings.
- (i) Residents living in Applewood Village and exercising reasonable caution may use additional appliances in the kitchen areas of their living quarters. Students should consult with their housing coordinator (or assistant housing coordinator) for clarification of exceptions.
- (j) The misuse or tampering of university provided heating or cooling elements including but not limited to water heaters is a violation of the handbook.
- (k) Hoverboards, and similar lithium battery self-balancing personal transportation devices, are not permitted to be used in rooms, hallways or any public space. However, they may be charged in private rooms only if the device has been certified by the Underwriters' Laboratory (UL). Additionally, follow these guidelines:
  - observe charging of a hoverboard at all times and do not charge a hoverboard overnight
  - charge and store in an open, dry area away from combustible materials
  - do not charge directly after riding; first allow the device to cool
- (l) Drones and micro drones are not permitted to be used in any residence hall, including rooms, suites, hallways or any public space. Use of drones and similar Unmanned Aircraft Systems (UAS) on Ohio State Property are subject to requirements found in Ohio State's UAS policy found at <http://go.osu.edu/uas-policy>. All flights must have prior university permission as per policy.

### 3.2 Technology Usage

The Ohio State University, through University Housing, provides network connection services in student rooms, apartments and other university-owned housing facilities.

- (a) Use of this service is a privilege, and it is the responsibility of each user to utilize these services appropriately. By connecting a host/computer to ResNet, users are bound to and required to adhere to all aspects of The Ohio State University Policy on Responsible Use of University Computing Resources, found at [cio.osu.edu/policies/responsible\\_use.html](http://cio.osu.edu/policies/responsible_use.html), as well as any and all university, city, county, state and federal regulations.
- (b) University Housing cooperates with the Office of Chief Information Officer (OCIO) in the compliance of all federal and state laws; all university rules and policies; and all applicable contracts and licenses including, but not limited to, laws of libel, privacy, copyright and trademark. Included in such laws, rules, policies, contracts, and licenses is piracy or copyright infringement, as in the case of illegal downloading of music, software, etc.
- (c) In addition, users of ResNet at Ohio State are required to adhere to the following terms of acceptable use. Any actions that are deemed a violation of these policies may result in a termination of services and/or monetary fine and/or judicial or criminal sanctions.
- (d) Residents will refrain from abuse and excessive use of the finite resources and hosts connected to ResNet and the Ohio State network. Users will also refrain from abuse and excessive use of hosts and services outside of ResNet and Ohio State.
- (e) As the intent of ResNet is to provide residents with access to outside services, users will not attempt to run any unauthorized services.
- (f) Residents will not attempt to circumvent the ResNet firewall or any other established network services.
- (g) Residents will not modify or tamper with any ResNet network wiring, hardware or jacks.
- (h) Residents are responsible for all network traffic originating from their host.
- (i) Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress or damage to reputation is prohibited. This includes, but is not limited to, taking video or photographic images in shower, residence hall rooms and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.
- (j) Residents may not bring or install satellite dishes in or on university and/or University Housing property.

### 3.3 Bicycles and Motorcycles

Bicycles that residents bring to campus may be stored outdoors in one of the bicycle racks provided or in Applewood Village Apartments sheds. Bicycles and/ or motorcycles may not be stored in residents' apartments or ever ridden inside the building. Motorcycles may not be stored in Applewood Village Apartments sheds. Excessive noise related to or emitted from these vehicles, including, but not limited to, stereos, engines or tires (e.g., "peeling out") is prohibited.

### 3.4 Apartment/Room Furnishings

Residents may add limited personal furnishings to their apartments, provided that the furnishings neither restrict reasonable freedom of movement within shared living space nor endanger resident safety. Students are strongly encouraged to use fire retardant material whenever possible. Proof of fire retardancy must be shown upon request. ATI staff reserve the right to remove any furniture not made of fire retardant material.

