

40Residence Life Handbook Table of Contents

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POLICIES AND PROCEDURES for RESIDENCE HALLS / APARTMENTS

BUILDING STAFF:

Residence Hall Director (RHD) – The Residence Hall Director supervises the hall staff of a group of residence halls and is responsible for the complete operation of those buildings.

Assistant Hall Director (ARHD) – The Assistant Hall Director assists the Residence Hall Director in the operation of the assigned building/area.

Resident Advisor (RA) – The Resident Advisor is a student staff member that is responsible for a particular area of a residence hall or small house. Each floor of a large residence hall has one or more RAs per floor to monitor and assist residents. In addition to policy enforcement, they present educational and social programs for their area.

GENERAL POLICIES:

CARD ACCESS SYSTEM. The Department of Residence Life offers increased security through the use of the Bearkat OneCard system. All residence halls (except White Hall and Bearkat Village) are equipped with card access. Exterior doors are locked 24 hours a day after move-in. Each of the main doors is equipped with a card reader. Sliding the magnetic stripe on the back of the ID card will give access to the assigned hall. Only the residents of your hall are coded for access to your hall; **therefore, it is important not to admit non-residents without an escort.** This system offers better security because once a lost card is reported, the ID card can be quickly deactivated so that no one else can use it. Some other features of this system and related security policies are:

1. Doors propped or remaining open longer than 30 seconds will trigger a local alarm at the door.
2. Entrances which do not have a card reader are labeled as emergency exits. An alarm will sound if an emergency exit door is opened at any time.
3. Should any card be used in a reader that is not authorized to access that particular hall, the system will identify the ID number, record the unauthorized attempt, and deny access.
4. Should there ever be a power outage, back-up batteries will allow the system to continue to operate for a limited time.

5. Contact hall/apartment staff if a temporary hall entry card is needed.
6. Guests should contact their host, and must be escorted within the hall by their host.
7. Hitting, banging on, or tampering with a reader will set the alarm off. Damages to a card reader can be assessed to an individual or group-billed, and can range from \$80 - \$400.

Typically, during the check-in process at the beginning of each semester, the exterior doors will be unlocked within certain time periods to assist with students moving in. Residence hall staff will post specific schedules when exterior doors will be unlocked.

Report any problems with ID card access, or any related building entry questions, to the hall staff, or contact the Residence Life Office at 936-294-1812.

A lost Bearkat One Card requires immediate action due to building security, personal identification as well as potential meal plan and money theft. Report lost cards immediately to staff and the Bearkat One Card Office.

FAQs (Card Access)

1. What if my ID card does not work in the reader?

First, make sure your card has been activated. You may do this through the website at www.bearkatone.com. Next, make sure that you are attempting to enter the residence hall where you have been assigned. Finally, try another door into the building in case that particular reader is out of order (and then report malfunction to staff, please)! If your card still does not work in any reader of your assigned building, please contact the Bearkat One Card Office.

2. What happens if I want to change halls?

If you are granted a hall change, you will receive immediate access to your new assignment. Your access to your old building will only continue to work for another 48 hours; therefore, you must be moved within the 48-hour period.

3. Will I be able to get into the hall during the (Winter and Summer) break periods?

All students will be denied access to residence halls during any of the Winter or Summer break periods unless they have signed up for the break and paid the appropriate break fee. Your inclusion on the break list will generate access for your building during the break period.

4. Can I loan my card to another resident or a guest?

Cards are not to be loaned to anyone for any purpose. This card is for official University identification purposes, and should be carried at all times. It is non-transferable and its use is the responsibility of the named student. Misuse of the card may subject bearer and/or student to whom it is issued to disciplinary sanctions. Students must present their ID card when requested by any official of the University, including University Police, dining hall personnel, and residence hall staff.

FIRST YEAR REQUIRED HOUSING. To assist in the transition from high school and home life to college, all first year students are required to reside in the University residence halls.

DINING PLAN REQUIREMENT. As a condition of residency, all students residing in the residence halls (except those “upperclassmen” living in Bearkat Village Apartments) are required to purchase a Resident meal plan. By default, all residents will be placed in the All Access meal plan. If the resident would like to choose the 20 Meals per week or the 15 Meals per week plan, they may request the change prior to the beginning of the academic year. The resident may access their meal plan account in the Student Dining link located in the MySam Student Portal. Any exceptions to the dining plan requirement will be determined by the Director of Residence Life Business Operations and Technology or designee.

MISSING STUDENT NOTIFICATION POLICY. Federal law requires that the University report to the University Police Department (UPD), Huntsville Police Department (HPD) and to the student’s designated contact person when campus residents are determined missing for 24 hours (i.e., no one can identify where they are). If the missing student is less than 18 years of age and not emancipated, the University is also required to notify their parent or guardian. Campus residents have the opportunity to provide a contact person to the Residence Life Department during the application process. This information is confidential and only used in emergencies. UPD will always be notified if a campus resident has been determined to be missing for over 24 hours, regardless of whether the student has provided confidential contact information.

HOUSING CONTRACT TERMINATION. Only official resignation from the University will terminate the housing and dining contracts immediately. The \$200 deposit will be forfeited, with room rent and meal plan prorated on a daily basis until the proper and official check out is completed. **If students move out of the residence halls for any other reason without approval, their contract obligates them to the full room and/or meal plan payments for the duration of the contract.** If a student does not enroll for the Spring semester, the \$200 deposit will be refunded if notification was received by the Residence Life Office **prior to December 1, 2018; without such notification the deposit will be forfeited.** Should a student wish to request a termination based on unforeseen circumstances which did not exist prior to entering the contract, he/she may complete an Application to Terminate Contract, which is available at the Residence Life Office. Early termination of the contract, **if approved**, will result in forfeiture of the \$200 deposit, plus a \$100 liquidated damage fee for housing, and if applicable a \$25

liquidated damage fee for dining plans. Bearkat Bucks will be prorated on a daily basis, and any “overage” of the allotted amount must be paid back. If the University requires the contract to be terminated for behaviors including, but not limited to violations of the Code of Student Conduct and discipline, the room deposit will be forfeited with room rent and dining being prorated on a daily basis until proper and official check-out is completed.

MEAL PLAN CONTRACT TERMINATION. Only official resignation from the University will terminate the contract immediately and the meal plan will be prorated. If a student desires the meal plan to be terminated without resigning, the student may request this by completing an Application to Terminate Contract at the Residence Life Office. If the meal plan is approved to be terminated, it will be prorated through the date of termination approval. The student will be charged a \$25 liquidated damage fee and must pay for all used Bearkat Bucks.

ROOM CHANGES/HALL/APARTMENT TRANSFERS. Room changes and building transfers are allowed at certain times and dates throughout each semester. These times and dates will be posted in each hall/apartment, as well as the Residence Life Office. No moves are allowed during **FREEZE PERIODS**. Room changes within hall/apartment of assignment may be requested and approved at the building office. All (building) transfers must be requested and approved by the RHD in charge of the desired area. After a hall/apartment transfer is approved, the resident must make a check-in appointment with their new RHD. All room changes/hall/apartment transfers must be completed within 48 hours (2 business days) of receiving a check-in appointment. If an approved transfer is not completed within 48 hours the student must adhere to the following:

1. If the student receives a clearance to move and fails to initiate any move within 48 hours (2 business days), the student’s request will be automatically canceled.
2. If the student receives a clearance to move and checks out of the current room, but fails to check in to the requested room/hall/apartment within 48 hours (2 business days), the student’s request will be canceled and the student will be given two options:
 - a. if the hall/apartment and room request is still available after being canceled, the student may continue the move with a required fee of \$100.00; otherwise,
 - b. the student must make a new request with the RHD.
3. If the student receives a clearance to move and checks into the new room/hall/apartment, but does not complete the check-out of the previous room within 48 hours, any personal belongings remaining in the previous room will be considered abandoned property and will be packed up by the staff, with a fee charged to the student (see ABANDONED PROPERTY). The room/entrance door lock(s) will also be re-cored, and the student will be charged for the key(s).

NOTE: THE 48 HOURS ALLOWED INCLUDES CHECKING OUT OF YOUR PREVIOUS ROOM AND CHECKING INTO THE REQUESTED ROOM. MOVES MADE WITHOUT CLEARANCE FROM THE RESIDENCE LIFE OFFICE WILL RESULT IN A \$100.00 DAMAGE CHARGE - (See UNAUTHORIZED ROOM CHANGES).

UNAUTHORIZED ROOM CHANGES. The room change/hall/apartment transfer policy was developed to help promote the safety and security of the residents by allowing University officials to know exactly where students are residing. All room changes or building transfers should be completed in full compliance with room change/hall/apartment transfer policy. This also includes the unauthorized use of an empty suite room. Any student who moves from his/her assigned room or building without written consent of the RHD and/or the Department of Residence Life will be charged an administrative fee of \$100.00 and will be subject to disciplinary proceedings. It will be the decision of the RHD and/or the Department of Residence Life to approve or disapprove any resident staying in the unauthorized room. Regardless, the resident will be charged the \$100.00 unauthorized room change fee. In most circumstances, the resident will have to move back to the original room assignment.

UN-ENROLLED RESIDENTS. Residents must be enrolled at Sam Houston State University to live in campus housing. Un-enrolled residents will be notified by letter and will have 48 hours to provide proof of enrollment to the Residence Life Office or have their hall staff officially check them out of their room. Failure to comply with conditions of the letter will result in a \$100.00 fine each time they are in non-compliance. Un-enrolled residents who have not provided proof of enrollment or have not checked out with staff will be charged \$75.00 to have the doors re-keyed. In addition to the re-key, disciplinary action may be taken. Further action may involve the University Police Department.

ELIGIBILITY FOR RESIDENCY (BEARKAT VILLAGE). All residents in Bearkat Village must be enrolled at Sam Houston State University during the term of their occupancy, except for summer sessions. Summer residents need to be pre-registered for Fall and living on campus for the preceding Spring semester. Apartments are rented on a double occupancy basis and students are expected to share the apartment with the assigned roommate. Apartment space may not be sub-leased under any condition.

PRIVATE ROOMS. Private rooms are only available as space permits for an additional charge of half of the double occupancy rate. Students requesting private rooms should contact their RHD and submit a written statement indicating their desires, prior to September 15, 2018 for the Fall semester and January 31, 2019 for the Spring semester. Residents may not request private apartments/rooms at Bearkat Village, Sam Houston Village or Raven Village.

RESIGNATIONS. Residents who resign during the academic year are required to check out within 48 hours of resignation. Residents who do not properly check-out with their hall staff will be assessed an improper check-out fee of \$50.00. The student must officially resign from the University via the Registrar's Office and complete the resignation process as instructed by the University.

