Residence Hall Living
From A to Z: The Huston-Tillotson University Guide
To Living and Learning in the Residence Halls

2012-2013

NOTICE: The policies and regulations in this publication are based upon present and anticipated residential living conditions. The university reserves the right to modify any statement in accordance with conditions anticipated, to ensure the welfare and well-being of the university community, or to promote the Institution's goals, core values, or the mission.

Produced By the Office of Residence Life, Division of Student Affairs, Huston-Tillotson University
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Residents' Rights and Responsibilities in a Living/Learning Community

INSTITUTIONAL CORE VALUES

Huston-Tillotson University affirms its belief in the core values of INTEGRITY, EXCELLENCE, HUMAN DIGNITY, and COMMITMENT. We urge all members of the University family to study and reflect upon the implications of these core values for your life and work.

We believe that INTEGRITY represents an uncompromising set of moral and ethical principles, including those of honesty, sincerity, and consistency.

We believe that EXCELLENCE represents the highest standard of expectation, of achievement, and of aspiration, in human and institutional potential.

We believe that HUMAN DIGNITY represents the essence of the intrinsic value and worth of all life, which includes justice, fairness, and respect for self, others, and the global environment, which requires all persons to recognize, affirm and preserve the spirit and quality of life.

We believe that COMMITMENT represents active dedication to the realization of the mission of the University and to enhancing the vitality and quality of the university community, which is based on mutual trust open and honest communication, participation in service and outreach activities, life-long learning, involvement in planning and decision making processes, and the preservation of the distinctive heritage of the African-American experience.

RESIDENTS' RIGHTS

Except for brothers and sisters, most new students have never had a roommate; a roommate is a special type person. You may have known your roommate before moving into the halls, or your roommate may be a complete stranger to you. Developing and maintaining a great roommate relationship can be enhanced if you extend to others and exercise for yourself the right to:

- Have time to read and study free from undue distraction and interference
- Sleep without undue disturbance from noise from roommate or from guests of roommate
- Expect respect for personal belongings
- Have a clean living environment
- Have free access to one's room and facilities without pressure from a roommate
- Entertain lawful guests who abide by the rules of courtesy and endorse this Bill of Rights
- Preserve personal privacy
Address grievances and, if necessary, seek the assistance of residence hall staff in settling conflicts
Be free from fear of intimidation, physical, or emotional harm

RESIDENT RESPONSIBILITIES

ROOM ASSIGNMENT AND CONDITIONS OF ACCEPTANCE

PRIORITY OF ASSIGNMENT
Every attempt is made to accommodate student preferences for housing assignments. Priorities for assignments are based on the date the application and deposits are received.

CONDITIONS FOR ROOM OCCUPANCY
The university requires that each student in the residence halls sign the Conditions for Room Occupancy, which outlines the relationship between the student and the university. By signing the "Conditions" the student agrees to follow university and residence hall rules and procedures, and applicable federal, state, and local laws. Violation of the preceding will subject the student to disciplinary or any legal action, fines, changes in room assignment, or removal from campus housing.

Completion of any portion of the check-in procedures, acceptance of a room key, dining ID card, or placement of personal belongings in the room constitutes occupancy and obligates the student to the observance of all university rules and to the financial responsibility for services during the time of occupancy.

Always, the Office of Residence Life reserves the right to change housing assignments in order to remedy a perceived detrimental situation or create a more productive residential environment. The University reserves the right to remove a student from campus housing in the interest of order, health, discipline, or other imperative situations. The student may request in writing, to the Dean of Student Affairs, that the university review the suspension of housing privileges.

DATE OF OCCUPANCY
(1) A room reservation will not be held beyond 2:00 p.m. of the first official day that the residence halls open to the general student body. That date may be found in the University Catalog and in other official written documents published by the University administration. Persons needing reservation extensions should notify the Residence Hall Director in writing. The Residence Hall Director shall grant extensions on a case by case basis. No credit will be given for the period the space is held unoccupied. (2) residence halls are closed during some official University holidays or vacations.