- (a) Residents may carpet their apartments if they are not already carpeted.
  - Carpet may not have foam backing, and carpet padding is not permitted.
  - Residents may not modify university property to accommodate carpet. They may not use double-sided or other tape, glue, adhesive or nails in carpet installation.
  - Residents who install carpet must remove it before checkout and haul it away from campus. Housing staff members may have information about local agencies that will haul carpet away.
  - Residents are assessed for damages caused by carpet and for any special housekeeping services made necessary by installation or removal.
- (b) Waterbeds, pools of water and water chairs are not permitted in apartments.
- (c) In personalizing apartments, residents may not rewire them or otherwise modify electrical outlets, switches, fixtures, or wall coverings.
- (d) Installing wall/ceiling-mounted electrical items (including, but not limited to, fans, lights, etc.), is prohibited.
- (e) Residents may not move university furniture from public areas to their apartments.
- (f) Residents may not remove university furniture or fixtures (including doors) from their apartments.
- (g) Room painting or wallpapering are not permitted.
- (h) Windows must remain clear from obstruction and university window coverings need to be visible from the outside. Posting, hanging or otherwise displaying signage, lighting or other materials in or around the residence hall windows or on university window coverings is not permitted.
- (i) Trampolines, hot tubs, stolen traffic signs, snow mobiles or ATVs are not permitted.
- (j) Furniture used outdoors must be designed and intended for outdoor use only

### 3.5 Pets

Residents may keep goldfish or nonhazardous tropical fish, but other types of pets are not permitted in the residence halls at any time. Remember to plan for your fish over break periods. Hazardous pet fish, such as piranhas, are not permitted. Aquariums must be unplugged before you leave. The temperature of the water will fluctuate, thus putting your fish at risk. Aquariums must be 20 – gallon capacity or less.

- (a) Service, Assistance, Emotional Support or Therapy Animals In Ohio State University Facilities
- The University has a general “no pets” policy in all of its buildings. Pets are allowed on the grounds when leashed and under control. Service Animals are generally allowed to accompany their handlers in any building or public space where their handlers are permitted. Emotional Support and Visiting Therapy animals may be allowed in specified areas of the University with advanced approval. All animals are the responsibility of their handlers and should be under their control (in proximity to the handler and responsive to commands, in harness, leashed or in a carrier). An animal’s behavior is considered the handler’s behavior; the animal will be held to the same basic standard of conduct as their handlers. If they are disruptive to university business or community behavioral expectations for educational, medical and residential environments handlers may be asked to correct the animal’s behavior or remove it from the environment.

If you plan to live in a campus residence and utilize a Service Animal or Assistance Animal as you work with Housing Administration on arranging housing we ask that you provide a brief statement indicating:

- That you are a person with a disability and will be using a Service Animal;
- The primary service tasks the animal performs;
- All residents are required to provide documentation that they have had an appropriate medical exam and vaccinations; we ask the same of your service animal. Please submit a vaccination certificate or letter identifying your animal and indicating a clean bill of health and up to date vaccinations from your veterinary health provider.
- E-mail, Fax or Mail the statement to: Toni Greenslade-Smith, Director, Housing Administration, Greenslade-smith.1@osu.edu, 614-292-8266 phone, 614-292-6906 fax

If you have questions, would like assistance planning for a Service Animal on campus, need to arrange local veterinary care or have a concern about your treatment and access when accompanied by your Service Animal contact the Ohio State University ADA Coordinator at [ada-osu@osu.edu](mailto:ada-osu@osu.edu), 614-292-6207. If you have questions or need assistance with a Service Animal in Training on campus contact the ADA Coordinator at [ada-osu@osu.edu](mailto:ada-osu@osu.edu), 614-292-6207

### 3.6 Exercise Equipment

Hand weights, free weights or other weight lifting equipment under 10 pounds may be used in resident apartments. Other equipment can create safety, space and facility concerns and is prohibited, including equipment that attaches to or may impact the structure of the space or facility as determined by Residence Life

### 3.7 Trash

Residents must properly dispose of all apartment trash, including all recyclables, in university-provided dumpsters located outside in the apartment village. Residents found to be improperly disposing of trash may be charged for its cleanup and removal. Excessive trash kept within apartments may lead to removal and cleanup charges.

