

2021–22

# RESIDENTIAL LIVING HANDBOOK

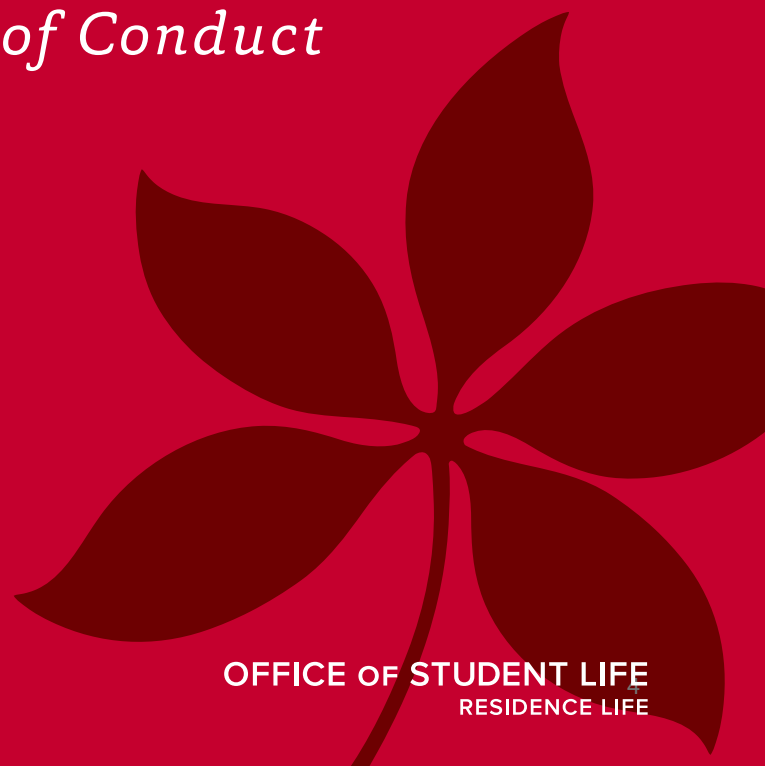
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*Community Standards of Conduct*



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 in the residence halls 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, Graduate- Gateway and Family Housing Addendums, published in their entirety on the Housing website ([housing.osu.edu](http://housing.osu.edu)); and the Code of Student Conduct, available at [trustees.osu.edu/rules/code-of-student-conduct/](http://trustees.osu.edu/rules/code-of-student-conduct/), which applies to the conduct of all registered students and registered student organizations. For purposes of this document, residence halls include on-campus rooms, suites, apartments, and Gateway.

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

University Housing 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 director/coordinator (or assistant hall director) 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 suspected violations of these standards to the Office of Student Conduct. For more information regarding the Code of Student Conduct, visit <http://trustees.osu.edu/rules/code-of-student-conduct/>.

## **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.
- A clean living environment.
- Freedom from harassment as defined in University Policies 1.10 and 1.15, so sufficiently severe, persistent, or pervasive such that it unreasonably interferes with, denies, or limits an individual's ability to participate in or benefit from the university's education and employment programs and activities.
- 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.

# 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. OSU 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 protecting 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 or room 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/room are held mutually liable for damages to the apartment/room once occupancy is established.
- (e) An individual resident of an apartment/room is solely liable for damages to the apartment/room when individual responsibility for the damages can be clearly established.
- (f) Rooms, apartments or suites must be in the same condition upon resident departure as recorded in the ERCR.
- (g) Residents are responsible for locking their apartment/suite/room doors. Residents may be held accountable for loss of personal belongings or university property if their apartment/suite/room 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 the residence halls when individual or group responsibility for the damages can be clearly established. Residence hall elevators are considered part of the residence halls' public areas. 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 the residence halls cannot be established, all residents of the hall are held financially liable for those damages. This policy is in accordance with the Terms and Conditions of the Residence Halls 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) 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.

### **21 Keys**

University room, apartment and suite keys are issued to the assigned occupants of the rooms, apartments or suites. Residents may not lend their keys to anyone. This includes both hard keys and electronic/ID key cards. Lost, missing, or stolen keys must be reported as soon as possible to residence hall staff. If a key should be lost, a temporary lock shall be placed on the door and 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.)

- (a) It is a violation of state statutes and university regulations to duplicate keys or key cards to any residence hall or commons area door.
- (b) Residents are financially responsible for the cost of changing locks and producing keys to residence hall doors and mailboxes if applicable if they do not return their residence hall keys when they check out of a residence hall.
- (c) Residents who accidentally lock themselves out of their apartments/rooms may borrow a brass key or a keycard for a limited time by presenting their university identification at the residence hall front desk or the housing office. However an unreasonable amount of lockouts will result in charges to ensure resident security. In residence hall rooms with brass key access and electronic key card access, only 12 lockouts will be permitted. A 13th lockout will result in a \$150 charge for processing. The lockout allowance will reset following the issuance of the fee being assessed. As stated in the automated electronic confirmation email, failure to return a loaner card or temporary brass key issued by the front desk within 30 minutes will result in a \$30 fee. Failure to return a temporary brass key issued will result in a \$150 fee.
- (d) 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.
- (e) Temporary BuckID's are available at your assigned building's front desk in case a resident loses their BuckID outside of the normal business hours for the BuckID office. (Go to [www.buckid.osu.edu](http://www.buckid.osu.edu) for additional information.) Temporary BuckID's are active for a maximum of 72 hours. Residents must visit the BuckID office during this time to have their ID replaced. A resident will not be issued multiple temporary ID's for the same loss. As stated in the automated electronic confirmation email, failure to return the temporary ID within 72 hours to the front desk in which the card was issued will result in a \$30 fee.

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

- (a) Room, apartment or suite 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) Room, apartment or suite furnishings provided by the university may not be transferred or interchanged among room, apartment, suite or public areas. Residents may be billed for missing furnishings upon checkout from the room, apartment or suite.
- (c) All university-provided appliances (microwave/refrigerator/ freezer and dishwashers where applicable) must be in the same working condition upon departure as they were upon arrival.
- (d) All university-provided furniture must remain in the room/suite and in the same working condition upon departure as they were upon arrival.