CONSOLIDATION. The University reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students living in halls/apartments in double rooms without roommates will be required to consolidate to fill all half filled rooms. Consolidation will be required *as needed* as determined by the Department of Residence Life. When consolidation

is required, students occupying single rooms must select one of the following options:

1. Elect to contract and pay the additional fee for the private room.
2. Choose to move to another half-filled room/apartment in the same building.
3. Find another on- or off- campus student willing to move into the room/apartment.

This policy does not require a student to move to another residence hall, but rather requires a student to pay for the private room or move in with a person who is living singly in a double occupancy room. It is the student ' s responsibility to find a roommate when consolidation is warranted.

All moves must have the written approval of the RHD or Residence Life Office before residents can change rooms. Residents who are directed to consolidate, but fail to do so, will be billed automatically for a private room. Residents who refuse to accept an assigned roommate will also be automatically charged the private room rate prorated from the date single vacancy occurs.

SINGLE OCCUPANCY OF A DOUBLE ROOM. If a resident is occupying a double room without a roommate, the resident must:

1. Keep the unoccupied half of the room/apartment in such a condition that would allow someone to move into the room any time. Any resident found using the unoccupied half of the room/apartment will be documented and required to remove their belongings from the unoccupied half of the room immediately. (Residents found with a second violation for using the unoccupied half of the room/apartment will be charged the private room fee prorated starting on the date of the second violation.) The University reserves the right to periodically inspect half-filled rooms/apartments.
2. Display an attitude of cooperation and acceptance toward any resident who may examine the room prior to considering occupancy.
3. Agree that the room may be shown to prospective occupants without prior notification and in his/her absence.
4. Agree to accept a roommate assigned by the Department of Residence Life.

HOLIDAYS –Room rates do not include Winter Break or periods just prior to the Summer and Fall semesters. Students who need to stay on campus during these periods may do so for an additional fee. Interested students should contact the Residence Life Office well in advance. The University is not responsible for any loss or damage to personal property stored during break periods or holidays. During the break periods, all University and Residence Life rules and policies apply. However, 24 hour visitation in the lobby areas of residence halls is prohibited during the break periods and holidays.

DEPOSIT REFUND. To ensure a housing deposit refund or keep their current reservation on file, students must fulfill the following conditions when they check-out of their residence hall/apartment:

1. Clean the room/apartment thoroughly.
2. Remove all personal belongings.

3. Pay for any damages in the room/apartment.
4. Check-out properly with the RA and return the key(s).
5. If at mid-year (winter break), make cancellation in writing by December 1, 2018, and follow other instructions detailed in the fall closing information given to residents by hall staff.

Students not returning to on-campus housing after the end of the academic year who wish to receive their \$200 deposit after spring check-out must also complete steps 1-4 above. If there are no damages, the Residence Life Office will process the student's records and request that a refund be processed by the University. If the student does not have an SHSU account balance the refund will be processed by the Bursar's Office and will be distributed according to the instructions on the student's Bearkat OneCard. This process usually takes three to four weeks. If the student does have an account balance for any term the deposit will be applied to the balance and any remaining amount will be refunded.

Academic Year 2019-2020 Cancellation Deadlines:

Cancel by July 1, 2019 and receive \$190.00 refund (less \$10.00).

Cancel by August 15, 2019 receive a refund of \$100 (less \$100.00).

Any cancellations received after August 15, 2019 will forfeit the entire \$200 deposit.

REFUND POLICY. All student refunds including deposits, will first be applied to the student's SHSU account balance; including, but not limited to, past due accounts and future installment payments. Any remaining deposit will be refunded to the student and will be mailed to the permanent address on the student's records when processed by the Bursar's Office.

ROOM ENTRY. The University reserves the right to enter a Resident's room, during regular business hours and at other times with advance notice, if possible, to the Resident, for the following reasons: to conduct periodic maintenance, custodial, and safety checks; to perform necessary maintenance; when the University reasonably believes any person(s) occupying the room may be physically harmed or in danger; and when the University reasonably believes that University rules, regulations, and/or policies are being violated. When University officials enter a Resident's room, the University officials may perform administrative searches of Residents' personal property in the room.

RESTRICTION OF UNIVERSITY HOUSING. To be consistent with the University's high expectations of its students, the Department of Residence Life reserves the right to refuse a request (or revoke current assignment) for campus residency to any student who has been convicted of a felony, offenses involving moral turpitude, or who, in the University's sole judgment, otherwise poses a danger or threat to him/herself or others.

MAIL SERVICES. All mail that is addressed to residents (except Sam Houston Village, Raven Village and Bearkat Village) should be addressed in the following manner:

Your Name
 SHSU # (Sam ID)
 Box 2000
 Huntsville, TX 77341-2000

The SHSU Mail Services Office is located at 1627 Sam Houston Avenue between Subway and the Margaret Lea Houston Building. Residents will be able to pick up their mail between 8:00 am and 4:00 pm, Monday thru Friday. Sam ID verification will be required.

Students who live in the residence halls may send mail on campus without paying any postage if it is University business. This mail must contain the complete name and address of the recipient as well as the complete return address. Without this information, the mail will not be delivered. When students move out of on-campus housing, they must provide a forwarding address to the University Mail Services Office. If a forwarding address is not provided, your mail will be returned to sender.

Packages delivered through FedEx, UPS, etc. should be addressed as noted below:

Your Name
 Physical address of building, Room/Apt #____ (Contact staff for physical address)
 Huntsville Tx 77340
 Your Contact Phone #

Note: Residence Life and the University Mail Services Office do not accept these packages for students at any time. **YOU MUST BE PRESENT TO ACCEPT YOUR PACKAGES.**

Mail boxes at Bearkat Village, Raven Village or Sam Houston Village are for the occupants only and may not be used for anyone other than the occupant of the room assigned (friends/family etc. may not use a student's mailing address to receive their mail).

Sam Houston Village: Residents of Sam Houston Village will find their mailboxes located in room 170 on the first floor of the residence hall. There is one box per room, and two students will share the same box number. The Huntsville Post Office will deliver mail Monday through Saturday.

Sam Houston Village:

Resident Name
 1600 Sam Houston Avenue # _____
 Huntsville TX 77340

Raven Village: Residents of Raven Village will find their mailboxes located on the first floor of the building by the front entrance. There is one box per room, and two students will share the same box number. The Huntsville Post Office will deliver mail Monday through Saturday.

Raven Village: Resident Name
2133 Avenue I # _____
Huntsville TX 77340

Bearkat Village: Mail is delivered to the apartments Monday through Saturday, to individual mail boxes.

Bearkat Village (buildings A-I): Resident Name
2401 Montgomery Road # _____
Huntsville TX 77340

Bearkat Village (buildings J-L): Resident Name
2400 Montgomery Road # _____
Huntsville TX 77340

Since residents of Sam Houston Village, Raven Village and Bearkat Village are served by Huntsville Post Office (and not the SHSU campus postal service), it is important to complete a change of address form with the Huntsville Post Office when moving rooms.

Oversize Packages (SHV, RVN, BKV) – Oversize packages will not be left at the residences by the Huntsville Post Office. They may be picked up at the Huntsville Post Office at 3190 Hwy 30 W, or residents may call the US Post Office at 936-295-4362 and request their package be redelivered to the SHSU mailroom for pickup. To make arrangements for a package to be sent directly to the SHSU mailroom, residents may call the SHSU mailroom at 936-294-1936 and instruct the sender to address their package as follows:

Resident Name (Sam ID #)
Attn: Mailroom Manager-Hold for pickup
Sam Houston State University
General Delivery
Huntsville, Texas 77341-2000

TELEPHONES. The University does not provide phone lines in individual student rooms. Public phones are provided in the hallways for emergency use only.
(See COMMUNICATIONS)

TELEVISION ROOMS/CABLE. SHSU is phasing out cable TV service. For the 2018-2019 academic year, buildings with cable include Alpha Chi Omega, Alpha Delta Pi, Anne Shaver house, Baldwin House, Crawford House, Creager House, Gibbs House, Margaret Houston House, Lone Star Hall, Mallon House, Rachel Jackson House, Sigma Sigma Sigma, White Hall

and Zeta Tau Alpha.

Cable is completely unavailable and cannot be purchased for Elliott, Piney Woods Hall, Randel, Vick and Spivey.

Cable in all other buildings may be purchased at an additional cost by contacting Altice USA Cable Company.

Due to federal copyright laws and court cases concerning dvd rentals and video streaming, the Department of Residence Life does not permit the showing of dvd's, or video streaming (Netflix, Hulu, Amazon Prime etc.) in lounges or public areas without specific authorization from the owner of the copyright. However, you may view dvds, or video streaming in the privacy of your room. Students who refuse to comply with this policy will be subject to disciplinary action by the University. Belvin Hall (FAMC Creative Community) is exempt from this policy if viewing is arranged for educational purposes.

TERMINATION OF CONTRACT. The University may terminate the contract and take possession of the room/apartment for violation of the contract, University rules, regulations or policies. If the University requires the contract to be terminated for behaviors including, but not limited to violations of the Code of Student Conduct and Discipline, the room/apartment deposit will be forfeited.

HOUSING MAINTENANCE:

MAINTENANCE. Students are required to promptly report any maintenance problems or damage. Routine repairs/work order requests should be submitted by the student online. To place a "routine" work order, go to the Residence Life home page and click on "Maintenance" then follow the directions provided. **PLEASE LIMIT ONE PROBLEM PER WORK ORDER.** Our Residence Life Maintenance staff work daily to ensure that all work order requests are completed in a timely manner. **If you have an emergency repair during business hours between 8am-4:30pm, notify Residence Life Maintenance at 936-294-4474.** After business hours, call the RA on duty in your building for emergency repairs. The RA Duty Phone number can be found on the back of the resident's entry door.

Routine Repairs – Problems that can be scheduled, and do not require immediate attention – even though the resident would like it taken care of as soon as possible. Examples are burned-out light bulb, broken or sticking drawers or cabinets, a/c filter changes, broken blinds, rodent/pest control and washer/dryer issues.

Emergency Repairs – Anything that requires immediate attention because if it is not remedied, serious injury or damage will result. Examples include: broken water or gas pipes, main sewer pipe stoppage, power failure, 1st floor broken windows, any water backing up out of a drain, smoke detector beeping or malfunctioning, any potential fire or shock hazard, and all air conditioner and heating problems.

Custodial Call-outs (After Hours) – There is a minimum charge of \$75.00 if custodians have to be called out after hours.

All TV cable and cable outlet problems in student rooms must be reported by the student to Altice USA Cable Company.

All Wi-Fi issues should be reported to the IT help desk at 936-294-1950.