VACATING
Students must vacate their rooms within twelve hours of their last final exam or on the last day that the residence halls are open, which ever comes first. Residents withdrawing from the University prior to the end of the semester must vacate their rooms within twenty-four hours after such withdrawal. All rooms will be inspected as prescribed by the check-out procedures for damages and cleanliness. Failure to abide by proper check-out procedures may result in the forfeit of room deposit plus any additional applicable charges.
USE OF FACILITIES
Students' rooms and the furnishings provided therein are to be used in the manner for which they are designated. No University property, including rooms and lounge, or their furnishings, may be removed within the building or taken from the residence hall without the written authorization of the Residence Hall Director.

CARE OF THE ROOM, EQUIPMENT, INSPECTION
The student shall be responsible for maintaining the room in a neat and orderly fashion at all times and for correcting any abuse called to his/her attention by a housing staff member. Authorized representatives of the University shall have the right to enter any space at any time for the purpose of maintenance, close down inspection, if a perceived emergency exits, or if a University policy is believed to be violated. The student shall be responsible for all damages to University property in a room during the term of occupancy.

HOUSEKEEPING
The residence halls have housekeepers on staff who work daily to keep the halls clean. Living in a community setting means every student needs to do their part in keeping the residence halls clean. Please report any housekeeping needs to either the housekeeper in your hall or to a hall staff person.

LOSS OF OR DAMAGE TO PROPERTY
Students shall be responsible for the security of their own property. The university shall accept no responsibility and is not liable for theft, damage, or other loss of money, valuables, or personal effects of the student regardless of the causation of the loss. The student agrees that any personal effects, valuables, or other property left in the halls after expiration of the current semester rental period and not reclaimed within thirty days after the end of such semester shall be abandoned property. The abandoned property may be retained by the university as its property or may be disposed through sales, donation, or in such other manner as the university in its sole discretion may determine. Student articles and belongings cannot be stored during the summer months of May, June, July, and August. Students are urged to purchase insurance for valuable possessions.

FINANCIAL RESPONSIBILITY TO THE UNIVERSITY
Students are required to meet all financial obligations to the university. Financial obligations include but are not limited to: tuition, fees, fines for overdue library books, damaged equipment/property, lost keys and repayment of deferred tuition loans and completion of all financial aid forms and proper signature of any student loan check(s). Delinquency in payment of any amount due from a student or former student to the University, may result in denial of registration, exclusion from classes, withholding of grades, transcripts, degrees or certificates, and removal from residence hall.

ADMINISTRATIVE REMOVAL FROM CAMPUS HOUSING
The Dean of Student Affairs (DoSA) has the responsibility to protect and maintain the safety, health, morale, and well-being of all persons in the residence halls. Upon recommendation of the Residence Hall Directors, therefore, the DoSA has the authority to remove from the residence halls by administrative action and before further investigation or appeals, any student who violates the following rules and regulations:

1. FIRE SAFETY AND SECURITY—Fire and safety equipment (extinguishers, alarms, exit signs/emergency and exit doors, walkways of public entrance and exit, exterior lights, etc.) must not to be tampered with in any manner. Tampering with
altering, obstructing, etc.) fire safety equipment is a Third Degree Felony in the State of Texas.  

2. **ARSON, ATTEMPTED ARSON**—Setting fire in or near a residence hall will result in state or criminal charges  

3. **POSSESSION AND/OR USE, THREATENED USE OF FIREARMS OR OTHER LIFE THREATENING WEAPONS, EXPLOSIVES, OR PROHIBITED COMBUSTIBLE MATERIALS** (possession of a firearm within 1000 feet of a public school is a Federal offense)  

4. **ASSAULT, OR SEXUAL ASSAULT** (whether or not criminal charges are filed.)  

5. **MALICIOUS OR UNWARRANTED VANDALISM, DAMAGE OR DESTRUCTION OF UNIVERSITY PROPERTY**  

6. **THEFT**—Unauthorized taking or misappropriating, and depriving the rightful owner of property  

7. **UNAUTHORIZED ENTRY**—Breaking and entering into any room or office of the residence halls, occupied or not  

8. **OBSTRUCTION OR KEEPING A DULY-APPOINTED OFFICIAL OF THE UNIVERSITY FROM PERFORMING HIS/HER DUTIES**—including verbal abuse, assault, threatened assault, and refusal to comply in a timely manner.  