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

Many residence halls are equipped with washers, dryers and vending machines and may include game equipment that are available for the exclusive convenience of residents. Washers and dryers in the residence halls are available at no charge. Laundry facilities are available only to those living in university housing. Please report inoperable machines or appliances to residence hall staff.

- (a) Tampering with or maliciously damaging (a) any machine, appliance, or game equipment is prohibited.

### **24 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 3.5 (i) for more information on windows)



## 25 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 network access, cable/phone accounts and BuckID accounts or services.
- (b) 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.

## 3. PERSONAL PROPERTY, APPLIANCES AND EQUIPMENT

Residents may bring some personal property, appliances and equipment to campus for use in their apartments, rooms or suites, 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 residence hall facilities.

### 3.1 Appliances

Residents may use some personal appliances within their rooms, apartments or suites, 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 rooms, apartments or suites: clocks, stereos, televisions, fans, personal computers, lamps, rice cookers, and the university-provided combination microwave/ refrigerator/freezer\*. (\*this combination appliance is not provided at Mendoza House, Gateway, Neil or Worthington)
- (b) Residents, exercising reasonable caution, may use the following appliances in their apartments, rooms or suites: pod-style 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 and never on bedding, upholstery, or wood surfaces.
- (c) Appliances should be attended while in use and unplugged when not in use.
- (d) Residents may not use the following appliances in the residence halls: including but not limited to 3D printers, microwave ovens and refrigerators (other than the combination microwave/refrigerator/freezer) as well as toaster ovens, hot pots, electric skillets, hot plates, electric grills, electric blankets, heating pads, space heaters, sun lamps, air conditioners, or any popcorn popper other than a hot air popcorn popper. Residents in Gateway: please refer to the addendum at the end of this document.
- (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, or 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) Residents living in the following facilities, and exercising reasonable caution, may use additional appliances in the kitchen areas of their living quarters:  
237 E. 17th Avenue | Neil Building | Worthington Building | Mendoza House  
Fechko House | Pomerene House | Hanley House | German House | Gateway Complex
- (i) The following additional appliances may be used in the community kitchen only: self-contained fryers, electric skillets and toasters. \*Students living in units with kitchens should consult with their hall director for clarification of exceptions.
- (j) Hoverboards, and similar lithium battery self-balancing personal transportation devices, are not permitted to be used in any residence hall, including rooms, suites, 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 for all lithium battery self-balancing personal transportation devices:
  - Observe charging of device at all times and do not charge overnight
  - Do not charge a device overnight or in a separate room where one cannot observe it at all times
  - Charge and store in an open, dry area away from combustible materials
  - Do not charge directly after riding; first allow the device to cool
- (k) 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.

### 32 Discarding of Personal Property

- (a) Any items, including but not limited to personal property, left behind will be stored on a temporary basis for 14 days and then discarded if not retrieved by the resident.
- (b) Residents who utilize the After Hours check-out process will have any remaining items discarded immediately after vacating their room/suite/apartment.

### 33 Technology Usage

The Ohio State University, through University Housing, provides network connection services in the residence halls 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 [ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf](http://ocio.osu.edu/sites/default/files/assets/Policies/Responsible-Use-of-University-Computing-and-Network-Resources-Policy.pdf), 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 showers, 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.

### 34 Bicycles

Bicycles or personal mobility devices (owned or otherwise) larger than a skateboard may be stored outdoors in one of the bicycle racks provided. In some halls, spaces called "Bike Rooms" are available for indoor bicycle storage. In halls without bike rooms, bikes are not permitted in the building. Bicycles or personal mobility devices larger than a skateboard may not be stored in individual rooms or suites or ever ridden in the building.

### 35 Room Furnishings

Residents may add limited personal furnishings to their rooms or suites, provided that the furnishings neither restrict reasonable freedom of movement within shared living space nor endanger resident safety.

- (a) In certain residence halls it may be possible to loft university provided beds. Where this is available some bed types allow beds to be lofted using university equipment and some bed types will require students who desire to loft their bed to rent a bedloft through a specific company the university has designated. Students are prohibited from lofting their own beds. To request a bed to be lofted, they must contact environmental services at 614-292-9334. All lofted beds are required to have bed rails which can also be installed by contacting environmental services. Residence hall furniture must remain in the room or suite even if it is not used as part of the loft.  
Housekeeping cannot store unused furniture.
- (b) Residents may carpet their rooms or suites if they are not 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.
  - Residents are assessed for damages caused by carpets and for any special housekeeping services made necessary by installation or removal.
- (c) Waterbeds, pools of water and water chairs are not permitted in residence halls.
- (d) In personalizing apartments, rooms or suites, residents may not rewire them or otherwise modify electrical outlets, switches, fixtures, or wall coverings.
- (e) Installing wall/ceiling-mounted electrical items (including, but not limited to, fans, lights, etc.), is prohibited.
- (f) Residents may not move furniture from the public areas of the residence hall to their apartment, room or suite.
- (g) Room painting and wallpapering are not permitted.
- (h) Resident room or suite furnishings including room doors may not be removed.
- (i) 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.
- (j) All university-provided furniture must remain in the room/suite and in the same working condition upon departure as they were upon arrival.

### 36 **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.
- (b) 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

### 37 **Exercise Equipment**

- (a) Hand weights, free weights or other weight lifting equipment under 10 pounds may be used in resident apartments, rooms or suites.
- (b) 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.

## 4. **RESIDENT PRIVACY AND BEHAVIOR**

### 4.1 **Access to residence halls and apartments**

The university will strive to provide a safe and secure housing for residents while respecting the residents’ rights to privacy, and

every effort is made to ensure privacy in University Housing.