Every month, maintenance and safety checks will be conducted by the Residence Life staff. In conducting these checks, hall/apartment staff will go through resident's room/apartment and note any maintenance problems, safety concerns or policy violations. When possible, the staff will notify students in advance that they will perform these maintenance and safety checks. If residents are not home, the staff will leave a notice of entry. (See ROOM ENTRY)

Residents causing damage or vandalism to University property will be charged at a labor rate of \$31.50 per hour during normal business hours and at a rate of \$47.25 per hour (minimum of two hours) for all calls after 4:30 pm on weekdays and weekends and holidays. Student labor rate is \$10.00 per hour. In addition, material needed to replace or repair damaged property will also be billed to the resident's student account.

A few examples of damages or vandalism would include: damaged window blinds, furniture, flooring, doors, or stopped up toilets caused by flushing anything other than toilet paper.

For damage, vandalism and tampering with life safety equipment, such as exit signs, smoke detectors and fire extinguishers, residents will be billed a minimum of \$250.00 plus the cost to repair or replace the item.

MAINTENANCE – REFUSAL OF SERVICE. Residence Life Maintenance employees must be allowed access to resident rooms in order to complete repairs and/or routine maintenance (for example replacing a/c filters, batteries, etc). Residents who refuse service between 8:00 am – 4:30 pm Monday through Friday, will be charged \$50.00. Refusal of service after hours or during weekends will result in a minimum charge of \$75.00.

MATERIAL SAFETY DATA SHEETS (MSDS). Material Safety Data Sheets can be obtained by contacting Residence Life Facilities Maintenance at 936-294-4474 or our custodial contractor at 936-294-3771.

DAMAGES. At the beginning of the Fall semester and routinely during the academic year, staff inspect and evaluate each residence hall room or apartment for repair and maintenance needs. Residents are expected to report any repair or maintenance needs throughout their contracted term using the on-line maintenance request system. Residents will be held responsible for damages that have not been reported or are believed to have occurred due to resident neglect and/or direct actions. Staff will review and evaluate the condition of each room or apartment

when the resident officially checks out and will assess charges if applicable.

DAMAGE APPEAL PROCESS. From the date the billing statements are sent, students will have **30 days** in which to contest the damage/fine. If the discrepancy is with the amount of the charge, they must contact the Assistant Director for Facilities and Maintenance. If the discrepancy is with assessment of the charge, students must fill out a Damage Appeals form available from your hall/apartment staff or the Department of Residence Life Office. The Damage Appeals form can be turned in to the hall/apartment staff or at the Residence Life Office. The form will be forwarded to the appropriate Residence Hall Director.

The Damage Appeal will be reviewed by the Residence Hall Director to determine if the request will be approved or denied. The student will be notified through their student email account concerning the status of his/her appeal. If the appeal is not approved, the decision may be appealed to the Assistant Director for Student Discipline or his/her designated representative within **10 days** by emailing the Assistant Director for Student Discipline indicating the reason for the appeal. The decision of the Assistant Director for Student Discipline will be final. All information obtained by the Residence Hall Director will be placed in the student's file so that it may be reviewed by the Assistant Director for Student Discipline if the decision is appealed. Group vandalism charges can NOT be appealed.

PEST CONTROL. Pest control service is provided by Residence Life Maintenance through a contract with a private firm. Residence halls are exterminated quarterly and Bearkat Village is exterminated monthly. If there is a medical reason as to why your room/apartment cannot be treated, you must provide a written statement from your physician to the RHD prior to pest control.

REPAIRS. Sam Houston State University and the Department of Residence Life, including Residence Life Maintenance, are committed to improving the quality of life for our residents. Occasionally, Residence Life Maintenance personnel will need to enter student rooms/apartments to make needed/requested repairs. Residents should not attempt to make repairs on their own, including patching holes, and painting walls. Requests can be made by residents, hall staff, or Residence Life Maintenance personnel. Residents will need to allow access into their room/apartment for these personnel. Due to the large number of maintenance requests, residents will usually not be notified in advance of these repairs. Residents that turn down the Residence Life Maintenance personnel, will be charged \$50.00 for the time spent to reschedule the work. Please be cooperative with these personnel to help us make on campus housing a better place to live. (See ROOM ENTRY)

LAUNDRY EQUIPMENT. Laundry machines are located throughout the residence halls/apartments. There is no charge for laundry equipment usage. Problems with the laundry machines should be reported immediately to the Residence Life Maintenance Office via any online work order.

VENDING MACHINES. Vending machines are located throughout the residence halls/apartments. Follow the instructions on the vending machines for issues related to vending.

RESIDENCE LIFE POLICIES:

Sam Houston State University residence hall/apartment policies are guidelines for group living and are essential elements in forming a good community. In order to educate residents to develop a good community, it will be necessary to follow policies and procedures for health and safety, to learn how to care for facilities, and to obey all state and federal laws.

Residents are required to cooperate with staff and other residents at all times. Students are expected to become familiar with and responsibly follow all published procedures, policies, rules and regulations, including those which are explained in this handbook. Residents will respect the rights of other residents, and each resident will be responsible and held accountable for their behavior. Residents must comply with directions of University officials, which include all Residence Life staff including Residence Life Maintenance. Policies and procedures in all residence halls/apartments will be consistently and strictly enforced by University officials at all times. The following policies and procedures have been established by the Department of Residence Life and must be followed by residents at all times.

ABANDONED PROPERTY. Abandoned property is defined as items of value that are lost and found or left when residents leave or check-out of their rooms/apartments. This property will be inventoried and stored. A \$200.00 fee will be assessed to the responsible resident(s). If the student wishes to claim their abandoned property, they should contact Residence Life. If the student does not pay the charge and collect the abandoned property within 120 days of the date of abandonment, the items will become the property of Sam Houston State University and the owner will still be required to pay the \$200.00 fee.

ADHESIVES. Scotch tape and 3M Command Strips may be used in small houses, White Hall, Jackson Shaver, Belvin Hall, Elliott Hall and Estill Hall. Push pins and tacks may only be used in Sam Houston Village, Raven Village, Bearkat Village and Lone Star Hall. Nail grooves are provided in most rooms for the convenience of hanging larger pictures. Jackson-Shaver has one wall which will allow students to use tacks; contact your hall staff for more information and instructions. Piney Woods Hall has a tack strip which is provided and must be used when hanging anything on the walls. Alterations, changes, repairs or remodeling of the premises and equipment/furniture are not permitted. Be aware that larger holes of any kind made in the walls or other surfaces within the residence with the use of nails, screws etc. will result in a damage charge. Residents must assume full responsibility for correction and payment for any damage that results. See SUMMARY OF DAMAGE COSTS at the end of this section. *Rationale: Some types of tape almost always leave damages of marks that are difficult to remove. The student must choose to use only adhesives that do not cause damage, or be responsible for cleaning and/or paying for the damages that result.*

ALCOHOL. THE POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES BY PERSONS UNDER THE LEGAL AGE IS STRICTLY PROHIBITED. The legal age for possession and/or consumption of alcoholic beverages in the State of Texas is 21 years of age. For those of legal age, the possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University is limited to individual student residence hall rooms/apartments and areas specified in other published alcoholic beverage policies. Students of legal age who choose to consume alcohol in their rooms/apartments must keep their door closed. All residents and guests who are 21 years of age and choose to drink within a resident room/apartment are still responsible for their behavior and abiding by the Residence Life expectations and policies. All private parties held in student rooms/apartments must be confined to the specific room/apartment with the door closed. For safety reasons, no more than 8 people should be in a residence hall room or apartment and no more than 12 per suite. Any public advertisement of private room/apartment parties is prohibited. Residents under the influence of alcohol or other drugs, regardless of age, will not be allowed to participate in university housing sponsored programs.

If both residents of a room/apartment are under 21 years of age, no alcohol may be consumed or possessed in that room/apartment. If both residents of a room/apartment are under 21 years of age, there can never be alcohol containers in the room/apartment, even if they are empty. Empty containers of alcohol may be considered evidence of prior consumption. At any given time, if there is a combination of 21(+) year old students (of which one must be an occupant of the room/apartment) and underage students in a room/apartment, there should only be one open alcohol container per 21(+) year old student. Each alcohol container must be disposed of before another is opened, otherwise, the minors in the room/apartment are in violation of the alcohol policy. The University Police Department will be called during EVERY alcohol incident/violation.

If an alcohol violation takes place in a residence hall room or apartment, the occupants of that room/apartment will be fined \$100.00 for providing a habitat for illegal alcohol consumption and/or violation of the Residence Life Alcohol Policy. The occupants of the room will be responsible for all actions and guests whether or not the occupants are in the room/apartment at the time of the violation.

Possession of alcoholic beverages in public areas will be permitted only in the process of transporting the beverages to and from the resident's room/apartment. While in transit, the beverage must be in a closed container and the beverage container must be in a sack or a sealed box. Kegs, party balls and alcoholic beverages in punch form are not permitted in resident's rooms/apartments. The use of alcoholic beverages in any public area or any area accessible to the public, including hallways or lounges, is prohibited. Alcoholic beverages may not be brewed or distilled in residence halls/apartments.

All University regulations, including the Code of Student Conduct and Department of Residence

Life policies, and local and state laws with respect or application to the possession and consumption of alcoholic beverages will be strictly enforced, and the individuals in violation will be subject to University discipline, fines, and/or civil charges. Illegal alcohol will be destroyed immediately. For the first alcohol violation, students will be required to attend the Sam Houston Alcohol Referral Program, also known as SHARP. There is a \$60.00 charge to enroll in this (seven) hour program. A \$50.00 fine will be assessed in addition to the SHARP enrollment fee for the first violation. Failure to complete this program will result in a fine of \$200.00. In addition to the fine, the housing contract will be terminated and the student will be referred to the Office of Student Life for disciplinary action. A second violation will result in a \$75.00 fine and disciplinary action. Any additional offense will result in a \$200.00 fine and immediate referral to the next disciplinary level. In addition, the housing contract will be terminated. Students should be aware that an amendment to the Family Rights and Privacy Act (Warner Amendment) allows University officials the option to contact parents of students who are under 21 years of age and are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the consumption or possession of alcoholic beverages.