### 3.8 Diesel Equipped Vehicles

- There is no priority parking for any vehicle, it is all first come, first served.
- All vehicles must be parked with the front of the vehicle closest to the sidewalk to reduce the length of cord necessary.
- If temperatures drop below 10 degrees Fahrenheit, vehicles can be plugged in for 2-4 hours prior to the students’ departure time.
- All extension cords must be reviewed by our safety office to ensure they are of adequate size to reduce the risk of fire prior to use. In addition, all cords must be UL Listed to comply with the requirements of University Housing. Any cord found placed into use without this listing or without prior inspection will be unplugged by Safety Staff. Cords must be exterior grade, UL grade and grounded (3 prong) on each end. Cords can be reviewed at the Ohio State Safety Office by contacting David Drake at [drake.8@osu.edu](mailto:drake.8@osu.edu) to schedule an appointment.
- Extension cords cannot be combined to achieve the necessary length.
- It is the responsibility of the student to unplug the vehicle prior to our contracted snow removal. The presence of the cords across sidewalks presents a danger while they are being cleared. Questions regarding when snow removal is anticipated can be directed to the Housing Office.
- All cords must be covered with a shield to reduce the risk of trips. Lengths of shielding are available from the Ohio State Safety Office.
- Cords must be plugged into an external outlet and cannot be run under doors or out windows.

## 4. RESIDENT PRIVACY AND BEHAVIOR

### 4.1 Access to residence halls and apartments

The university respects residents' rights to privacy, and every effort is made to ensure privacy in University Housing. Nevertheless, a designated university official has the right to enter any part of the university premises, with or without notice, to perform reasonable custodial, maintenance and repair services, to recover university property, to inspect for damages or cleanliness or in case of emergency. In University Housing, reasonable effort will be made to give a 24-hour notice before the service or inspection is performed. Please note that routine work and inspections occur during semester breaks.

- (a) A designated university official may enter and search university premises if there is reason to believe that the premises are being used for an illegal purpose or a purpose that violates health or safety regulations or interferes with normal university operation.
  - Evidence found in such a search might be confiscated and used in disciplinary proceedings.
  - In University Housing, the designated university official shall be a housing coordinator, assistant housing coordinator, hall director, assistant hall director or an assistant/associate director of residence life.. When a housing coordinator (or assistant housing coordinator) enters and searches any residence as provided for under this paragraph, reasonable efforts must be made to have present a resident of the room or apartment being searched. (See the Code of Student Conduct.)
- (b) Law officials may enter, search and seize evidence in accordance with applicable law.

### 4.2 Alcohol

The legal drinking age in Ohio is 21. The university and University Housing comply fully with all federal, state and municipal regulations regarding the sale, possession and consumption of alcoholic beverages.