- (a) To ensure a safe and secure residential environment, all exterior residence hall doors are secured with a BuckID reader or key lock. Residents will have 24-hour access to the main residence hall doors of their hall/complex and may have limited access to auxiliary doors during the day. Residents have the privilege to visit residence halls other than their own (hall/complex) at limited times. The privilege to have access to residence halls may be revoked by University Housing staff professionals for noncompliance with the Community Standards of Conduct, Terms and Conditions and Addendums published in its entirety on the Housing website and the Code of Student Conduct, available at [studentlife.osu.edu/csc](http://studentlife.osu.edu/csc).
- (b) 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.
- (c) 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.
- (d) In University Housing, the designated university official shall be a housing coordinator, hall director, assistant hall director, or assistant/associate director of Residence Life. When a housing coordinator, Hall Director, or Assistant Hall Director 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.) Law officials may enter, search and seize evidence in accordance with applicable law.

## 42 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, including STEP approved chapter houses, 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 residence hall rooms and apartments (with the door closed) when such possession and consumption is consistent with the Ohio Revised Code ([codes.ohio.gov/orc](http://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 bongs, funnels, etc.) are prohibited.
- (d) Individuals who bring alcoholic beverages into residence hall rooms and apartments 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 residence hall facilities.
- (i) Residents may not bring in or store kegs or similar containers that hold large amounts of alcohol in the residence halls or in their apartments, rooms or suites.
- (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 the residence halls.

## 43 Amnesty

- (a) At the university's discretion, amnesty may be extended to students who may be hesitant to report violation of the code to university officials because they fear that they themselves may be accused of minor policy violations, including but not limited to underage drinking, at the time of the incident. If a student is granted amnesty, an educational discussion or other informal resolution may be considered, but no university conduct proceedings under this code will result. At the university's discretion, amnesty may also be extended

on a case-by-case basis for minor policy violations when students request assistance for others in need, including the person receiving assistance. If a student is granted amnesty, an educational discussion or other informal resolution may be considered, but no university conduct proceedings under this code will result. In cases of academic misconduct, need does not include the inability of a student to complete an assignment without assistance.

#### 44 **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 the residence halls to residential hall 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.

#### 45 **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.

#### 46 **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/rooms from areas such as hallways, adjoining apartments/rooms, or through open windows.
  - All residence halls observe 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, sub-woofer speakers, video game equipment, car engines 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) 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 the day after the last day of classes, through the last day of exams, 24-hour quiet hours shall be in effect.

#### 47 **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 other than for the purpose of cessation.
- (b) Smoking is not permitted in the residence halls. 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.

#### 48 **Dining Services**

Dining Services has a strong commitment to providing a pleasant environment in all dining operations.

- (a) Initiating or participating in throwing food, drinks, or eating utensils is prohibited.
- (b) No dining equipment, including, not limited to serving/eating utensils and dishes, may be carried out of the dining commons area.

- (c) Food items, other than those permitted and advertised as such in the dining commons, may not be carried out.
- (d) BuckIDs are not to be shared for food services. A traditional meal plan is purchased for one user, and access or attempt to access a dining hall with a BuckID by anyone other than the BuckID account holder is not permitted and may be referred to Office of Student Life Student Conduct, OSU Police Division and/or the appropriate office for further review.

#### **4.9 Public Spaces**

Public spaces are provided to meet academic and social needs. Sleeping is not permitted in public residence hall/dining spaces and where applicable apartment patios and/or balconies.

#### **4.10 Care of Facilities**

Residents are expected to care for public and private spaces. This includes: disposing of trash in the receptacles provided; cleaning any spills/messes; using furniture in the intended manner, lounge furniture cannot be removed; and using the restroom facilities for their intended use.

- (a) Restrooms must be used according to posted gender designations. University policy supports individuals in using the restroom that corresponds to their gender identity. One restroom on each wing in remodeled facilities will be designated as gender inclusive and available for use by all students and guests.
- (b) Students in the following communities must dispose of their trash and recycling in the appropriate outside containers: Archer House, Hall Complex (Neil Building, Worthington Building, Scholars East, Scholars West, Fechko House, German House, Hanley House, and Pomerene House), Lawrence Tower, Mendoza House, Norton House, Park-Stradley Hall, Residence on 10th, Siebert Hall, and Smith-Steeb Hall.
- (c) Students in Blackburn House, Bowen House, Busch House, Drackett Tower, Halloran House, Haverfield House, Houston House, Nosker House, Raney House, Scott House, Taylor Tower and Torres House, must dispose of their trash and recycling in the first floor trash room.
- (d) Residents are prohibited from placing or throwing trash on top of the trash compactor.

### **5. GUESTS AND VISITATION**

For the health and safety of our university community, visitors (anyone living outside of a student's specific residential community) will not be permitted after student move-in. Overnight guests are also prohibited.

### **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 operations is prohibited unless permission is first granted in writing by Residence Life, 190W.Woodruff, 292-3930. University and residence hall groups are responsible for obtaining appropriate permission for any canvassing, sales, or solicitation activities they wish to initiate in the residence halls or dining commons. This includes:

- (a) All residence hall student publications (for example, hall government newsletters) may be distributed only within their respective halls or complexes.
- (b) Signs may not be posted on residence halls or dining commons exterior doors, walls, or in any other unauthorized areas.
- (c) Mail, which is to be placed in residence hall 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.
- (d) 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 residence halls or dining commons, except as authorized in writing by Housing Services.
- (e) Telephone solicitation is prohibited.
- (f) All door-to-door sales or solicitations are prohibited. Residents who order goods or services, in addition to food, must accept delivery in their residence hall lobby or exterior of the residence hall facility.
- (g) Food delivered to a residence hall must first be ordered by a resident.

### **7. SAFETY**

#### **7.1 911 Emergency Telephone Network**

Dialing 911 or the use of an emergency phone in a non-emergency situation is prohibited by the university and by law.

Ohio State University Police may be contacted in a non-emergency by dialing (614) 292-2121. 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.

## 72 Firearms and Weapons

- (a) In alignment with the Code of Student Conduct, possession and/or use of any type of firearm or other dangerous weapon or device is not permitted. Except as provided by the Code of Student Conduct, this includes in areas in or around University Housing. This prohibition 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 equipment. 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.