ALCOHOL CONTAINERS. Bottles, cans and any other container packaged as an alcoholic beverage container may not be displayed in student rooms/apartments. Alcoholic beverage containers will be destroyed immediately. Empty alcohol containers should not be displayed or used as a decorative item at any time. Residents 21 years or older who are found in violation of this policy are issued a warning for their first offense. Residents 21 years of age and older who display open alcohol containers after their first offense are required to complete the SHARP program and are subject to further disciplinary action. (See ALCOHOL) *Rationale: University officials can't determine when alcohol has been consumed when there are empty "open" containers in a room/apartment. Any minor that is present while there are open container(s) present is in violation of the University alcohol policy and can be found in violation of state law. Any occupant of the room/apartment that is 21 years of age or older can be issued a ticket for "contributing to a minor" if there are open containers present while minors are in the room/apartment.*

AQUARIUMS. Students are allowed to have an aquarium of 10 gallon maximum capacity. Only one aquarium (with fish only) is allowed per room/apartment. Students assume responsibility for the aquarium and its contents at all times. (See PETS) *Rationale: The weight of larger tanks creates concerns for our maintenance staff.*

BABY-SITTING. Baby-sitting is not allowed in residence halls/apartments because it may create a disturbance. University facilities are not designed for this purpose. Students who have children may have them as visitors in the hall/apartment during regular visitation hours providing other students are not disturbed. (See CONCESSIONS) *Rationale: Guests must be 16 years of age or older to visit the residence halls/apartments. In addition, a resident's room/apartment is not to be used for commercial purposes of any kind. Our facilities are not designed for small children, and baby-sitting in a resident's room/apartment can create a disturbance in the suite and on the floor level of the hall.*

BARBECUE PITS AND GRILLS. Some buildings provide barbecue pits/grills for residents'

use. These pits/grills are not to be used in areas such as walkways, patios, stairwells, or porches. The area used should be cleaned by the responsible parties after the meal is completed. Ashes should be disposed of in this manner: let the coals cool until they can safely be disposed, or extinguish them with water; put the coals in a sack and place in the dumpster. Personal BBQ grills are not permitted.

Combustible fluids (charcoal lighter fluid, gasoline, etc...) may not be stored in resident's room/apartment. There is a \$50.00 fine (per item) not to exceed \$250.00 for the 1st violation. A second violation will result in the housing contract being terminated and a \$250.00 fine. Additional disciplinary action may be taken. *Rationale: The State Fire Marshal considers any combustible fluid a fire hazard if stored in resident rooms/apartments and has mandated that they not be permitted in the halls/apartments.*

BATHROOMS. Residents are responsible for cleaning bathrooms throughout the term of their contract. Staff will perform safety/maintenance checks throughout the year and will address unsanitary bathroom conditions as they are found. Unsanitary conditions including "mildew" issues will need to be cleaned within (2) working days. There will be a \$100.00 fine for bathrooms that are not cleaned within the (2) working day deadline. This fine will be assessed between "all" residents who share the bathroom. An additional TBA charge will be assessed to all residents sharing the bathroom for charges associated with having custodial staff clean the bathroom. When convenient it is "highly" recommended that you temporarily leave your bathroom door open after showering to help with ventilation and humidity issues. Residents are responsible for reporting any water leaks for immediate repair. Residents that fail to report leaks which cause damage to University property will be charged for repairs.

Residents may not enter their suitemates room unless they have been given permission to do so by their suitemates or unless it is the only means to evacuate during an emergency. Due to the fire safety issues, residents may not use devices that block your suitemates from using your room as an evacuation route via the bathroom.

BICYCLES AND MOTORCYCLES. Bicycles may be stored in individual student rooms, but may not be ridden in residence halls. Bicycles or motorcycles **MAY NOT BE STORED** or chained in the following locations: student rooms (motorcycles only), hallways, outside walkways, stairwells, or any other location in the residence hall/apartment. Storage of bicycles and motorcycles in these areas will block fire exits and create other problems. **BICYCLES STORED IN AN UNAUTHORIZED MANNER WILL BE IMPOUNDED AND A STORAGE FEE OF \$25.00 WILL BE ASSESSED.** If a student stores their bicycle in an unauthorized manner and discovers that it is missing, they should contact the RHD before calling UPD. Bicycles may also be stored in bicycle racks which are available near residence halls/apartments. All bicycles must be removed from public storage racks by the end of the Spring semester except for buildings used for summer school housing. Bicycles that are left by residents will be removed. Motorcycles and mopeds require a University Vehicle Parking Permit that can be purchased at the University Police Department. Motorcycles should be parked in University parking lots because they are motorized vehicles. Mopeds may be parked in University parking

lots or chained to bicycle racks.

BODILY FLUIDS. Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas or inappropriate locations is prohibited and will lead to disciplinary action which could include dismissal from University housing. The person responsible will be billed for cleanup and/or damage charges.

BUILDING SPECIFIC INFORMATION.

All Small Houses. **Walls:** Only Scotch tape and 3M Command Strips may be used to hang decorative items.

Belvin Hall. **Walls:** Scotch tape and 3M Command Strips may be used to hang decorative items. Thermostats should be placed on “auto” setting. No food or drink allowed in the FAMC Creative Community outside of the Concession area except for bottled water or when approved in advance for a program. Violations will result in a \$25.00 fine and possible disciplinary action.

Elliott Hall. **Walls:** Scotch tape and 3M Command Strips may be used to hang decorative items. Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting.

4-West (Baldwin, Crawford, Creager, Mallon): Non-monitored security cameras are located throughout the buildings. . **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook.

Jackson-Shaver Hall. **Furniture:** Do not drag furniture over vinyl floor tile. **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** There is one wall which allows for use of push pins and tacks. Otherwise, only scotch tape and 3M Command Strips may be used to hang decorative items. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook.

Piney Woods Hall. **Thermostats:** Residents with individual room thermostats are not allowed to set the temperature below 68 degrees. Setting the temperature below 68 degrees results in condensation and mildew. Thermostats should be placed on “auto” setting. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Tack strip is provided and must be used when hanging anything on the walls. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook. **Trash**

Chute Policy: All trash must be bagged. No loose trash. No cardboard boxes, except pizza boxes which must be flattened, folded and placed in a bag. At any time other than hall opening, boxes will need to be disposed of in the closest dumpster (White Hall or Raven Village). Residents will place bagged trash in cart within the trash room. Bags must be tied shut. In the event the cart is full please place a maintenance work order. Violations of the policy may result in a fine of \$25.00 per bag or box.

Spivey House. Microfridge: As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook.

White Hall. Furniture: Do not drag any furniture across the tile or carpet floor. There are no glides on the furniture, so it must be picked up in order to move it. To clean stains on upholstery, please see your hall staff for instructions. **Kitchenette:** Disposing of food or grease down the sinks or toilet will result in clogs and residents will be billed for related Housing Maintenance services. **Microfridge:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not over cook. **Walls:** Hang items on the walls by using the attached nail boards with fishing line, “S” hooks or nails (nails should not be any larger than a finishing nail). Scotch tape and 3M Command Strips may be used, however, if the adhesive damages the walls, occupants will be billed.

Sam Houston Village and Raven Village Furniture: Do not drag furniture across the carpet or vinyl floor. There are no glides on the furniture, so it must be picked up. SHV- No dressers should be moved into or stored in the closet. To clean stains on upholstery, please see hall staff for instructions. Thermostats should be placed on “auto” setting. **Kitchenette:** Disposing of food or grease down the sinks or toilet will result in clogs and occupants will be billed for Housing Maintenance services. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not over cook. **Walls:** Alterations, changes, repairs or remodeling of the premises and equipment are not permitted. Residents may use small picture hanging kits, push pins and tacks. No adhesives may be used. However, be aware that holes of any kind will result in a damage charge unless repair is made by the resident (subject to department approval). There is no painting allowed in the apartments. **Mailbox:** see MAIL. **Security Cameras:** Non-monitored security cameras are located throughout the building.

Estill Hall: Security Cameras: Non-monitored security cameras are located throughout the building. **Walls:** Only scotch tape and 3M Command Strips may be used to hang decorative items. Do not move or place furniture in front of AC units. Placement of furniture in front of the AC unit can cause unit malfunction and electrical shortage.

Lone Star Hall: Disposing of food or grease down the sinks or toilet will result in clogs and occupants will be billed for Housing Maintenance services. Thermostats should be placed on “auto” setting. **Microwaves:** As with any microwave, metal or aluminum should not be used. Be

sure to keep the inside clean and free of food particles. Do not leave microwave unattended while cooking. Do not overcook. **Security Cameras:** Non-monitored security cameras are located throughout the building. **Walls:** Push pins and tacks may be used to hang decorative items. Please do not use adhesives of any kind.

BULLETIN BOARDS. Bulletin boards are used to provide residents with important information and are for educational purposes. Any resident who is caught damaging a bulletin board or removing items from a bulletin board will be fined \$50.00 plus the cost to repair/replace the board.

BUNK BEDS. Resident constructed bunk beds or lofts are not permitted. Please ask hall staff for pegs needed to bunk University beds (if applicable). Closing materials will contain a deadline for non-returning residents to un-bunk beds before quiet hours begin.

BULLYING. (See Harassment).

CANDLES AND INCENSE. Candles, candle/oil/wax warmers, diffusers, Scentsy devices, wax sculptures, potpourri pots, paraffin baths, incense, and any open flame are prohibited in residence halls/apartments for fire safety reasons. Candles should not be used during power outages or in holiday season decorations such as jack-o-lanterns, Christmas wreaths or menorahs. Violation of this policy will result in a fine of \$50.00 (for each candle or item) not to exceed \$250.00 for the 1st violation. Candles/Incense that are unused, have the wick removed or still in their original packaging (unopened) are also considered a violation and will be subject to the fine. The student must remove the candle or incense from the building immediately. Subsequent violations will result in a \$250.00 fine and disciplinary action which may include housing contract termination. *Rationale: Candles/Incense are considered extreme fire hazards and have been banned by the State Fire Marshal for all residence halls/apartments.*

CHECK-OUT EXPECTATION. Residents are expected to follow ALL check-out procedures and deadlines each semester. Staff will conduct mandatory informational meetings to discuss and review procedures. **Residents are responsible for obtaining the information from their hall staff if they are unable to attend the meeting.** In addition, each resident will receive an email (student email account) from Residence Life which details check-out procedures and deadlines. Residents who choose to live off-campus even though they are assigned an on-campus room will be responsible for meeting all expectations and deadlines (including signing up for a check-out time) or they will be charged the appropriate fine.

COHABITATION. Cohabitation is not allowed in the residence halls/apartments. Cohabitation is defined as a person (not assigned to the room/apartment) staying for an extended period of time, or giving the impression that the person is showering or sleeping in the space or has permanent belongings in the space. Only same sex roommates are allowed.

COMMUNICATION. The University's primary means of communication with future and current residents is through their SHSU student email account. Residents are expected to check their student email accounts frequently and consistently. This includes emptying your mailbox to avoid missing e-mail. Failure to monitor your student account will not exempt you from adhering to information and deadlines communicated. Residents are expected to respond to requests from Residence Life staff members via email within 24-48 hours.

CONCESSIONS. State law prohibits using state property for private enterprise. No concessions or business of any type may be operated by the resident, or other person, from the residence hall/apartment. This applies to baby-sitting, Avon, Tupperware and other similar businesses typically run from the home.