9. **POSSESSION AND USE OF ILLEGAL DRUGS**  

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**PREGNANCY POLICY**  

Huston-Tillotson University permits students to attend classes and participate in university activities while pregnant. The University reserves the right to prohibit any pregnant student from living in its residence halls, or enrolling or continuing to attend classes, if there is reasonable evidence that such activities might jeopardize the health of the student or fetus and/or unduly disrupt the normal operations of the University.  

The university assumes no liability or responsibility for student pregnancy, prenatal care, miscarriage or other complications, abortion, or birth which may occur on university property.  

A student found to be pregnant while residing in the residence hall, who at the end of the semester, will be less than six (6) months pregnant, and who wishes to remain in the residence hall for the remainder of that semester only, must comply with the following procedures:  

**ALL PREGNANT STUDENTS, INCLUDING THOSE LIVING OFF-CAMPUS, MUST COMPLY**  

- Immediately notify the university nurse and the Residence Hall Director, who will respect the student’s privacy according to medical and counseling privacy information policies of the university.  
- Provide evidence to the Health Center of appropriate and periodic (frequency determined by the university Nurse) pre-natal medical examinations and health care planning.  
- Upon recommendation from the University Nurse, physician and or Residence Hall Director, attend appropriate personal counseling session(s).  
- Attend periodic conferences with the University Nurse, as frequently as deemed necessary by the Nurse.  
- Sign the HT University Liability Waiver Form, a legal document relieving the University of any and all liability and/or responsibility for miscarriage, abortion, other complications, or injury to the unborn.
Failure to comply with the above regulations and procedures will result in immediate removal from the residence hall, and possible suspension from classes for the rest of the semester.

A student reasonably suspected of being pregnant who denies same, in order to continue living in the University Residence Hall, may be required to furnish evidence from the University Nurse that pregnancy does not exist.

**JUDICIAL SYSTEM**

**DISCIPLINE POLICIES AND PROCEDURES**

Most problems that arise in the residence hall can be solved in the hall of origin. Residents who have problems should take those problems to the Resident Assistant on their wing. The Resident Assistant may decide that the Residence Hall Director needs to be consulted. Problems, for which residents believe the Resident Assistant may be perceived as being part of the problem, should be taken directly to the Hall Director by the complaining resident. The resident should make an appointment with the Hall Director through the desk clerk at the Hall's front desk. Residents who are still dissatisfied beyond this level, may then make an appointment with the Director of Campus Life, or with the Dean of Student Affairs.

**INCIDENT REPORTS**

Incidents requiring the attention or intervention of residence hall staff members are regularly reported to the Hall Director's office. Violations of university policies, medical and emergency situations, and instances of property loss or damage are documented on incident report forms and forwarded to the Director of Campus Life and/or the DoSA for appropriate follow-up and/or referral.

**UNIVERSITY CONDUCT COUNCIL**

The University Conduct Council is a term that encompasses the activities of the Hearing Council, University Appeals Board, and Administrative Hearing.

The Conduct Council is composed of students from the residence halls who meet regularly for planning purposes and to hear cases involving behavioral concerns. This system is based on the belief that peers can often best understand a fellow resident's situation and how that resident's behavior affects others in the hall. The judicial system is concerned with the individual and his/her actions, with emphasis placed on due process to insure a fair hearing.

The Dean of Student Affairs may refer a case to the Student Judicial Board. When a case is referred to the Judicial Board, the resident shall be required to appear for the hearing and the charges will be considered. Both the resident and the staff member are given an opportunity to present their account of the incident. At the close of the hearing, the board will decide the resident's involvement and, if necessary, will recommend proper disciplinary measures.