## 73 Fire Prevention

Each residence hall adheres to the 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) Residents, in addition to Ohio Fire Code stipulations, are prohibited from the use of halogen bulbs and incense.
- (b) 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.
- (c) 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 a room or suite 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.
- (d) Obstructing or disobeying emergency evacuation procedures or drills is prohibited and is punishable under the Ohio Fire Code. If the fire alarm bells are ringing in a building, residents must evacuate the building.
- (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. Propane tanks must be stored in accordance with the Ohio Fire Code.
- (f) Using items such as candles, wax/candle/oil warmers, incense, torches, 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 residence halls, whether indoors or outdoors. This includes smoking, and the use of tobacco, as defined and prohibited in section 4.6, and vaping.

## 74 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. Failure to produce identification when requested may result in removal from housing facilities and/or police intervention. 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.
- (b) 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.

## 75 Personal Safety

Behavior that endangers personal safety within the residence halls 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,

skateboarding, 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 residence halls.

- (b) Fire code limits to no more than 20% aggregate of residence hall room walls be covered with combustible materials such as bulletin boards, posters and paper attached directly to the wall.
- (c) Paper, fishnets, parachutes, flags, drapes, tapestries, or other combustible items must not be hung from or attached to apartment, room or suite ceilings; they constitute a fire hazard. Items may not be hung from sprinkler heads, no matter how light they are. Hanging items and 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 gases, may apply and must be approved through the Office of Student Life Risk and Emergency Management.
- (e) Packages shipped to the residence halls marked as containing hazardous materials may be returned to sender.
- (f) 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.
- (g) Residents are not allowed in unauthorized areas within the residence or dining facilities. 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 protect personal property by using the various services provided by Student Life. (See [studentlife.osu.edu/safety](https://studentlife.osu.edu/safety).)
- (i) Residents should visit the following websites providing helpful information on elevator safety: <https://sifacilities.osu.edu/posts/documents/residence-hall-elevator-posting.pdf>
- (j) 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 Service 2 Facilities 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.). A service fee of \$85 will be charged to the student's account. Temporary Buck ID 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 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.

## 7.6 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. 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.
- (b) Nonresidents who fail to comply with any traffic and parking regulations may be disallowed from further visits to University Housing.
- (c) Driving on unpaved areas, service roads, or areas designated for foot traffic (such as sidewalks) is prohibited.

## 7.7 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 residence hall community. Residents who are unable to engage in self-care without assistance should collaborate with the appropriate office including Disability Services, Counseling and Consultation Service or the Student Health Service.

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

- (a) The resident can move their belongings into their residence hall on scheduled move-in day(s).
- (b) At the end of each semester, the resident should vacate the residence hall within 24 hours after their last exam. If the resident cannot vacate the residence hall, he or she must obtain prior permission from the Housing Services Office (614-292-8266) to remain later.
- (c) Graduating seniors are permitted to stay in the residence halls until graduation day.
- (d) During break periods, residents in non-academic-year housing are not permitted access to the residence halls, per the Terms and Conditions of their contract.
- (e) Gateway residents should refer to their own Terms and Conditions.



## **GATEWAY ADDENDUM**

### **South Campus Gateway-Building Overview**

#### **South Campus Gateway Buildings**

The Gateway residences are comprised of four different apartment/townhouse buildings within the South Campus Gateway development:

- (a) A Building: apartments are located at 1595 N. High Street
- (b) B Building: apartments are located at 1620 N. High Street
- (c) FNorth: townhouses are on E. 11th Avenue
- (d) FSouth: townhouses are on E. 9th Avenue

Gateway residences are part of University Housing and all residents are to abide by the Residential Living Handbook which outlines community standards for conduct. Gateway is staffed with Community Advisors (CAs) for community wellbeing.

### **Check-in Procedures**

#### **Initial Check-in Appointment**

It is the responsibility of the resident to know and attend their initial on-site check-in appointment with University Housing. Due to limited parking, failure to attend in person may result in the move-in time being adjusted to another available timeslot.

#### **Temporary Parking and Loading**

Temporary parking on the loading pads located behind buildings A and B requires a two-hour parking pass, made available during the initial check-in meeting.

#### **Secondary Identification Information Requirement**

Upon check-in, Gateway residents are to have an activated Buck-ID and to provide secondary identification information. This information will be used by Gateway Security dispatch to verify a resident's identity in lockout situations. For international students who have not attended Orientation yet, an active BuckID must be presented to the Gateway front desk within 48 hours of arrival.

#### **Emergency Contact Information**

Gateway residents are to provide an emergency phone number to University Housing, upon check-in, to be used for emergency notifications only.

#### **Email Address and Communication**

All notices and residential correspondence from University Housing will be delivered via email. It is the responsibility of the resident to make sure University Housing has your correct email address.

#### **24-7 Security Desk**

Gateway's 24/7 desk is managed by the Gateway Security team. It is located on the ground floor of the South Campus Gateway garage. To report lockouts, proximity card issues, excessive noise, other nuisances, or to contact your on-call ResLife staff you may call the security desk at (614) 247-5936 or visit their front desk location.

#### **Lock Outs**

Gateway Security Desk (614) 247-5936

Residents are to contact Gateway Security if they become locked out of their apartment. Residents have to prove their identity to be let back into the apartment by Gateway Security. Accepted forms of identification verification are BuckID, state-issued driver's license/identification card or previously provided secondary identification information.

## Lost Keys / Access Card Fees

Residents are responsible for paying charges if they lose their keys or proximity cards. There is a \$150 charge for lost keys and a \$30 charge for lost proximity cards. In addition to standard university lock change fees, residents will be billed for lost access cards and mailbox keys. If keys are lost within the elevator shaft, fees will be determined by the service provider.

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. All keys must be returned to University Housing upon termination of occupancy or University Housing may impose a reasonable charge.

## Electronic Room Condition Report (eRCR) Report

It is the resident's responsibility to obtain and fill out their electronic Room Condition Report (eRCR), emailed within two weeks of move-in, to record the initial condition of the assigned apartment.

## Reporting Problems

Maintenance: Please file an electronic service request at <http://s2f.sou.edu> for apartment or public area service needs.