COOKING AND COOKING APPLIANCES. (Residence Halls Only) Cooking and cooking appliances are not allowed in student rooms. Open-coil heating devices (for heating liquids, cooking, etc.) are not allowed in residence halls. Drip coffee, tea makers and blenders are allowed when used for their intended purpose only. The use of microwave ovens is also prohibited in all residence hall rooms (unless provided by the university). When a prohibited cooking appliance is found, the student will be charged \$25.00 (for each appliance). The student must remove the appliance from the building immediately. *Rationale: A large number of appliances could overload electrical circuits in the hall. Cooking in student rooms may create fire hazards, problems with waste disposal and may contribute to pest problems.* **NOTE: Cooking and cooking appliances are allowed in Bearkat Village Apartments.**

COOPERATION WITH UNIVERSITY OFFICIALS. All residents and guests in the halls/apartments are expected to comply with requests from staff members whether or not they agree with the request. If a resident has a concern about the validity of a request, they should comply and then speak with their Residence Hall Director as soon as possible. All residents are expected to comply with disciplinary sanctions issued through disciplinary meetings. The use of physical force of any kind against a staff member is prohibited and will result in the loss of campus housing. Verbal abuse, physical intimidations or menacing behaviors directed towards a staff member, the display of materials that demean a staff member, and/or interference with staff members engaged in the performance of assigned responsibilities is prohibited and will result in disciplinary action and/or loss of campus housing.

CRAFT APPLIANCES. Wood burners are not permitted in the residence halls/apartments. Other craft appliances, such as glue guns, are permitted in the residence halls/apartments.

CURTAINS AND CURTAIN RODS. Portable tension rods may be used to hang curtains. Curtain rods that must be installed by attachment to the walls are not allowed. Curtains must have a white backing.

DELIVERIES. Delivery of anything other than U.S. mail will be the responsibility of the delivery person. Residence Life staff will not accept responsibility for delivery. Uniformed persons and/or those with proper identification will be allowed to make deliveries in the residence halls/apartments during normal business hours. Provide a personal contact phone number to the delivery service. Contact information cannot be provided to delivery services by Residence Life.

DISPOSAL OF COOKING GREASE (Bearkat Village): Students should properly dispose of cooking grease. After cooking, let grease cool to room temperature. Transfer grease to a separate leak-proof container before disposing in the dumpsters located at each complex. Grease should not be put in the sink, shower, toilet or in the garbage disposal. Grease should not be disposed of in the grass or flower beds around the complexes because this kills the grass and plants. Residents found disposing of grease improperly will be subject to disciplinary action and/or fined \$25.00 (per incident). In addition, residents will be charged for labor and cost to replace any damaged items/equipment. For buildings where grease is found in the yard, the residents will be fined vandalism charges to replace sod and plants.

DOORS (EXTERIOR). Propping of exterior doors, as well as interior stairwell doors, laundry doors, etc. is prohibited for safety reasons. Residents who prop any door will be fined \$250.00 and may be subject to disciplinary action. If caught propping the door with an object (including any foreign objects impeding the crash bar), residents will be fined \$250.00. *The rationale for this policy stems from security issues, air conditioning issues, and consistent enforcement of policies. If the building has card access security, an alarm will sound if the doors are propped.* Residents are not to allow non-residents into the exterior doors of the residence halls. Damages sustained to the card access devices will result in a minimum charge of \$80.00, not to exceed \$400.00 (vandalism/tampering).

DOORS (ROOM). Materials hung from "grip-a-strips" can hang no further than 18 inches from the grip-a-strip and must remain within the width of the grip-a-strip. No materials can be posted on the outside surface of the room entry door or door frame.

DRUGS. A student who, by a preponderance of the evidence, under these RULES AND REGULATIONS, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, will have their housing contract terminated and will be referred immediately to the Office of Student Life for disciplinary action. Possession of drug paraphernalia (such as bongos, hookahs, water pipes, rolling papers, etc.) will result in the termination of their housing contract and referral to the Office of Student Life for disciplinary action. Any resident who has misused, abused or has been "under the influence" of a particular drug or product "regardless of legality" with the intent purpose to become intoxicated or "high", will be in violation of the Residence Life Drug Policy and will be disciplined accordingly. Examples include but are not limited to (synthetic marijuana, K-2, Kush, Serenity, Bath Salts, "over the counter" medicines, cleaning products etc.). Residence Life reserves the right to require residents to be drug tested (at the resident's cost) based on the resident's involvement in the drug related incident. Students should

be aware that an amendment to the Family Rights and Privacy Act (Warner Amendment) allows University officials the option to contact parents of students who are under 21 and are found to be in violation of SHSU policies and/or laws of the State of Texas concerning the possession, use, sale or distribution of any drug, narcotic or controlled substance. Any resident found in violation of the DRUG policy will have his/her housing contract terminated as well as other University disciplinary action. Students that make a conscience decision to remain present during illegal activities (being present during the presence or consumption of illegal drugs or drug paraphernalia) will be disciplined accordingly which will include housing contract termination and a referral to the Office of Student Life for disciplinary action.

ELECTRICAL POWER STRIPS. Only one power strip per outlet should be used. Do not plug one power strip into another. All power strips should be UL approved and have a grounded plug. It is recommended that students purchase power strips with circuit breakers for additional safety. Misuse of power strips will result in a \$250.00 fine. (See EXTENSION CORDS)

ELECTRICAL OUTLETS. Residents may not alter or re-wire electrical outlets in rooms or apartments. Violations will result in a \$250.00 fine in addition to any cost for repair.

ELEVATORS. Residents who need items to be retrieved from elevator shafts will be assessed a service charge ranging from \$305.00 – \$610.00 an hour (depending on day and time) with a minimum charge of two hours. Prices are set by Amtech Elevator Services for any service outside of “routine maintenance”.

EXERCISE EQUIPMENT. Exercise equipment such as ankle weights, stationary bikes, plastic aerobic hand weights up to 5 lbs. and stationary exercise equipment utilizing bands or hydraulics are permitted. Weight stacks, plates, dumbbells or barbells are NOT allowed due to excessive weight which may cause damage to floors and/or disturb other residents. If weights over 5 lbs. are found in a student’s residence hall room/apartment, the student will be billed \$25.00 per incident and the student must remove the weights immediately. *Rationale: Exercise equipment utilizing heavy metal plates can damage floors, tile, or carpet. Hydraulic or band-type exercise equipment is lighter in weight and is stationary; therefore, it should not cause damage or disturbances.*

EXTENSION CORDS. Use of extension cords is prohibited in the halls/apartments by order of the State Fire Marshal. Use of extension cords will result in a \$50.00 fine for the first offense and \$250.00 for subsequent violations. Power strips are to be used as an alternative. Heavy duty (14 amps or greater) extension cords may be used in the public areas for temporary events if approved by the hall staff. (See ELECTRICAL POWER STRIPS, HOLIDAY DECORATIONS)

EXTERIOR DOORS. Exterior doors to the residence halls are locked to promote safety and limit access to the buildings by non-residents. These doors should not be propped open at any time. Any person found to be responsible for propping open a door or forcing a door open without use of a Bearkat One card will be assessed a fine of \$250.00 and further disciplinary action. (See DOORS, EXTERIOR)

FALSE FIRE ALARMS. False fire alarms will result in a minimum damage charge of \$250.00. If this damage charge cannot be assessed to the guilty person(s), it will be added to the vandalism charge for the residence hall/apartment and could be part of the group bill for damages. Also, any person found to be responsible for activating a false fire alarm will be assessed a \$250.00 fine and referred to the Dean of Students' Office for additional disciplinary action. (See GROUP BILLING FOR DAMAGES/VANDALISM)

FIGHTING. Successful communities respect differences of opinion and confront them appropriately when necessary. Physical fighting, attempting or causing injury to an individual or threat of bodily harm, is not an acceptable form of problem resolution and will not be tolerated in the residence halls/apartments. Physical fighting will result in a contract termination and referral to the Office of Student Life for additional disciplinary action.

FINES. Residence Life policies and procedures not followed by a resident may include an administrative fine. Administrative fines will not be assessed until after the first mandatory floor, hall, or apartment meeting in the Fall semester. For the Spring semester, only new students will not be billed for administrative fines until after the first mandatory floor, hall, or apartment meeting. All other students may be billed administrative fines for non-compliance of policies and procedures immediately upon return to campus for the Spring semester. Fines will begin after the mandatory floor, hall or apartment meeting in both Summer sessions.

FIRE ALARMS. If a fire alarm is sounded due to actions and/or student's negligence and the student can be identified, then that student will be billed \$250.00 for the fire alarm plus the student will be billed for any damage the fire caused to University property.

FIRE DOORS. Fire doors are intended to limit the spread of fire and smoke from one area to another. Propping these doors open adds to potential fire damage. Individuals responsible for propping fire doors may be subject to disciplinary action.

FIRE DRILLS. Fire drills are conducted to educate residents with the sound of the fire alarm, the emergency exits that are available and the procedure for evacuating the building. During a fire drill, every room will be checked by an RA to ascertain that all areas have been evacuated. Failure to evacuate during a drill or alarm in an immediate and cooperative manner will result in a \$250.00 fine and further disciplinary action.

FIRE EXTINGUISHERS. Fire extinguishers are provided throughout each residence hall/apartment. They should be used for their intended purpose only, and residence hall/apartment staff must be notified within 24 hours should an extinguisher be used to put out a fire. Failure to notify staff within 24 hours will result in a recharge fee of \$50.00. If a fire extinguisher is discharged falsely, the responsible student(s) will be billed the recharge fee of \$50.00 and a \$250.00 fine for tampering with fire safety equipment. Tampering with any part of a fire extinguisher including the safety protection strap, the pull pin, removing the extinguisher from its bracket, and/or removing the bracket from the wall, will result in a fine of \$250.00.

FURNITURE. Students may wish to bring furniture from home. This can include small end tables, bookcases, a stereo, throw rugs, curtains, a wastebasket, and a refrigerator. University issued furniture may not be removed from student rooms for storage. Students living in buildings where a refrigerator is provided may not bring another refrigerator into the room/apartment. Furniture in public areas is intended for use by all students. It must remain in its designated space and must not be relocated to an individual student's room and/or to other areas of the hall/apartment. Public area furniture moved into personal rooms/apartments will result in a \$25.00 fine per item. Furniture in individual rooms/apartments may not be stacked unless it is specifically designed for that purpose. See PUBLIC AREAS policy for additional information on furniture. No furniture items may be placed in such a manner as to block emergency escape from room windows. *Rationale: Damage is always possible when furniture is moved. In addition, consistency is necessary to maintain an adequate knowledge of hall/apartment inventory. Public area furniture is for the use of all and use in individual rooms/apartments deprives others of its use.*

GAMBLING. Gambling is illegal in residence halls/apartments or on any state property. Residents who violate this policy will be referred to the Assistant Director for Student Discipline and Risk Management for disciplinary action.