Always, both the accused and the accusing party (ies) are entitled to the following:

- Written notice of the hearing and charges at least forty-eight (48) hours in advance
- A prompt hearing before the Judicial Council
- Advisors of their choice from the University community
THE RESIDENCE LIFE COMMUNITY

COMMUNITY MEMBERS

ROOMMATES: You and your roommates will develop a relationship that will have a critical effect on your academic success while you live and learn on our campus. That relationship can be helpful to your academic growth, or it can stifle academic success. The success of any roommate relationship is dependant upon the ability of two persons to work together.

HELPFUL HINTS TO ROOMMATES:
A Guide to Maintaining and Mending Roommate Relationships

The best policy for getting along with a roommate and other people in the residence hall is to be open, reasonable, cooperative, and ready to compromise unless it is over something that is immoral or illegal. Most arguments in the residence halls begin about one of four issues: noise, theft, privacy, or borrowing. For instance, don't play your stereo or TV loudly when other people (such as your roommate) are studying or sleeping. Noise travels easily in a residence hall; what you consider soft music may be considered loud music to someone else. You will have a better chance of getting back borrowed, lost, or stolen items if you make sure that all your belongings have some permanent identifying mark on them.

KEEP YOUR ROOM DOOR LOCKED—even when you are just going next door, or down the hall to the bathroom. It is easy for someone, not necessarily a friend or fellow student, to walk off with your things. The University is not liable for loss of damage of personal property, failure or interruption of utilities.

Since property may be stolen in residence halls, never borrow anything unless you ask the owner, or at least, leave a note if you are sure they will not mind. The best way to avoid hassles is NOT TO BORROW!

TALK—Come to a mutual understanding, talk about your concerns; initial awkwardness may save future hurt feelings. Sit and talk about habits, preferences, moods, and values at the beginning of the semester. Even if you room with your "best friend," you may be surprised to find out some things you did not know. If conflicts arise, such as one roommate studying late or another playing the stereo too loudly, do not let your frustration build. Talk it out. Talking with one another about the things that are bothering you is the first step toward making any roommate relationship better. Talk early on about differences or conflicts of interest. Do not let things build to the point that the first conversation is a confrontation! If you cannot settle the problem between yourselves, ask the Resident Assistant or the Residence Hall Director to mediate.

RESPECT YOUR ROOMMATES NEED FOR PRIVACY—A lack of privacy is often at issue when many people live in close proximity. You will fare better in your close environment by being friendly; offering help when you think help is needed, taking care not to interfere in your roommate's personal life. Bringing friends to visit when your roommate is trying to sleep or study for an exam,
or finish an assignment, will surely lead to conflict.

Sometimes, differences between roommates can reach the point where the problems cannot be resolved. If that becomes the case for you, talk with the Resident Assistant, and arrange a room change. You can still be friends, even if you cannot seem to live together.

RESIDENCE LIFE STAFF

RESIDENCE HALL DIRECTORS: The Residence Hall Directors are responsible for the management of their assigned residence hall. Their foremost responsibility is to ensure that the environment for residents is clean, safe, comfortable, and conducive to the development of a residence hall community. Hall Directors supervise the Assistants and the residence hall Desk Clerks. They are also responsible for coordinating residence hall programs, and advising the Residence Hall Council for their particular hall.

RESIDENT ASSISTANTS: Resident Assistants live on or near each floor of the residence halls. Resident Assistants are committed to helping students develop as individual members of the residence hall community. Resident Assistants plan and present programs, manage their assigned wing, and assist students in problem solving.

DESK CLERKS: Desk Clerks work at the front desk. They answer the telephone and are usually the first person seen by the public. Desk Clerks call residents to the front desk to meet their guests, distribute information, type.

RESIDENTS' ORGANIZATIONS

RESIDENCE HALL ASSOCIATION AND HALL COUNCILS: All students residing on campus are invited to participate in their individual Hall Council and the Residence Hall Association (RHA), an organization whose main goal is the improvement of the quality of life for residents. The Association depends on resident volunteers to help plan and implement hall councils, educational programs, social and recreational programs, and a food service committee.