Emergency Maintenance Issues: To report emergency maintenance issues, such as flooding, electrical outages, water outages, elevator outages/entrapments, broken locks and loss of heat or hot water please call (614) 292-HELP.

Parking Garage Issues: To request a resident parking pass or to report issues with garage parking passes, elevators, cleanliness, or pay booths please contact CampusParc at (614) 688-0000 or visit their website at <http://www.campusparc.com/>

Billing/Check-in: Please contact our on-site University Housing contract manager, Matthew Gaul, for all billing or check-in concerns.

Pest Control: It is the resident's responsibility to report pest issues, in a timely manner, to our service team at (614) 292- HELP

Community Concerns: Please contact your assigned CA for all community and wellness concerns. If these concerns are not being addressed in a satisfactory manner, you may also contact your Housing Coordinator, Jennifer Nelson, at Neil front desk, (614) 292-6632.

Roommate Agreement Forms: Residents will have the opportunity to complete a roommate agreement form mediated by their assigned CA at the beginning of their residency. Residents may also request additional meetings to amend the original roommate agreement.

Immediate Safety/Security Concerns: Contact the Gateway Security office to report suspicious behavior or accidental fire alarms at (614) 247-5936.

Furnishings: Painting and wall-papering of the premises is prohibited. No satellites, radio wires, television or other aerials or any other objects shall be attached to the roof or exterior of any building.

## Community Standards

### Balconies

Community members are expected to maintain reasonable levels of noise and behave in accordance with the Residential Living Handbook on their balconies. Yelling, hanging off of railings, and throwing items are not permitted on apartment/townhouse balconies. Storing of items on balconies is prohibited.

Additionally, lights, garlands, signs, flags, or other materials are not to be hung, wrapped or displayed off of the exterior balconies.

### Bicycles

Bicycles can be stored 24/7 in the Gateway garage.  
Bicycles stored on bike racks outside the garage will be cut and removed after 12 hours.

Bicycles are not to be stored inside the buildings, including public areas. All found bikes will be removed from the premises.

Bicycles should be parked in the bicycle racks provided. Residents MAY NOT chain bicycles in breezeways, balconies, or to trees. Chaining bicycles to balconies presents a safety hazard and blocks access to apartments should emergency equipment be needed. Bicycles chained to breezeways, balconies and trees will be removed by work crews without notice.

### **Building Access**

Gateway residents have proximity card access to their assigned building front door. All Gateway residents may access A building Monday - Friday from 8 am to 8 pm.

FNorth residents have access to B building amenities and FSouth residents have access to A building amenities.

### **Courtesy Hours**

All resident halls observe quiet hours beginning at 9 p.m. Sunday through Thursday nights and after 1 a.m. Friday and Saturday nights. Quiet hours extend until 7 a.m. daily.

### **Enrollment**

Gateway is a residential community. As such, full-time enrollment is required to maintain one's contract with University Housing. Please contact University Housing office for needed exceptions. Post-graduation law students may opt to remain in their apartment over the summer in preparation for the bar exam.

### **Guest Entry**

A and B Buildings: From the directory in the vestibule, your guest will dial the four digit number next to your name. It will dial the phone in your apartment and after you answer, dial 6 and it will open the secured door for your guest. Please DO NOT open the door for just anyone unless you know who that person is.

FNorth and FSouth: Guests are to use exterior doorbells.

Residents may be held accountable for the behavior of their invited guests. Please refer to the Residential Living Handbook section on guests and visitation for a comprehensive list of University Housing guest policies.

### **Unauthorized Access**

Unauthorized access to roofs, trash, equipment, maintenance or any other restricted area is strictly prohibited and may be considered grounds for trespassing.

### **Obstruction**

The driveways, sidewalks, courts, entry passages, stairs and halls shall not be obstructed, used for bicycles, motorcycles or other vehicles or any purpose other than ingress and egress.

### **Fitness Rooms**

There are two fitness rooms available within the Gateway residences; one fitness room is located within A building and the other is located within B Building.

A Building: fitness room is located on the 2nd floor right off the elevator.

B Building: fitness room is located on the 2nd floor; left out of the elevator, left side as you turn the corner.

FNorth/FSouth residents have assigned 24-hour access to their building's assigned fitness room.

- FNorth residents are assigned to the A building fitness room
- FSouth residents are assigned to the B building fitness room

Please refer to the Residential Living Handbook sections on weight rooms for a comprehensive list of University Housing's workout room policies.

### **Public Spaces**

**Reading/Workout Rooms:** All furniture, appliances, equipment, supplies and decorations are to remain in their

designated public spaces for the enjoyment of all residents. Residents are not allowed to consume alcoholic beverages in public areas. Please refer to the Residential Living Handbook sections on UH property theft for a comprehensive list of public space furnishing policies.

**Lobbies:** Lobby monitors are not to be tampered with, destroyed, or taken off the wall.

### **Check-out**

Residents are responsible for vacating their assigned room and returning all keys upon their assigned move-out date. Residents are to see their assigned CA to schedule an exit walk-through of their room before departing. Rooms must be in the same condition upon resident departure as recorded in the eRCR. Residents are to schedule a time with the leasing coordinator, Matt Gaul, to return their issued keys and proximity card.

## **Apartment/Townhouse Standards**

### **Apartment Phone**

Gateway apartments are equipped with a land line phone and will be active upon move in and include a basic phone line with a university number from the Office of Information Technology (OIT) that should have been provided at the time of move-in. Residents will have unlimited local and campus service, calling 9-1-1 access and touchtone dialing. Residents will need to provide their own phone equipment. Dialing and feature instructions and more details about these standard phone services are available at [units.osu.edu/gateway/index.php](http://units.osu.edu/gateway/index.php) or by calling OIT at 614-688-HELP. When calling any campus numbers, press the last 5 digits of the phone number. When calling local off campus numbers dial 9 + 7 digit phone number. When calling another resident, dial the last 5 digits of the phone number.

## **Appliances, Alarms and Utilities**

### **Monthly Utility Fee**

A utility fee is included within each month's rent to cover water usage. All other utilities are included in the monthly University Housing fees.