- (a) Residents and their guests may not possess alcohol, including empty containers or consume alcohol in a manner inconsistent with either the policies of the university or those of University Housing or in violation of the Ohio Revised Code. Those found in violation must immediately dispose of the alcohol when requested to do so by housing staff or other university officials.
- (b) Residents 21 years of age and older may possess and consume legal beverages in private apartments (with the door closed) when such possession and consumption is consistent with the Ohio Revised Code (codes.ohio.gov/orc) and the Code of Student Conduct ([trustees.osu.edu/rules/code-of-student-conduct/](http://trustees.osu.edu/rules/code-of-student-conduct/)).
- (c) Cans, bottles, cartons and kegs may not be used as decorative items. In addition, those containers/items that promote the excessive and/or irresponsible use of alcohol (e.g., beer bong, funnels, etc.) are prohibited.
- (d) Individuals who bring alcoholic beverages into the apartment village must produce a driver's license or state identification card upon request as proof of eligibility to consume or possess alcohol. A university identification card is not acceptable for this purpose.
- (e) Students are not permitted to be in possession of any false identification or any identification card that does not belong to them.
- (f) Supplying alcohol to an underage person is illegal.
- (g) Open containers of alcohol and the consumption of alcohol in public areas such as corridors, lounges, study rooms and outdoors on University Housing property are prohibited.
- (h) Alcohol is prohibited at undergraduate group events within ATI housing facilities, including Applewood Village Apartments.
- (i) Residents may not bring in or store kegs or similar containers that hold large amounts of alcohol in the residence halls or in Applewood Village Apartments.
- (j) The misuse (underage drinking, drinking in unauthorized areas, etc.) and the abuse of alcohol (drinking to an extent such that one's behavior and judgment are impaired or results in disruption of others) are prohibited, regardless of where the alcohol was consumed. The effects of alcohol misuse and abuse include excessive noise, interpersonal conflict, and vandalism. The individual who misuses or abuses alcohol not only negatively affects the community but also endangers the individual resident.
- (k) To avoid the misuse and abuse of alcohol, games requiring or involving the consumption of alcohol are prohibited in Applewood Village Apartments, and on University Housing property.
- (l) We value the actions of student "Good Samaritans" or those individuals who are concerned for the health and safety of their peers.
  - The Office of Student Life values the actions of student bystanders who seek medical assistance when warranted from appropriate resources, such as Residence Life staff, police, EMS or other first responders. In the interest of promoting health and safety, the student bystander's own use of alcohol or drugs, level of intoxication or impairment generally should not result in any university disciplinary proceeding against that student bystander.
  - When applicable, other violations of the Code of Student Conduct may still result in university disciplinary proceedings.

### 4.3 Drugs

The university and University Housing comply fully with all federal, state and local regulations.

- (a) Use, production, distribution, sale or possession of drugs or controlled substances in violation of federal, state or municipal laws is prohibited by the university and is not permitted in the residence halls. This includes, but is not limited to, the misuse of prescription drugs.
- (b) Residents are responsible for reporting the use, production, manufacture, sale, distribution and/or possession of illegal substances within any area of Applewood Village Apartments to housing staff.
- (c) In addition, the misuse of substances that present physical or psychological hazards to individuals is prohibited— including prescription drugs or over-the counter medications.

### 4.4 Gambling

In accordance with the Ohio Revised Code 2915.02 ([codes.ohio.gov](http://codes.ohio.gov)) gambling in any form is not permitted within University Housing or on university premises. Such activities include, but are not limited to, football parlays, card games involving money, lotteries, betting, bookmaking, games of chance, schemes of chance and raffles in which a ticket must be purchased.

### 4.5 Noise

Residents must understand and abide by quiet and courtesy hours.

- (a) Quiet hours are times when noise from speakers, televisions, computers and conversations must not be clearly audible in apartments from areas such as hallways, adjoining apartments or through open windows.
  - Quiet hours begin at 9 p.m. Sunday through Thursday nights and at 1 a.m. Friday and Saturday nights. Quiet hours extend until 7 a.m. daily.
- (b) Courtesy hours are all other times. During courtesy hours, residents are expected to keep from unduly interfering with anyone else's ability to sleep, read or study. Students who are asked to be quiet during courtesy hours are expected to do so.
- (c) The use of equipment—such as speakers, radios, amplifiers, video game equipment, car engines, sub-woofer speakers or musical instruments including car sound systems—in a manner that violates a standard of quiet conducive to study or sleep is not permitted.
- (d) Sound equipment or speakers may not be placed facing out of an open window.
- (e) Yelling between buildings and banging on or rattling pipes in the buildings or apartments is prohibited.
- (f) Beginning reading day through the last day of exams, 24-hour quiet hours shall be in effect.