GRIP-A-STRIP. (See DOORS, ROOM)

GROUP BILLING FOR DAMAGES/VANDALISM. As stated in your Terms and Conditions, students may be held accountable for any abnormal wear, damages or cleaning in public areas of their residence hall/apartment to include billing all members of living unit groups. If those responsible come forward or information is given that leads to the identification of those responsible, then the billing will be assessed to those individuals rather than to the living unit group. Group billing charges may not be appealed. Some examples of items that are group billed: trash in public areas, propped exterior doors, and damage to public areas.

GUESTS. (See VISITATION)

HALOGEN LAMPS. Halogen lamps are prohibited in the residence halls/apartments. Use of these lamps in residence halls/apartments is also against the National Electrical Code and the Life Safety Code. Several universities have experienced residence hall fires due to the amount of heat these lamps produce. These lamps may also put a strain on the building's electrical wiring due to the amount of amps they require. Possession of a halogen lamp will result in a fine of \$25.00. The student must remove the lamp from the building immediately.

HARASSMENT/BULLYING. Harassment is not tolerated and will result in disciplinary action which may include loss of University housing. "Harassment" is defined as verbal threats, intimidation, or conduct which are severe or pervasive enough to substantially interfere with a reasonable student's educational performance, opportunities or benefits, or mental emotional or physical well-being and which actually do so interfere. Behaviors and actions exhibited via

media including email, text messaging or social networking websites (e.g. Facebook or Twitter) are included in the harassment policy.

HEATERS. Space heaters and radiators, whether electric or kerosene powered, are not allowed in residence halls/apartments. Possession of a space heater or radiator will result in a fine of \$25.00. The student must remove the heater from the building immediately. *Rationale: Space heaters and radiators become very hot and therefore can cause damage or fires.*

HOLIDAY DECORATIONS. No live trees or greenery are allowed in residence halls/apartments, however, artificial trees with “built-in” lights and “UL” listed may be used. Trees should be unplugged when the room is vacant. Trees must be taken down before you check out for the Fall semester. Residents staying in the hall over the Winter break must take down their trees by the first class day in the Spring semester. Decorations should be used with safety in mind. Keep flammable materials away from lights. Ornamental/seasonal/string lights are not allowed and will result in a \$50.00 fine. Use of extension cords is prohibited in the student rooms/apartments by order of the State Fire Marshal. Power strips are to be used as an alternative. The safety of residents must be considered at all times. (see ELECTRICAL POWER STRIPS, LIGHT BULBS)

HORSEPLAY AND PRANKS. Water fights, water guns, water balloons, water balloon launchers, toy guns, darts and any other horseplay including wrestling and running in the halls/walkways, with water or other substances (i.e., shaving cream, whipping cream, toothpaste, SuperGlue, Vaseline, etc.) are prohibited. Residents will be subject to disciplinary action and/or held responsible for any damages associated with this behavior.

HOVERBOARDS. Hoverboards are not permitted inside residence life buildings due to recent fire hazard issues. Violations will result in a \$250.00 fine.

KEYS. Damaged room/apartment keys will be replaced at a cost of \$10.00. If it is necessary to change the locks, the fee is \$75.00 (which includes the cost of new keys). Mailbox keys may be replaced for a fee of \$10.00. No refund will be given for a lock change. All keys are considered state property and **MUST** always be returned to the Department of Residence Life upon request and at the end of each semester during check-out. Keys must be returned to a staff member (in person) or the resident may be charged for a lock change. Loaner keys may be checked out from the office for a \$10.00 charge, but must be promptly returned within 48 hours. **Duplication of keys as well as loaning keys to others is strictly prohibited and will be subject to disciplinary action. For buildings with card access, Bearkat One cards must remain in your possession at all times and may not be given to other individuals since they allow access to your assigned building. Anyone responsible for violating this policy with the Bearkat One card will be disciplined or possibly have their housing contract broken.** (See CARD ACCESS SYSTEM, LOCKOUTS)

Students will be charged \$10.00 each time they require entrance to their rooms, including use of a loaner key. Loaner keys are intended for temporary use and must be promptly returned; failure

to do so will result in a \$75.00 charge for a re-core of the door. Lost keys must be reported to the hall staff as they may compromise security to the building and other residents. Broken keys due to the negligence of the student will be charged \$10.00 for replacement. *Rationale: The intent of this policy is to promote safety of the residents by keeping the hall/house safe at all times. Consistency in assessing charges for lost keys is also an objective.*

KITCHEN DISHWASHERS (Bearkat Village). Dishwashers located in each apartment are to be used for their intended purpose. Residents should only use dish cleaners approved for dishwashers. Liquid dish soap should not be a substitute for dishwashing detergent. If liquid dish soap is used in the dishwasher, the dishwasher will malfunction and cause unnecessary maintenance problems. Residents must report any water leaks immediately for repair.

KITCHENS IN PUBLIC AREAS. Public area kitchens are for staff or hall council programs only.

LAUNDRY ROOMS. There is no charge for laundry equipment usage. All residents living in the residence halls should be able to wash and dry their clothes in an orderly and timely fashion. Issues arise from residents leaving their clothes in laundry room facilities for several hours or days which causes an obstruction to other residents who are trying to use the facilities.

It is highly recommended that residents stay with their laundry until its conclusion and remove clothes immediately. NEVER remove someone else's clothes from a machine. Residents will face disciplinary action and a fine of \$25.00 if caught. If you notice an issue with clothes being left in a machine, contact a staff member immediately to assist you. Staff who notice clothes unattended for more than 24 hours will box up the clothes and store them in a staff office. There will be a \$25.00 fine for not removing your clothes in a timely manner. Clothes that are not recovered by residents within 5 business days will be marked as "abandoned property" which comes with a \$200.00 charge in place of the fine for residents wanting to retrieve their clothes. The University is not responsible for damaged or missing clothes due to resident negligence.

LAMPS (HALOGEN). See HALOGEN LAMPS

LIGHT BULBS. The use of light bulbs must be in accordance with the rating of the light fixture. Ornamental/seasonal/string lights are not allowed and will result in a \$50.00 fine per incident. *Rationale: Use of light bulbs of a higher wattage than the rating of the fixture can result in overheating and therefore, constitute a potential fire hazard.*

LIGHT FIXTURES. The use of acetate, cellophane, fabric, tissue paper, or other combustible materials over or in the light fixture is forbidden by fire safety regulations. *Rationale: There are risks of personal injury or fire. Acetate may get too hot and melt onto the fixture. Even when the acetate does not melt, it holds heat rather than allowing it to diffuse, resulting in a possible short that could cause a personal injury or a fire.*

LOCKOUTS. Residents will be charged \$10.00 each time a staff member is required to assist them in gaining entrance to their room/apartment (ex. unlock the door). If a loaner key is provided, and is not returned in the specified amount of time, a charge of \$75.00 will be made to cover the cost of re-coring the door. Residents may also be billed the \$10.00 fee if they lock their suitemates out of the bathroom, requiring assistance from a staff member to assist them in gaining entrance to the shared facilities. A resident's door will be re-keyed at a cost of \$75.00 after the third lockout within an academic year. For the Spring semester, only new students will not be charged for lockouts until after the first mandatory floor, hall, or apartment meeting. All other students will be charged for lockouts immediately upon return to campus for the Spring semester. In addition, residents will be charged a \$10.00 lockout fee for staff assistance in gaining access to buildings that use "card access". (See CARD ACCESS SYSTEM, KEYS)

MICROWAVE OVENS. Microwaves are not allowed in resident rooms unless already provided by the University. Residents may not bring an additional microwave if the room/apartment has already been provided one by Residence Life. There is a \$25.00 fine for each un-approved microwave found in student rooms. A microwave oven has been provided in the public area in each hall. Each hall with a microwave oven should have guidelines concerning usage and cleanliness posted near the oven; these should be carefully followed at all times. Microwave ovens are not intended for resident's constant use as a substitute for a meal plan, but are available for snacks and special occasions. Microwave ovens found to be unsanitary or improperly used by residents are subject to removal by the Department of Residence Life. *Rationale: Most of the residence halls are not wired to handle the use of microwaves in residence hall rooms and would create power outages as well as possible fire hazards.*

NOISE CONCERNS. Residents should remember that courtesy and good judgment must be observed at all times regarding the noise policy. Radios, stereos and musical equipment, or sound from any source must be contained within the resident's room/apartment. Acceptable sound levels are determined by staff in each building based on building structure (common air vents, hollow doors, etc.). Noise that can be heard two or more (room doors) down from your room/apartment or bass that can be heard and/or felt are considered violations of the noise policy. Residents are to attempt to resolve noise issues with each other first before going to the staff. Residence Life reserves the right to have students remove stereos and other items that have contributed to a pattern of noise violations from one area. There will be a \$25.00 fine for a third noise policy violation. Subsequent violations will be \$50.00 for each violation and will be subject to additional disciplinary action. No warnings for noise violations will be given after the halls/apartments open each semester. *Rationale: The noise policy is the most common policy violation. It is difficult to determine a standard for noise across campus. All residents should have the right to sleep, study and enjoy a peaceful atmosphere.*

- **Quiet hours.** Quiet hours have been established by the Department of Residence Life for all halls/apartments from 12:00 a.m. to 10:00 a.m. Sunday through Thursday nights; 1:00 a.m. to 10:00 a.m. Friday and Saturday nights. These are minimum hours, and any hall, apartment or floor within a hall, may vote to increase these hours if desired.

- Campus-wide 24 hour quiet hours. These extra hours of quiet have been established by the department to allow students a quiet place to study during final exams. Notification of the 24 hour quiet hours will be posted in each residence hall/apartment and on hall closing materials.

OBSCENE MATERIALS. Students who display items that are in public view and that are obscene will be asked to remove the items immediately and may be subject to disciplinary action. The University reserves the right to enter a student's room/apartment to remove obscene items that are in public view even if the student is not present.

PARTIES. Because of the small size of residence hall rooms/apartments, there should be no more than 8 people in a room or 12 people in a suite at one time. A smaller number of people may be asked to disperse if they are excessively loud or unruly.

PERSONAL PROPERTY. Students are responsible for the security of their own property. The University is not liable for theft or damages. **It is highly recommended that residents insure their personal property.** (See SAFETY AND AWARENESS ON CAMPUS – SECURITY).