### **Carbon Monoxide Detector/Alarms**

FNorth and FSouth apartments are equipped with carbon monoxide alarms. These alarms detect the presence of dangerous levels of carbon monoxide. If this alarm goes off, evacuate the apartment immediately and call 9-1-1.

### **Fire Detector/Alarms**

All apartments are equipped with fire detectors. If you accidentally set off the alarm, please call Gateway Security at (614) 247- 5936 so that they may alert the fire department dispatcher to the false alarm.

Tampering, disabling or covering apartment fire detectors is strictly prohibited.

### **AC Thermostat/Furnace**

When using heat or air conditioning, the thermostat should be on the Auto setting, not Fan.

### **Dishwasher**

When placing dishes on the bottom rack, please do not place them in the center, as this causes the spray arm to stick and burns out the motor.

### **Washer/Dryer**

Each apartment is provided with an economy-sized, standup washer/dryer appliance. Do not overload the washer. The dryer lint filter, located on the back wall on the stackable washer/dryer, must be cleaned each time you use the dryer.

### **Door Area and Door Decorations**

Nothing shall be left outside the premises (doormats, shoes, etc.). Nothing shall be hung on door entrances to the premises. FNorth/FSouth apartments are permitted doormats as entrances are at street level.

## Mailboxes and Packages

A and B Buildings: Mailboxes are located in the mailroom, next to the elevators.

FNorth/FSouth Buildings: Exterior mailbox units are located outside of FNorth and FSouth buildings.

<b>FNorth: Unit #</b>	<b>Mailbox #</b>	<b>FNSouth: Unit #</b>	<b>Mailbox #</b>
Apt 43	1	Apt 42	12
Apt 45	2	Apt 44	13
Apt 47	3	Apt 46	11
Apt 49	5	Apt 48	10
Apt 51	4	Apt 50	8
Apt 55	6	Apt 52	9
Apt 57	7	Apt 54	7
Apt 59	9	Apt 56	6
Apt 61	8	Apt 60	4
Apt 65	10	Apt 62	5
Apt 67	11	Apt 64	3
Apt 69	13	Apt 66	2
Apt 71	12	Apt 68	1

It is the responsibility of the resident to know when their package is to arrive and to have the correct mailing address provided to their courier. The University is not liable for stolen, lost or incorrectly delivered mail.

## Writing Your Address (by Gateway Building)

<b>A Building</b>	<b>B Building</b>
Resident's Full Name	Resident's Full Name
1595 N. High St	1620 N. High St.
Apartment #	Apartment #
Columbus, OH 43201	Columbus, OH 43201

<b>FSouth</b>	<b>FNorth</b>
Resident's Full Name	Resident's Full Name
Apartment # E. 9th Avenue	Apartment E. 11th Avenue
Columbus, OH 43201	Columbus, OH 43201

## Parking and Loading Zones

**Long-term Gateway Garage Parking:** To request a resident parking pass or to report issues with garage parking passes, elevators, cleanliness, or pay booths please contact CampusParc at (614) 688-0000 or visit their website at <http://www.campusparc.com/>

**A and B building Loading Zones:** Please call Gateway Security at (614) 247-5936 to park your car on the paved loading dock areas in the rear of A and B buildings. Please provide Gateway Security with the make of car and license plate number. You may ask Gateway Security to unlock the rear loading doors to A and B building as well. Resident proximity cards do not have access to the rear doors.

Move-in parking in these loading areas requires a parking pass, made available during the initial check-in meeting.

## Storage Units

Nothing shall be left outside of storage units. All left-out items will be tagged and removed by security within 72 hours.

## Trash

**A and B Buildings:** All trash is to be bagged, in trash bags not exceeding 12 gallons, and thrown down the trash room chutes on your floor's trash day, in order to prevent clogged chutes. Trash is not to be left on the trash room floor.

- Floor 5: Monday
- Floor 4: Thursday
- Floor 3: Tuesday
- Floor 2: Wednesday

Furniture, appliances, and combustibles are not to be thrown down the chutes. The Gateway is part of a Smoke-Free Ohio State campus. Smoking is strictly prohibited.

**FNorth/FSouth:** Exterior trash rooms are located off of Pearl Alley and behind the FSouth building. All trash is to be bagged and thrown in the trash room dumpster.

## Reassignments

University Housing reserves the right to allow for room reassignments. Residents may petition for a change of room after the 4th week of occupancy with University Housing Contracting Office. Residents requesting a room reassignment will be billed a \$50 transfer fee.

## Subletting and Guest Policies

Subletting is not permitted at Gateway.

## Windows

Windows and doors shall not be obstructed. If the resident installs drapery over the blinds, any damage will be repaired at the resident's expense. Residents are responsible for damage caused by keeping the windows open during inclement weather.

## BUCKEYE VILLAGE ADDENDUM

### Alterations

To prevent damage to the apartments, alteration or permanent installations to the building or rooms is not permitted. Such alterations include installation of paneling, wallpaper, corkboards, screen doors, satellite dishes, plumbing fixtures, etc. PLEASE NOTE: Magnetic and Velcro closure screens are permitted. Zipper closure and permanent screens are NOT ALLOWED.

### Appliances

Both safety and conservation of energy are important considerations in Buckeye Village. To promote a safe environment, all appliances used in residents' rooms must be approved for use by Underwriters' Laboratory, a not-for-profit safety, testing and certification organization (a safety label will be visible somewhere on the product). Additionally:

- No additional air conditioners or full window fans may be installed.
- A humidifier must not be running if the relative humidity is over 50%.
- Residents in one-bedroom units shall not have a washing machine and/or dryer of any kind in their apartment
- Residents shall not install a dishwasher into any apartment at Buckeye Village.
- Residents are not permitted to have electric blankets, space heaters or sun lamps.

### Bathroom Fan

The bathroom fan must be kept connected in order to properly ventilate the bathroom. If a fan is disconnected, there is a \$25 charge to reconnect this fan.