### 4.6 Smoking and the Use of Tobacco Products

- (a) Smoking and the use of tobacco are prohibited in or on all university owned, operated or leased property including vehicles. Tobacco is defined as all tobacco-derived or containing products, including and not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, vapes, cigars and cigarillos, hookah smoked products, pipes and oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco (e.g. snus). It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine.
- (b) Smoking is not permitted in Applewood Village Apartments. This includes, but is not limited to, the following: student rooms, hallways, doorways, reception areas, lobbies, lounges, restrooms, stairwells, loading docks, trash rooms or computer areas.

### 4.7 Dining Services

Dining Services has a strong commitment to providing a pleasant environment for all in dining common areas.

- (a) Initiating or participating in throwing food, drinks, or eating utensils is prohibited.
- (b) No dining equipment, including, but not limited to serving/eating utensils and dishes, may be carried out of the dining commons area
- (c) Food stuffs, other than those permitted and advertised as such in the dining commons, may not be carried out.

## **5. GUESTS AND VISITATION**

With appropriate consideration for safety and security issues, and consistent with the following visitation guidelines, residents may welcome guests into their apartments. In doing so, however, residents assume full responsibility for their guests' behavior. Residents must observe host and guest guidelines established for their own residence or living area. Residents must also advise guests of these guidelines.

### **5.1 Guest Behavior**

- (a) All guests must have a resident host and be accompanied by the resident host at all times. The host must inform their guest(s) of applicable university and housing policies. Residents may be held accountable for their guests' conduct.
- (b) Guests must not infringe on the rights of roommates or other residents.
- (c) All guests must have resident escorts.
- (d) Restrooms must be used according to posted gender designations. University policy supports individuals in using the restroom that corresponds to their gender identity.
- (e) Guests may not use a resident's key or ID for any reason. A resident may be held responsible for knowingly permitting a guest to use their ID or keycard and for any consequences arising from such use.
- (f) Guests are strongly encouraged to carry a valid state ID on their person at all times. Failure to produce a valid ID may result in their removal from Applewood Village Apartments.

### **5.2 Guest Safety and Security**

Hosts are responsible for their guests' behavior, and guests must behave in a manner consistent with Community Standards of Conduct, including, but not limited to, the following:

- (a) Hosts are responsible for ensuring that guests are aware of fire evacuation and safety procedures in the event of emergency.
- (b) Hosts must adhere to all specified host, escort and guest registration guidelines for their apartments. Failure to comply with any of these guidelines may result in revocation of a guest's access to apartment buildings, police intervention and/or disciplinary action.

### **5.3 Overnight Guests**

With the consent of all roommates, and consistent with the following overnight and visitation policies, residents may welcome occasional overnight guests in their apartments.

- (a) Guests may stay overnight only three nights in any seven-day period without prior authorization from the housing coordinator (or assistant housing coordinator or designee).
- (b) Guests may occupy housing beds only with the permission of the resident to whom the bed is assigned.
- (c) Guests may not sleep in lounges or on lounge furnishings.

### **5.4 Visitation Guidelines**

All residents may declare their room off limits for visitation during certain days or hours by using the roommate agreement process. At all other times, with the permission of all roommates, residents may invite guests into their rooms or suites.

## **6. SALES AND SOLICITATION**

To protect resident privacy and to insure adherence to university policies, canvassing or solicitation of funds, sales, memberships, subscriptions or distribution of literature in University Housing and Dining facilities is prohibited unless permission is first granted in writing by the ATI Housing Office, 1901 Apple Orchard Drive, Wooster, OH, (330) 287-7504. University and Applewood Village Apartments groups are responsible for obtaining appropriate permission for any canvassing, sales or solicitation activities they wish to initiate in the apartment village. This includes:

- (a) Residents may post announcements and other publicity in approved posting areas with the prior permission of the housing coordinator (or assistant housing coordinator) or coordinator's designee.
- (b) All apartment village student publications (for example, village government newsletters) may be distributed only within the respective village area.
- (c) Signs may not be posted on apartment exterior doors, walls or in any other unauthorized areas.
- (d) Mail, which is to be placed in Applewood Village Apartments mailboxes, must be delivered by the U.S. Postal Service or by the university's campus mail service. Delivery by any other method, or the delivery of any other materials, is not permitted without the written permission of University Housing.
- (e) An individual or group may not act as a vendor or sales agent or set up or operate a business enterprise of any kind in university apartments or dining facilities, except as authorized in writing by University Housing.
- (f) Telephone solicitation is prohibited.
- (g) All door-to-door sales or solicitations are prohibited.
- (h) Food delivered to the apartment must first be ordered by a resident.
- (i) Residents who order food must accept delivery from the front doors of their respective apartments.
- (j) Individuals or groups who wish to distribute questionnaires, or undertake other research projects involving residents or staff, must contact the ATI Housing Office, 1901 Apple Orchard Drive, Wooster, OH 44691, for written permission. Authorization requires a written proposal submitted at least two weeks before the project begins.



## 7. SAFETY

### 7.1 911 Emergency Telephone Network

Dialing 911 in a non-emergency situation is prohibited by the university and by law. Staff can be contacted in non-emergency situations by calling University Housing or by contacting University Police at 7-0111. Use 911 when immediate assistance is required for life threatening or other emergencies including medical emergencies, fires or issues requiring immediate support from fire or police personnel.

### 7.2 Firearms and Weapons

- (a) Possession and/or use of any type of firearm or other weapon is not permitted in or around University Housing. This includes, but is not limited to, guns, chemical and dry ice bombs, explosives, bows and arrows, darts, fireworks, knives, paint guns, BB guns, pellet guns, air-soft guns, Tasers/stun-guns, nightsticks, sling shots and martial arts implements. This prohibition includes persons in possession of a concealed firearms permit.
- (b) The use and/or possession of fireworks, including novelty items, smoke bombs or explosive devices of any type, is not permitted in or around University Housing and is prohibited by the Ohio Revised Code.
- (c) Residents must report the unlawful possession, use, or storage of firearms, weapons, or explosives to housing staff.
- (d) Use or misuse of weapons, devices or substances in a manner that causes or threatens serious harm to the safety or security of others is prohibited.

### 7.3 Fire Prevention

Each apartment has specific regulations concerning fire prevention and safety that are mandated by the Ohio Fire Code. Violations of these regulations are violations of state law and are prohibited.

- (a) Setting fires inside or outside University Housing is prohibited and is punishable under the Ohio Fire Code. This includes, but is not limited to, igniting bulletin boards, wall coverings, trash containers and door decorations. The police will be involved in investigating all fire incidents.
- (b) Pulling a fire alarm or falsely reporting an emergency to the police or fire department is prohibited and is punishable under the Ohio Fire Code.
  - Residents of an apartment may be charged for unnecessary fire safety visits when it is determined that the smoke detector in an individual room was intentionally or negligently activated.
  - The unauthorized use, tampering or damage to emergency or safety equipment, including, but not limited to, smoke detectors, fire extinguishers, building fire hose connections and sprinkler systems is prohibited and is punishable under the Ohio Fire Code.
- (c) Obstructing or disobeying emergency evacuation procedures or drills is prohibited and is punishable under the Ohio Fire Code.
- (d) Every year, residential complexes suffer severe damage or loss from fires that begin with an open-flame cooking device being operated on a balcony. According to the U.S. Fire Administration, there is an average of 6,500 grill fires each year, resulting in almost \$27 million in fire loss. New regulations governing the operation of open- flame cooking devices, such as barbecue grills are presented in the 2005 Ohio Fire Code, which was effective September 1, 2005. This code was adopted by the Ohio Department of Commerce, State Fire Marshal Division and is effective statewide. According to section 308.3.1 of the Ohio Fire Code, the operation of a charcoal burner or any other open-flame cooking device is prohibited on combustible decks and balconies. In addition, these devices shall not be used anywhere within 25 feet of combustible construction, which could include a nearby wall, overhang, patio fence, railing or the deck above the resident's own deck or patio.
- (e) The Department of Public Safety Fire Prevention prohibits the use of non-university charcoal grills on campus. Propane grills may be used only when beyond 25 feet from any building and/or window.
- (f) Using items such as candles, wax/candle/oil warmers, incense, torches, welding equipment, gasoline engines or any item with an open flame, which, by nature of their use, may be left unattended, poses a fire hazard and therefore is not permitted in apartments, whether indoors or outdoors. This includes smoking, and use of tobacco, as defined and prohibited in section 4.6.