PETS. Pets, including but not limited to, mammals, reptiles and birds, are not allowed anywhere in the residence halls/apartments at any time. There is no grace period for the removal of an “unauthorized” pet. If an “unauthorized” pet is found, a \$75.00 fine (per animal) will be assessed. Subsequent violations will be automatically referred to the Assistant Director for Student Discipline. If an “unauthorized” animal is found, the unit will be treated for pests upon removal of the animal at the resident's cost. Stray animals may not be fed from any on-campus residence. It is permissible for residents to maintain an aquarium of ten gallons or less. Fish of legal species may be kept and the owner assumes responsibility for the aquarium and its contents at all times. Only one aquarium is allowed per room/apartment.

PLANTS. Having a variety of plants adds to the decor of a room. Students may bring a freestanding plant stand since hanging plants are not allowed.

POSTING GUIDELINES. Unauthorized posting is prohibited in all public areas, apartments and room doors. The RHD will designate bulletin boards in his/her building/complex as campus information boards where recognized campus organization materials will be posted. This person or his/her appointee is responsible for monitoring the building's bulletin boards. University and departmental materials will be posted in these locations.

Student organizations or non-University entities must adhere to the following procedures. Materials should be stamped with approval of the Office of Student Activities and meet all criteria specified in Guidelines. These should be delivered to the Residence Life Office at least one week before the event. The fliers will be distributed to the halls/apartments, initialed by the hall staff and posted on the designated bulletin boards not less than 3 days before the event. Fliers will be removed by the hall staff after the event is over. Organizations that post without going through this distribution channel will have their fliers removed from bulletin boards and

will be referred to the Office of Student Life.

Door-to-door posting or solicitation is prohibited. Organizations wishing to distribute information to each residence hall/apartment resident will need to send materials through the mail, addressed to each student/room.

PROPPING DOORS. (See DOORS, EXTERIOR DOORS)

PUBLIC AREAS. It is the responsibility of the students living in the building to maintain the public areas. Public areas may not be used by outside organizations or groups and are for resident use only.

Furniture and floor mats. All furniture and floor mats in public areas should remain in those areas at all times. These items are not to be taken to student rooms/apartments for personal use. If a resident moves public area property into the resident's room/apartment, the resident(s) in that room/apartment will be charged \$25.00 per item. The resident could also face disciplinary actions and/or criminal charges for theft of state property.

Garbage. All personal garbage must be removed to the dumpster by each student. Garbage accumulated in resident's rooms/apartments should NOT be placed in the garbage cans in public areas at any time. Residents found responsible for excessive trash (ex. bags, boxes) will be charged a minimum of \$25.00.

Cleanliness. Residents are responsible for cleaning up after themselves and their guests, should they choose to utilize the public areas in their buildings.

Outside rails. Residents of White Hall or Sam Houston Village and Bearkat Village may not use outside rails for hanging items such as signs, banners or laundry.

Public Lighting. Lights are to remain on at all times unless permission is given by the RHD for certain approved events.

PUBLIC REFRIGERATORS. (If applicable.)

Refrigerators are for residents and staff use only. Use is limited to current event use and is not intended for overnight or long-term storage of personal items. When there is a hall event, refrigerator use may be limited or stopped for residents. SHSU and Residence Life are NOT responsible for any food items stored or left in the refrigerator. Residents are responsible for any items left in refrigerator. Food containers should be labeled with owner name. Unlabeled food will be thrown out. Residence Life reserves the right to clean out the refrigerator as Residence Life deems necessary. This includes disposal of food and beverages. Hall staff will check during last set of rounds each night (per signage on refrigerator) and throw out any unlabeled food, food that causes smell, or food that looks to be spoiled.

REFRIGERATORS. Students may bring small personal refrigerators **unless one has already been provided by the University.** The maximum allowable size for any refrigerator unit is 5.0 cubic feet capacity. Each student in a room may have a unit so long as the combined total capacity of both units in a room is no more than 10 cubic feet. Unauthorized refrigerators or oversized refrigerators will result in a \$25.00 fine and must be removed immediately.

RESPONSIBILITY FOR DAMAGE. Residents shall hold the University harmless and otherwise be responsible for their own acts and omissions and those of their guests that directly or indirectly cause personal injury, death, or damage to University property or the property of third parties. Failure to report maintenance concerns (ex. water leaks) will result in the resident(s) being held responsible for all charges associated with repair to University property. In such cases, Residence Life reserves the right to take disciplinary action, including, but not necessarily limited to: initiation of disciplinary proceedings, restitution, and/or termination of their Residence Life Contract.

ROOF TOPS. Residents are prohibited from the roofs of all buildings. If articles need to be retrieved from a roof, residents should contact their RA or RHD.

ROOM CLEANLINESS AND PERSONAL HYGIENE. It is each individual resident's responsibility to keep his/her room/apartment clean and free of garbage. All garbage should be taken outside to the dumpsters. Custodians are not expected to take out personal garbage accumulated in a resident's room/apartment. Residents who do not comply with requests to clean their apartment/room/bathroom will be fined \$100.00 and may be subject to disciplinary action by the University.

Personal hygiene is the responsibility of each resident. If there are complaints about a resident's personal hygiene, the resident must, in good faith, help to alleviate the complaint by complying with suggestions to improve the situation. Failure to alleviate the issue will result in disciplinary action which may include contract termination.

ROOM PAINTING. University personnel will do all painting of student rooms. If you feel your room needs to be painted, please notify your RA or RHD. That individual will ask Residence Life Maintenance to examine the room/apartment and determine if the room/apartment does need painting. If Residence Life Maintenance agrees that the room/apartment needs to be painted, they will give the resident further information as to when the room/apartment may be scheduled to be painted.

SAFETY EQUIPMENT. Any student found to be responsible for the misuse of safety equipment, which includes but is not limited to: fire hoses and valves, emergency lights, exit signs, smoke/heat detectors, fire panels, security cameras, electrical panels, fire extinguishers, and public area lighting, will be assessed a \$250.00 fine and be subject to further disciplinary action. **NOTE: Tampering, pulling, disabling, disconnecting, and/or dismantling a fire alarm system for any reason is both a federal and state criminal offense. Anyone found in violation of the above criminal offense will be prosecuted to the full extent of the law.**

SELF CARE. While living in the residence halls/apartments, all residents are responsible for their own self care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Students are expected to utilize the various resources available to them to provide this care for themselves. Students with

the inability or perceived inability to care for themselves and /or who cause harm to themselves or others may be asked to adhere to an action plan and/or leave the residence halls/apartments.

SIGNS AND BANNERS. Any signs or banners for display on the exterior of residence halls/apartments **MUST** be approved in advance with the RHD and must be related to a hall/apartment event or University sponsored event. The sign or banner must be removed immediately after the event is over.

SINKS. Residents are to report any clogged sinks using the online maintenance system and are not allowed to use chemical or store bought products to fix clogged sinks. Residents should routinely check cabinets under sinks and report any leaks for immediate repair. Residents will be responsible for damages caused by negligence and/or failure to report leaks. (See MAINTENANCE)

SMOKE DETECTORS. Smoke detectors should be operational at all times. Staff will perform routine checks to determine that all smoke detectors are functioning. **Report all problems (beeping sounds, etc.) to the staff immediately so staff can replace the battery or report the problem to Residence Life Maintenance for repair.** Staff duty phone numbers are located on the back of your room door and should be used to report issues outside of normal business hours. Tampering with a smoke detector (detaching, removing batteries, unplugging, or covering up the smoke detector with an item) is a safety violation and is subject to a fine of \$250.00 plus the cost to replace the damaged item(s).

SMOKING. Sam Houston State University is a tobacco free campus. Residents are not allowed to use or possess any tobacco related items or products on campus. The ban also includes electronic cigarettes and/or vaping. Cigarette lighters and matches are not permitted in residence halls or apartments. Violation of this policy will result in a \$100.00 fine. Subsequent violations will result in an additional \$100.00 fine and disciplinary action which may include housing contract termination. Residents will be held responsible for the actions of their guests.

SOLICITATION. Soliciting is defined as asking for something, pleading with someone or appealing to someone. This includes, but is not limited to, the sale or the offer for sale of goods or services, whether for immediate or future delivery, receipt of or request for any gift or contribution. Solicitation is not allowed in residence halls/apartments at Sam Houston State University. Students and/or outside agencies are prohibited from using residence hall rooms/apartments or public areas for solicitation. "Door-to-door" selling, distribution and recruitment are not allowed. People loitering in public areas, parking lots, or in the hallways/breezeways who do not reside in the building should be reported to the building staff or UPD. If a solicitor approaches you, get a description of the person and notify your building staff immediately. Do not attempt to confront the solicitor yourself. Solicitors wishing to distribute information to each residence hall/apartment resident will need to send materials through the mail, addressed to each resident 's post office box or attend Bearkat Mania (contact the Office of Student Activities for information on Bearkat Mania). *Rationale: Uncontrolled solicitation is an affront to many students. It is costly to the University in terms of maintenance and clean-up*

and it can create significant visual pollution. Guidelines for reducing these concerns have been established to ensure an orderly process and to provide a free atmosphere for the pursuit of education.

SPORTING EQUIPMENT. Sporting equipment is not to be used in residence halls/apartments. Residents will be held responsible for any damages occurring due to the use of sporting equipment.

Stationary exercise bicycles are permitted in student rooms. They are considered furniture, since they are not movable and need not be placed against walls or room furnishings. They provide a means of quiet exercise.

SUITE BATHROOMS. (See BATHROOMS)

TOBACCO. Sam Houston State University is a tobacco free campus. The use or possession of tobacco products or related items (snuff, cigarettes, cigars, pipes, chewing tobacco, etc.) is prohibited on campus. Electronic cigarettes, hookahs and water pipes are not permitted. Dip or “spit” cups or other sources of saliva and tobacco are also prohibited on campus. Use or possession of tobacco products will result in a \$100.00 fine for the first violation. Subsequent violations will result in an additional \$100.00 fine and disciplinary action which may include housing contract termination. Possession of dip or “spit” cups will also result in disciplinary action. Residents will be responsible for the actions of their guests.

TOILET FACILITIES. All toilets in residence halls/apartments are to be used for their intended purpose only. Students may not flush food, paper towels, sanitary hygiene products or any other foreign matter. Improper use of toilet facilities causes sewage blockage and creates damage. Students will be assessed damage charges for repairs resulting from flushing items not intended to be put in toilets. Do not place any disinfectant products in toilet “tanks”. Residents should only use cleaning products that are specific to the bowl of the toilet. The toilets installed at Lone Star Hall, Sam Houston Village, Piney Woods Hall and Raven Village are water conservation low volume toilets. Therefore, it is prudent to use a minimum amount of toilet paper products in order to avoid blockages.