### Community Center

The Buckeye Community Center is available for the use and enjoyment of our residents **during posted hours**; access can be gained using your BuckID to the front door and laundry area of the facility. Please note that the Community Center is used for a number of business purposes, and we ask for mutual respect among visitors and guests during that time. Because of high traffic volume, residents need to be responsible for the security of their belongings. This facility is for Buckeye Village residents, Child Care program participants and invited guests. Guests and those under the age of 12 must be accompanied at all times.

### Hanging Items and Clothing

Residents are prohibited from hanging anything, including laundry, from any items in Buckeye Village including but not limited to the following: trees, balcony railings, apartment gutters, apartment door overhangs, stair railings, etc.

- Clotheslines are not permitted anywhere in Buckeye Village.
- It is prohibited to have or store any clothing racks, or any other item(s) used to dry laundry, in any Buckeye Village public spaces, including but not limited to: grassy areas, yards, parks, stairwells, breezethroughs, Buckeye Village Community Center, Old Recreation Center, parking lots, sidewalks and/or trees. Any items left in these areas may be disposed of by Ohio State Staff.

Residents may utilize a small clothing rack in the outdoor spaces described below. However, the Resident must bring the clothing rack inside their apartment once the clothing is dry. Clothing racks shall not be left permanently outside. Buckeye Village is not responsible for any damage, theft, or other action or incident that may occur while clothing is outside the Resident's apartment to dry.

Residents in two-bedroom apartments with concrete back patios may have a small clothes rack on their back porch while drying laundry, provided that the apartment entrance is not blocked.

Residents in one-bedroom apartments may have a small clothes rack directly against the wall outside their apartment door, provided the apartment entrance is not blocked and/or it does not protrude beyond the apartment's air conditioning unit.

### Keys

If a key should be lost, the resident will be charged \$150 for a complete lock change to ensure safety and security. Residents who utilize the lock out service after hours may be charged a \$30 fee.

### Laundry Facilities

The laundry equipment is intended for use by Buckeye Village residents only. Please do not prop doors open. If

ventilation is needed, the windows may be lifted, but not the screens. For security reasons, please close and lock the windows when you leave. Access to the laundry room is available 24/7 using your BuckID.

## **Live Trees**

In addition to the provisions of Fire Prevention (7.3), live trees are prohibited in Buckeye Village apartments.

## **Mail**

Upon check-in, each apartment is assigned one mailbox in a postal station. Also located at the postal stations are large parcel bins. If you receive a package, the mail carrier will leave a key in your mail box to open the parcel bin. After retrieving your package, please leave the key inside the parcel bin and shut the door, which locks automatically. Mail is delivered directly to postal stations located in each court. Unwanted bulk-rate mail should be disposed of with your trash. Do not leave unwanted mail in mailbox areas as it is likely to be blown around the grounds.

Although Buckeye Village is part of the university, the campus mail service is not able to deliver pieces of university mail to home addresses. Please advise campus personnel that personal correspondence must be mailed through U.S. mail and not through the university mail system.

## **Office Hours**

The Buckeye Village Office is open seven days a week from 8 a.m. to midnight, including university holidays and semester breaks.

## **Postings and Fliers**

Residents may post announcements or flyers in the laundry room of the Buckeye Village Community Center.

Posting any items on trees, mailboxes, bus stops, apartment doors and/or buildings is prohibited in Buckeye Village. Anything posted in these areas will be removed.

## **Outdoor Spaces**

### **Bicycles**

Bicycles should be parked in the bicycle racks provided in each court parking lot. Residents MAY NOT chain bicycles in breezeways, balconies, or to trees. Chaining bicycles to balconies presents a safety hazard and blocks access to apartments should emergency equipment be needed. Bicycles chained to breezeways, balconies, and trees will be removed by work crews without notice.

- Residents in two-bedroom apartments with concrete back patios may keep bikes in this area, provided the apartment entrance is not blocked.
- It is not permitted to store bicycles in the front of any apartments.

### **Fireworks**

The use and/or possession of fireworks, including smoke bombs, explosive devices, sparklers, non-projecting fireworks, noisemakers, and/or designated as "trick and novelty", is not permitted in or around University Housing, including ALL areas of Buckeye Village Family Housing.

- All items that smoke, pop, and/or sparkle are prohibited.

### **Gardening**

Residents who have a garden area in front of their apartment may plant ornamental flowers and/or herbs in the dirt area between the apartment wall and the sidewalk.

- Fences and raised borders may not be used because they may interfere with grounds-keeping activities.
- Residents' flower beds should enhance the appearance of the Village and, therefore, should be well maintained. The flower bed area may not extend beyond 36" from the apartment wall. It is the resident's responsibility to keep the flower beds weeded and clean.
- No vines of any kind should be grown near or around apartments, as they may damage the brick. These may be removed at the discretion of Buckeye Village management.
- Vegetables and/or fruits may not be grown beside or around apartments because they attract pests and rodents. Fruit and vegetable plants may only be planted in the annual Buckeye Village Community Garden. The plots are located on the west side of the Village immediately in front of the Ohio State Child Care Center. Garden plots are available each spring to residents on a first-come first-served basis. Generally, the garden opens in May (pending weather) and closes in October every year.



- Gardening supplies (i.e. tools, potting soil, wood chips, chemicals, etc.) may not be stored on front or backporches.

## Grounds Keeping

Items that are found in shrub beds will be removed without notice to prevent damage to the shrubbery.

## Pools

No pools of any kind are allowed anywhere in Buckeye Village, including children's pools.

## Porches

Residents are permitted to store select items on their porches. However, entrances to front or back of your home may not be blocked as this is a safety hazard, especially in case of an emergency evacuation from your apartment. Any additional items may be stored in your apartment or storage unit, if applicable. If you have a question about an item, please contact the Buckeye Village front desk.