### 7.4 Fire Pit Policy

- (a) The ATI Housing Office and The Ohio State University Police Department must be notified at least one hour prior to starting a fire in a fire pit. ATI staff and University Police will advise and/or provide any special instructions. Permission may be refused at the discretion of the ATI housing coordinator and/or University Police, including when conditions are particularly dry and/or windy.
- (b) The purpose of the fire shall be for cooking food.
- (c) Only seasoned firewood may be used for fuel. No flammable liquids, such as gasoline or kerosene, may be used to start the fire. Only kindling, paper and a small amount of lighter fluid may be used.
- (d) The fire shall not exceed three feet in diameter at the base and not exceed a maximum flame height of three feet.
- (e) One person is in charge of the fire for the entire time. That person will remain with the fire until it is

extinguished.

- (f) A bucket of water must be kept by the fire when the burn pit is in use so that there is water available should something catch fire that is not meant to be burned. (g) If the fire creates a nuisance due to excessive smoke or any other reason, it must be extinguished immediately.
- (h) After a fire, water should be poured over the fire and stirred into the embers to make sure the fire is completely out before the person in charge of it leaves.
- (i) If there is a fire emergency, call 911 immediately.

## 7.5 Identification

Resident identity is established by the university photo identification card (BuckID). For safety reasons, residents must identify themselves and produce a university identification card when it is requested by housing staff or by other university officials. University identification cards may not be borrowed or loaned.

- (a) Residence Life Staff will not sign for any mail/packages that require a 21+ signature.
  - Students will need to make arrangements to pick these items up directly from the courier. It may be, that on occasion, such packages will be returned to the shipper.

## 7.6 Personal Safety

Behavior that endangers personal safety within the apartment village is not permitted.

- (a) Objects such as, but not limited to, firecrackers, Frisbees, balls, water hoses and containers of water are not to be discharged or thrown in the hallways, in student apartments, in public areas, in parking lots or from windows. Water or shaving cream fights, as well as any sports in hallways, including in-line skating, use of a hoverboard or other similar lithium battery powered self-balancing personal device or similar behavior that endangers resident safety or university property is not permitted in the apartment village or in the areas around University Housing.
- (b) Fire code limits to no more than 20% aggregate of a residence hall room walls be covered with combustible materials such as bulletin boards, posters and paper directly attached to the wall.
- (c) Paper, fishnets, parachutes, flags, drapes, tapestries, or other combustible items must not be hung from or attached to room ceilings; they constitute a fire hazard. Items may not be hung from sprinkler heads, no matter how light they are. Hanging items and not inserting devices into sprinklers may break or interfere with the mechanism or set off the sprinkler.
- (d) Storage and use of hazardous chemicals and materials are strictly prohibited other than common household cleaning materials in consumer quantities. Other exceptions, such as therapeutic drugs and medical cases, may apply and must be approved through the Office of Student Life, Risk and Emergency Management.
- (e) Using doors with security alarms is prohibited except during emergency evacuation. Because they prevent the spread of smoke and fire, fire doors or locked doors may never be propped open.
- (f) Collecting and storing paper for recycling is prohibited in the apartment village, unless it is in accordance with the university's recycling program.
- (g) Residents are not allowed in unauthorized areas within the apartment village. Such areas include, but are not limited to, any place that is officially closed, any place restricted to designated persons only, or any place where the safety and welfare of the residents could be endangered.
- (h) Residents should visit the following websites providing helpful information on elevator safety: [eesg.org/associatedcontent/article/27417/elevatorsafety](http://eesg.org/associatedcontent/article/27417/elevatorsafety)
- (i) In the rare instance where a personal item falls into an elevator shaft, residents or guests should never attempt to recover the item. Incidents should be reported to Service2Facilities at 614-292-4357. Items may only be recovered by Service 2 Facilities during their normal business hours (M-F, 6 a.m. to 4 p.m.). Temporary BuckID and room keys are available for residents in the interim. Where a resident cannot wait until the next business day for the item (i.e., there is a demonstrated, immediate need for the item as determined by Residence Life), a specialized contractor must be called in to recover the item. There is a \$470 fee for this call, which will be charged to the student's account. Please note that items are often damaged and occasionally unable to be located and recovered. The call in fee is charged regardless of the recovery and/or status of the item.