The RHA facilitates communication between resident students, residence hall staff and other support services. The RHA provides an excellent opportunity for students to become involved in the life of the University, working constructively to improve the residence hall experience.

RESIDENCE HALL PROGRAMS AND MEETINGS: All residence hall students are welcome to attend events held in the residence halls. Hall events are designed to address the educational, social, physical, and spiritual needs of the residents.

Hall Directors are responsible for supervising the programming of events for each semester. Services such as the Counseling Center, Campus Life Office, and Campus Ministry also coordinate programs with the residence hall staff and the Residence Hall Association.
SERVICES FOR THE PROMOTION OF QUALITY LIVING AND LEARNING

"So long as instruction and life do not merge in our Universities, so long as what the undergraduates do and what they are taught occupy two separate, air-tight compartments in their consciousness, so long will the University be ineffectual (Woodrow Wilson, 1913)."

SUPPORT SERVICES AND RESOURCES: The residence hall staff, in an effort to support the student's academic and social development, works closely with other areas of the University community to provide residents with a well-developed support system. Campus Ministry, Counseling and Consultation Services, Student Health Services, Campus Safety, and Facilities, are all an integral parts of this system. Living on campus provides students unique opportunities to become familiar with and to take advantage of these support services. Detailed descriptions of these programs are published on www.htu.edu.

RESIDENCE HALL FACILITIES AND SERVICES: The campus residence halls are dedicated to the idea that learning begun in the classroom continues outside its walls.

TUTORS: Some tutoring services are provided by the University. Often those tutors use one of the study rooms located in the residence halls. The use of those study rooms by members of the opposite sex is subject to the visitation regulations.

DINING SERVICES: The campus dining hall, located in the Davage-Durden Student Union is under the direction of Sodexho Campus Dining Services. Meals for student residents are prepared and served seven days a week.

DINING HALL POLICIES

- All residence hall students must have a meal plan
- A student's meal card (student ID) must be presented at each meal
- All food service equipment (cups, plates, trays, silverware, etc.) must remain in the dining hall.
- Refunds are not made for missed meals
- Students whose schedule conflicts with dining hall hours can make arrangements in the dining hall office to receive a sack meal
- Sick trays must be authorized by a Residence Life staff person or the University Nurse; the ID of the sick person must be presented at pick-up time
- ID cards are not transferable and will be confiscated if found to be used by someone else
- Proper attire is required in the dining hall for all students.
- Throwing or abusing food, utensils, or furnishings is prohibited
- Disruptive, destructive, excessively noisy behavior will lead to disciplinary action.
Residence Hall Rules and Policies

From A to Z

Alcohol and Drugs: Alcohol, empty containers, drugs and drug paraphernalia are prohibited in the residence halls. Anyone who is caught in possession of drugs or alcohol will be removed from the residence hall immediately. Although the legal drinking age in the state of Texas is twenty-one, Huston-Tillotson University, in accordance with federal guidelines, prohibits the possession and/or consumption of alcohol or the use of illegal drugs in the residence halls.

Appliances: Use of appliances in the residence halls is permitted within certain guidelines. Generally, appliances should require no more than a thousand watts. Appliances with open heating element (e.g. hot plates or electric heaters) are not permitted in the residence halls. Prohibited items will be held by the Hall Director until such time when the resident may claim the appliance and take it home. Some exceptions include hair dryers and curing irons.

Assault: Any physical altercation and/or verbal threats should be reported to the residence life staff. Such incidents are considered highly serious, and should be reported immediately. Altercations of this manner will be immediately referred to the office of the Dean of Students, and reported to the Director of Campus Safety.

Assignments: (See Room Assignments)

Bathrooms: In halls with suite arrangements, residents are responsible for the regular cleaning of bathrooms. Bathrooms should not be painted by residents. In regards to the community bathrooms, custodial staff maintains the responsibility of keeping the area clean. Residents are expected to help keep the bathroom clean in the community bathroom. Any excessive trash or filth in the community restroom may result in a fine of 20.00.