Storage of items outside of apartments is limited to the following items:

- For two-bedroom units, bikes may be stored on back patio. If you do not live in a two-bedroom unit, bikes must be stored on bike racks or in your storage unit, if applicable.
- A reasonable amount of toys (2-3 small/medium size) are allowed on the outside of the home but must be stored out of the way and not in any public areas. (\*Larger toys must be stored either in apartment or storage unit, if applicable).
- One rake or one snow shovel (depending on the season) may be stored on the back porch in two-bedroom units and up against the wall directly outside the door of first floor, one-bedroom units. Residents in second floor, one-bedroom units may store one rake or one shovel, if applicable, along the wall next to the air-conditioner.
- Propane grills are allowed, but must be stored on the back porch in two-bedroom units and up against the wall directly outside the door of first floor, one-bedroom units. Residents in second floor, one-bedroom units must store their grill in their storage unit and the propane tank must be stored along the wall next to the air-conditioner.
  - In addition, any resident who has a propane grill MUST store the propane tank neatly outside of the home with the propane grill.
    - PLEASE NOTE: Flammable items may NOT be stored inside any Buckeye Village areas including inside apartments and/or storage units.
- Personal charcoal grills are not permitted in Buckeye Village. There is a community charcoal grill located by the red playground that residents are allowed to use.
  - Residents may store one bag of charcoal on their porch for community charcoal grill usage.
- One shoe rack (no indoor furniture used as a shoe rack) is allowed per family along the wall next to the air-conditioner in one-bedroom units OR along the wall, not blocking egress, in either the front/back of two-bedroom units.
  - PLEASE NOTE: The shoe rack is to store shoes only. No other items may be stored on the shoe rack.
- A resident is permitted to have furniture outside the apartment if it is considered "outdoor furniture". (Wooden or upholstered is not considered "outdoor furniture".)
- Plants must be placed alongside the apartment wall near the air-conditioner for one-bedroom units OR along the wall in either the front/back of two-bedroom units.
- Garden hoses may be neatly stored on the back porch of 2-bedroom units.

## Public Spaces

No personal items are permitted in public spaces, including but not limited to: grassy areas, yards, parks, stairwells, breezethroughs, Buckeye Village Community Center, Old Reception Center, parking lots, sidewalks, and/or trees. Any items left in these areas may be disposed of by Ohio State staff.

## Storage

Some residents have an assigned storage area in a building basement and are responsible for securing the storage area with their own lock. To prevent unused storage areas from becoming "trash areas", we ask that residents secure their storage area regardless of whether or not it is being used. Each resident may store only in the bin assigned to their family. If a storage area is left unsecured and used as a trash area, the resident assigned to that storage bin will be responsible for its removal. Do not store combustible or flammable material in the storage area. This presents a serious safety hazard to all who live in the building.

- Any items left outside storage areas (in the hallway) will be assumed to be abandoned and will be disposed of by Ohio State staff.
- For the safety of all residents who use a particular storage basement, please report any burned out or non-working light bulbs and inoperable doors, mold, and/or pests to the Village office.
- Please check your storage area regularly. Valuables are stored at your own risk.

- Basement storage areas are susceptible to flooding. It is your responsibility to protect all stored items.

## Subletting

Subletting is not permitted in Buckeye Village. Residents are not allowed to rent a Buckeye Village apartment for ANY length of time (i.e. 1 day, 1 month, 1 semester, 1 year, etc.).

## Supervision of Minor Children

Ohio State expects parents or guardians to provide supervision over minors on campus unless they are involved in an activity or program with minors. Parents or guardians should not leave minors unsupervised on university property.

**PLEASE NOTE: This includes all areas of Buckeye Village (all buildings, public spaces, playground, etc.) and during Buckeye Village programs.**

- Supervision means that an adult must be wherever the child(ren) are playing, attending a program, etc.
- A child(ren) cannot be outside playing in Buckeye Village while a parent/adult is inside (i.e.: in their apartment, the community center, etc.).

Please be aware that a Buckeye Village staff member may contact a parent if their child is unsupervised. If a parent cannot be located (i.e. because a child cannot tell staff where their parent is, etc.) then OSU Police may be contacted by staff to help locate parents.

## Trash

Trash areas are provided in each court parking lot for residents' use. When disposing of garbage, please put trash in the dumpster and replace the lid. Never leave garbage sitting outside the dumpsters. Exposed garbage attracts insects, mice, rats, and other vermin, which present a serious health hazard to everyone. It is vitally important that all residents dispose of their trash properly to ensure everyone's health and safety. The city of Columbus typically empties the trash dumpsters in each court every week.

Buckeye Village encourages residents to recycle and provides a centralized location for residents to drop off their recyclables. For a complete list of all items that can be recycled please visit [fod.osu.edu/recycling](http://fod.osu.edu/recycling).

## Workout Room

Buckeye Village residents and employees of the Buckeye Village childcare program 18+ are welcome to be in the workout room during regular Buckeye Village Community Center hours. Children under the age of 12 are not permitted in the gym at any time. Children 12-17 may only be in the gym with direct adult supervision. Direct adult supervision requires that the adult be present in the workout room for the entirety of the time the child between 12-17 is in the room.

## Utilities

### Cable Television

All apartments are wired for cable television. If you wish to subscribe for this service or receive more information, contact the Office of Chief Information Officer (OCIO) at 614-688-HELP or [ocio.osu.edu](http://ocio.osu.edu). If you subscribe, your monthly charge will be billed to you directly. Satellite dishes and/or modifications to any building, apartment or property are expressly prohibited.

## Electricity

Electricity is supplied through American Electric Power (AEP), reachable via phone at 1-800-672-2231 or online at [aepohio.com](http://aepohio.com).

## Telephone

Buckeye Village residents may arrange for their own private telephone service by contacting the Office of the Chief Information Officer (OCIO) directly at 614-688-4357. All apartments are wired for telephone service to ensure easy installation. Any questions regarding private phone service, installation charges, monthly billing rate, etc. should be directed to OCIO.

For repair service, contact OCIO at 614-688-4357 and report your name, address, phone number and the nature of the problem. You also need to complete a request form in the Village office to authorize the service worker's entry to your apartment. When you move out of Buckeye Village or transfer to a new apartment, remember to notify OCIO. If you do not contact OCIO prior to moving you will be charged. Making harassing calls, rewiring, placing attachments, or attaching unauthorized wires or devices on a telephone are prohibited for all residents. Where this behavior violates local, state or federal law, the university may refer the behavior to the appropriate university office for review and/or law enforcement.