## 7.7 Traffic Safety

Traffic and parking on university grounds are regulated by university rules, regulations and state laws that are enforced by University Police. The speed limit on University Housing property is 15 mph.

- (a) All persons, vehicles—especially bicycles—and pedestrians must follow all posted traffic signs.
- (b) Residents and nonresidents are discouraged from traveling in circuitous fashion on campus roads and parking lots. Repeated offenders can and will be cited with cruising and disallowed from parking privileges. Cruising and/or circuitous traveling is defined by two or more passes through campus housing in any given hour.
- (c) Nonresidents who fail to comply with any traffic and parking regulations may be disallowed from further visits to the apartment village.

- (d) Driving on unpaved areas, service roads or areas designated for foot traffic (such as sidewalks) is prohibited.

## 7.8 Self Care

Residents must engage in self care, including appropriate personal hygiene and management of medical conditions, so as not to unduly compromise the health and safety of the apartment community. Residents who are unable to engage in self-care without assistance should collaborate with the appropriate office including Disability Services, Counseling Services, the Office of Diversity and Inclusion or Student Health Services.

## 8. MOVE-IN, MOVE-OUT AND BREAK PERIODS

- (a) The resident can move their belongings into their apartment on move-in day.
- (b) At the end of autumn semester, if a resident is graduating, transferring, leaving on internship or withdrawing from the university, the resident should vacate their apartment within 24 hours after their last exam. If the resident cannot vacate the apartment, he or she must obtain prior permission from the housing coordinator (or assistant housing coordinator) to remain later.
- (c) At the end of spring semester, the resident should vacate their apartment within 24 hours after their last exam. If the resident cannot vacate the apartment, he or she must obtain prior permission from the housing coordinator (or assistant housing coordinator) to remain later.
- (d) Graduating seniors are permitted to stay in their apartments until graduation day.
- (e) During break periods, residents in non-academic-year housing are not permitted access to the apartment, per the Terms and Conditions of their contract.
- (f) During break periods, the room/apartment temperature must be maintained at 60 degrees to avoid pipe damage and all windows must remain closed.

## RESIDENTS' RIGHTS

As members of the residential community, you have the right to expect the following:

- The ability to sleep, read and study, free from undue interference, unreasonable noise and other distractions.
- Personal privacy within the limits of the apartment village.
- A clean living environment.
- Freedom from harassment, including sexual harassment, as well as threats of intimidation and physical or emotional harm. This includes acts of ethnic or racial intimidation, hazing or harassment for reasons of race, religion, gender, gender identity or expression, sexual orientation, age, disability or veteran status.
- Assistance and support resources from housing staff.

## RESIDENTS' RESPONSIBILITIES

As members of the residential community, you have the responsibility to:

- Help maintain an environment conducive to academic pursuit.
- Treat fellow residents and housing staff with respect, consideration and cooperation.
- Accord every resident personal dignity and report incidents of racial or other discrimination or harassment to housing staff.
- Understand and comply with all university and housing policies and regulations.
- Resolve personal and community issues in a calm and diplomatic manner.
- Take action by addressing any situation with a housing staff member or a fellow resident (if you feel comfortable) when it interferes with your rights or the rights of others.
- Exercise an individual commitment to personal and community security.