Battery: A person who engages in the act of hitting or beating another person will be subject to disciplinary action and suspension from the residence halls and/or suspension from the University. Additionally, criminal charges will be filed. In most cases, the students involved in battery will be removed from the residence hall on an indefinite basis.

Candles: Candles, lamps, or appliances which produce an open flame are not allowed in the residence halls.

College Official: A college official is any person that is hired by the college to perform work at the college, including but not limited to secretaries, desk clerks, public safety officers, etc.

Community Charges: Individuals are held responsible for any charges that they incur in their rooms. When vandalism or damages occur in common areas, the residence hall staff works
diligently with the residents responsible for the damage. If the responsible party cannot be determined, then the residence hall community will share the cost of the damages. When such damages are caused by unidentified persons, the entire building will be charged. Charges will range from 20-60 dollars per resident.

**Computers:** The residence halls are equipped with computer rooms for residents only. Computer rooms that are located on the first floor of each building are available from 4pm-10pm Monday-Sunday. Students must sign in to access the computer room.

**Cooking:** For reasons of health and safety, cooking in the residence halls is prohibited except with the use of microwave ovens and crock pots. Frying pans, woks and deep-fryers are prohibited. Students are strongly encouraged to use the community kitchen which is located in each residence hall. These kitchens are open until 10pm, seven days a week.

**Courtesy Hours:** Courtesy hours are in effect twenty-four hours a day. This means that although quiet hours may not be in effect, residents are expected to maintain reasonable volume levels at all times.

**Damage:** Destruction or improper care of the building or any of its parts shall be considered damage. Responsible parties shall be charged for damage. In the event the responsible party is not found, community fines will be levied.

**Decals:** Decals should not be placed on painted walls, furniture, doors or any building surface that might be damaged by their removal.

**Decorations:** Decorations are encouraged as long as they do not create health or fire hazards, and as long as they do not damage the room. Decorations should not be of an offensive nature.

**Decorations, Displays, Pictures and Signs:** Texas law prohibits the removal of traffic and/or street signs from their rightful location. Therefore, traffic or street signs are not permitted in the residence halls. Pictures and other material that may be considered objectionable are not to be displayed in areas that may be visible outside of the residents’ room. Alcoholic beverage signs and pornography are not allowed as room displays.

**Decorations, Holiday:** Persons decorating their rooms or doors for the holidays must follow these guidelines:

- Lights must be UL approved
- Trees and greenery must be artificial
- Tree decorations must be flame resistant
- Lights must be turned off by midnight
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors and exit signs must not be covered, and exits must not be blocked.
- No candles or open flame devices are to be used in any decorations.
- All decorations are to be removed within two days following the holiday
- Trees will not be displayed in the lobby area
Emergency: An incident is judged to be an emergency when:

- The situation could involve the possible loss of life or limb.
- Someone’s property is in imminent danger of harm of destruction
- Someone has made threats of bodily harm against another
- Someone has made a general threat of violence by their words or actions (e.g. bomb threat)
- There are situations which may be construed to be potentially harmful or dangerous. If the situation is not corrected, it will get substantially worse.

Ask a Residence Life staff member when you are in doubt about whether an incident fits the definition of an emergency.

Emergency Notification of Authorities: The Residence Life staff should be contacted, day or night, whenever any emergency arises, including any of the following situations:

- Incidents which may be considered to be harmful or potentially dangerous.
- Whenever there is a threat of violence.
- When sighting any unauthorized or suspicious person in the residence hall.

Give a clear description of the problem, your location, and your name when you call to report an emergency. You may also report the incident in confidence by typing out the emergency that was witnessed, and sliding the letter in a sealed envelope under the door of the Director of Resident Life. Confidential letters may also be given to the campus mailroom to be placed in the box of the director of Residence Life. Students are not required to put their name on the submitted letter.

Fire/Safety Equipment Regulations: Because it is imperative that fire and safety equipment function properly when it is needed, the following are prohibited.

- Tampering with the fire extinguisher, smoke detectors, exit lights, emergency lights, and any light necessary to illuminate a hallway or walkway.
- Removing smoke detectors or otherwise rendering a smoke detector inoperable.