TRAFFIC SIGNS. Traffic signs, as well as state and city directional or informational signs, are not allowed in student rooms/apartments since possession of these items is illegal. These signs will be turned over to the University Police Department for possible criminal prosecution of student(s) possessing them.

TRASH. It is the responsibility of every resident to ensure that all trash be removed from the buildings and placed in the dumpsters provided outside each hall/apartment area. Please do not drag trash bags across the floor which can cause stains and/or streaking. Any trash found in the public areas will be removed by the hall staff and billed to each resident responsible. If trash found in public areas contain items with a student’s name on it, that student will be billed for the removal of trash. Piney Woods Hall is provided with a trash room.(See GROUP BILLING FOR

DAMAGES/VANDALISM)

VANDALISM. Campus vandalism ends up costing you. Damage and theft raise educational costs - and students are often the ones who pay for those increases. Be alert for vandalism.

- Destruction of property can interrupt your learning and social life. Report any instances of vandalism to Residence Life staff immediately.
- Remember: destroying property is not very smart - it is illegal and costly.
- Students may be held accountable for any abnormal wear, damages, or cleaning in public areas of their residence hall/apartment to include billing of damages or abnormal cleaning charges to all members of living unit groups. If those responsible come forward or information is given that leads to the identification of those responsible then the billing will be addressed with those individuals rather than the living unit group. Group billing charges may not be appealed.
- If necessary, students, groups of students, or entire floors of students may be relocated/reassigned to another area in residence life due to damages.

VISITATION (RESIDENCE HALLS). Visitation in residence hall rooms by members of the opposite sex is a privilege provided to residents by the University. Violation of maximum hours of visitation is considered a violation of University policy and is handled accordingly. There is a \$25.00 fine for residents who are found in violation of the visitation policy a second time within the academic year contract period. Subsequent violations will result in a \$50.00 fine and additional disciplinary action. Residents of any building may vote to alter visitation hours for their building as long as the adjusted hours fall within the maximum hours set by the University. Students interested in this should speak to their RHD.

During the break periods, all University and Residence Life rules and policies apply. Additionally, 24 hour visitation in the lobby areas of the residence halls is prohibited during the break periods and holidays.

Visitation hours are:

10:00 am – Midnight	Sunday - Thursday
10:00 am – 1:00 am	Friday & Saturday

- Responsibilities of the host/hostess. The host/hostess must see that all visitors enter and leave the building in the approved manner, using the entrances specified for use by visitors. The host is responsible for the conduct of his/her visitors and for informing them of all University, Residence Life and hall council policies. All visitors are subject to University, Residence Life and hall council policies. Guests must be accompanied by the resident student at all times.
- Single-sex halls. All visitors must enter through the main lobby or other entrances specified by hall staff unless escorted by a resident of that particular building. Visitors must be escorted by their host from public areas to resident rooms and from resident rooms to public areas. No visitors are allowed without a specific host.
- Coed halls. Visitation is allowed in public areas such as TV rooms, lobbies, study rooms,

vending rooms, etc. Public areas are not to be used for “sleepovers”. Staff will assess, confront and document any visitation policy “abuse” in the public areas and refer those residents to the Assistant Director for Student Discipline and Risk Management for disciplinary action. Hallways and stairways are to be used by residents of the opposite sex as thoroughfares to public areas after visitation hours are over (congregation of the opposite sex is not allowed). Visitors must be escorted by their host from public areas to resident rooms and from resident rooms to public areas.

- White Hall. Visitors are allowed in rooms and on outside walkways during official visitation hours only. After visitation hours are over in outside entrance halls, no members of the opposite sex may visit on the “rails” (walkways). Visitors must be escorted by their host from public areas to resident rooms and from resident rooms to public areas.
- Small houses. Visitors must be escorted by their hosts from public areas to resident rooms and from resident rooms to public areas. Visitors may enter with their host from either back or front door.
- All hall main lobbies. Visitation is 24 hours a day provided visitors are accompanied at all times by a specific resident of that building and visitors and hosts/hostesses conduct themselves in a manner so as to preserve the rights of other residents to a quiet living environment. Public areas are not to be used for “sleepovers”. Staff will assess, confront and document any visitation policy “abuse” in the public areas and refer those residents to the Assistant Director for Student Discipline and Risk Management for disciplinary action. No parties or group activities will be allowed without prior scheduling and approval by the Hall Director. Disturbances will result in the withdrawal of visitation privileges of those involved and/or other disciplinary action.
- Overnight Guests - Overnight guests of the same sex may visit residents when arranged in advance with roommates and suitemates. Guests of the opposite sex are subject to the “visitation” guidelines/hours. Overnight guests must be (16) years of age or older, and may stay a maximum of 2 nights and 3 days. Keys will not be issued to guests.
Residents should not give/lend their key or Sam ID to anyone including guests.
Guests must be accompanied by the resident student at all times.
- Escort of Guests – All guests including residents from another hall must be escorted by their host when visiting. A second violation of this policy will result in a \$25.00 fine. Subsequent violations will result in a \$50.00 fine and disciplinary action.

VISITATION (BEARKAT VILLAGE). Visitation of the opposite sex is allowed 24 hours a day. However, the University reserves the right to make disciplinary decisions that can affect visitation for a given apartment or resident if the rights of a particular roommate are not being respected. Visitation rights can be limited or removed. Please be respectful of your roommate’s rights and privacy.

WASHING VEHICLES. Housing facilities and/or utilities are not to be used for washing vehicles.

WATER BALLOONS, WATER FIGHTS, WATER GUNS. (See HORSEPLAY)

WATER BEDS. Water beds are not allowed since they may cause damage.

WEAPONS AND EXPLOSIVES. The University has the responsibility of promoting the health, safety and welfare of students. State laws as well as institutional policies assist the University in accomplishing this. The State, as well as the University, has very firm policies on the possession of weapons. In accordance with Government Code Section 411.0231 and Texas Penal code 46.035, student residents who are at least 21 years of age and who possess a handgun license from the State of Texas or an approved reciprocating state may legally carry a concealed weapon on or about their person in the residence halls. When not on or about their person, license holders are required to securely store their handgun in a locking case or safe that they provide, out of sight of roommates or guests. With the exception of licensed handguns, the other stipulations in the weapons policy as outlined below are still in effect for license holders.

Notwithstanding the laws cited above, students living in residence halls/apartments are strictly prohibited from keeping any weapons, explosives and projectiles of any kind, in their rooms/apartments including but not limited to: guns (which includes BB guns, paint and pellet guns, cap guns and starter pistols, air rifles), blow guns, stun guns, ammunition, bows, arrows, swords, knives with blades over 5 1/2 inches, nun-chucks, sling shots, and fireworks. Any resident found to be in violation of the weapons and explosives policy will be fined \$250.00. In addition to the fine, the resident will have their housing contract terminated and will be referred to the Dean of Students' office.

WI-FI. All residence halls/apartments have wi-fi. Personal wireless routers are not allowed. There will be a charge of \$300.00 to replace any damaged university wi-fi equipment located in the room/apartment.

WINDOWS. Windows must remain closed in buildings with central air conditioning. Rooms with window units may open their windows if the a/c unit is turned off. No articles may be thrown or hung from windows. Residents may not sit on window sills or use windows as entrances/exits. Curtains, shades, etc. may only be hung from tension rods. No alteration to the walls or windows is allowed (drilling holes). Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. The University reserves the right to enter a student's room/apartment to remove items that are found offensive and/or obscene if the student is not present during the discovery. Foil or newspaper is not permitted in room/apartment windows unless a white backing is present and viewed from the outside of the building. Residents are responsible for any damage caused by the posting of items in windows (tape deposits, window markers etc.). *Rationale: Screens are not intended for frequent opening and closing. Removal results in damage to screens and sometimes to the fixture into which it fits. The possibility is great that items thrown out of windows will cause personal injury or property damage.*

PHILOSOPHY CONCERNING DIVERSITY:

The students who live in our residence halls/apartments and all those who attend Sam Houston

State University come from diverse backgrounds and social groups. Therefore, we encourage acceptance and appreciation of individuals regardless of race, sex, color, religion, creed, national origin, ancestry, age, marital status, sexual orientation, gender identity, disability or veteran status.

All residents should feel that they are a welcomed and accepted part of their living environment. They should feel free to live in this environment without harassment and intimidation. All of our residents have something to contribute to their living environment and should be treated with dignity and respect. In a community that values diversity, acts of bigotry cannot and will not be tolerated.

The Department of Residence Life is committed to the idea that all residents will be afforded the same respect regardless of race, sex, color, religion, creed, national origin, ancestry, age, marital status, sexual orientation, gender identity, disability or veteran status by all members of this department and all residents of University housing. The Department of Residence Life believes all students should feel free to live without harassment. Any student found harassing others will be in violation of department policy.

Any student who resides in a University residence hall/apartment and feels that their rights have been violated in regard to this policy should follow the following procedures to report the incident:

1. Any incident that involves another student should be reported immediately to an RA or the RHD.
2. Any incident that involves an RA should be reported immediately to the RHD or the Assistant Director supervising the RHD. The Assistant Director is located in the Residence Life Office.
3. Any incident illegal in nature such as assault should be reported to the University Police Department.
4. Any incident may also be reported to the Dean of Students' Office, located in the Lowman Student Center.
5. Students may also seek legal advice from the Students' Legal Advisor.

STUDENT DISCIPLINE PROCESS:

All students are required to abide by the Student Code of Conduct and the Residence Life Handbook. In a community of learning, disruption of the educational environment, destruction of property, and interference with the orderly process of the University or with the rights of other members of the University will not be tolerated. Every person present and/or participating in a policy violation will be documented and may be subject to disciplinary action.

In an effort to maintain an environment compatible with the University's function as an educational institution, RHD's have been granted authority to impose the following disciplinary action:

- Verbal or written warning (reprimand)
- Reassignment within residence hall or complex

- Restriction from area within residence hall or complex
- Suspension of hall rights and privileges

At any time, the RHD may refer a discipline case to the Assistant Director for Student Discipline and Risk Management. The Assistant Director or designee may impose the following disciplinary action:

- Verbal or written warning (reprimand)
- Educational / Administrative Sanction (project assignment)
- Reassignment within housing facilities
- Area restriction
- Suspension of hall rights and privileges
- Restitution
- Community service
- Housing contract termination
- Block from future on-campus housing
- Refer to the Office of Student Life for additional disciplinary action.

The appeal process grants any party with a grievance the right to be heard. The appeal process is as follows:

- An RHD's disciplinary action may be appealed to the Assistant Director for Student Discipline and Risk Management.
- The Assistant Director's disciplinary action may be appealed to the Executive Director for Residence Life. The Executive Director's decision is final.
- Appeals must be submitted in writing to the Residence Life Office within 24 hours of the disciplinary decision.