All halls and stairwells must be kept free of furniture, debris, and other materials.

Periodic fire drills are required to insure that residents know what to do in the event of a fire. All residents should locate the fire exits on their floor and should be on the alert to prevent fires. All residents and visitors are required to evacuate the building when the hall fire alarm is sounded. Those individuals refusing to cooperate with staff will be subject to disciplinary action.

Fire Drill Procedures: In the event of fire, residents will be notified by fire alarm. When so notified, residents should follow these procedures:

- Turn on lights, raise blinds and open drapes to improve visibility for rescue workers.
- Close all windows so additional oxygen will not spread fire.
- Put on a coat for the protection against heat, flames, and bad weather.
- Put on hard-soled shoes for protection against heat, flames and bad weather.
- Carry a towel to put over your face in case of heavy smoke.
• Close the door on the way out to prevent the fire from spreading.
• Check to see that residents living nearby are aware of the fire alert.
• Proceed quickly and quietly along established evacuation routes.
• Follow the instructions of the Residence Life, Public Safety and Fire Personnel.
• Remain calm.

Emergency Evacuation and Drills. In the event of an actual emergency (i.e. bomb threat, tornado, etc.) or a periodic emergency drill, immediate compliance with directives given by staff is required. Because all drills are timed (and must be repeated if not quick enough) and failure to respond promptly in an actual emergency can result in injury to that student (or staff members lingering in unsafe conditions). Failure to comply during drills or emergencies will result in immediate, disciplinary actions. It is of the utmost importance that anyone in a residence hall respond promptly in emergency situations for the safety of all. This same compliance is expected of guest.

Bomb Threat. If a bomb threat is received on a student’s telephone, the resident should:

1. Note the exact time of the call
2. Write down as accurately as possible all statements made by the caller.
3. Listen to determine the gender, age, accent, and distinguishing features of the voice.
4. Listen for background noises.
5. Immediately notify Residence Life staff on duty.

In the event of a bomb threat requiring evacuation of the buildings, students will be alerted through the fire alarm system. Residents are asked to follow the evacuation procedures outlined for the Fire Emergencies/Drills (see Fire Drill Regulations)

Tornado Evacuation Procedures. Two types of tornado alerts are issued by the National Whether Service: (1) tornado watches and (2) tornado warnings. Residents should be familiar with this distinction because it dictates which course of action to follow.

A Tornado Watch signifies that atmospheric conditions are such that a tornado could develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Residents should monitor both television and radio weather bulletins to listen for details and changes in the weather conditions.

A Tornado Warning is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued. In the event of a tornado warning:

1. Close room and hallway doors behind you. Bring a book, radio, and flashlight with you if they can be quickly located.
2. Immediately move to one of the designated storm evacuation areas on the lower floors and remain there until the all clear signal is given.
3. Do not remain in any area that has glass windows especially lobbies.
4. Cooperate fully with all residence life staff and safety officials.
Procedures for What to do when:

**Fire or Smoke is sighted**

- Notify a member of the residence hall staff, no matter how small the fire or how little the smoke.
- Contain the fire or smoke, if possible, by closing the room or hallway doors behind you.

**Hearing the Fire Alarm**

- Leave the building immediately. Dress in preparation for exiting outdoors (shoes, coat, etc.)
- Do not return to your room, if you are away from your room when the fire alarm sounds
- If trapped in your room, keep calm, use your telephone to call campus authorities for help
- Do not return to the building until given the all clear signal by the campus authorities.

**Injury/Illness Occurs**

- Report directly to student health center
- Contact the residence hall staff whenever a medical emergency arises in the residence hall.
- When necessary, Emergency Medical Services (EMS) will be requested by Campus Safety.
- The fire exit doors are used for exit only not for reentering

Residents with known health conditions such as diabetes or heart conditions must inform the Student Health Center or their Hall Director. Residents contracting a communicable disease must report immediately to the Student Health Center and take any additional actions to protect the health and welfare of the residents.

**Residents Experiencing Psychological Crisis or Suicidal Concern (severe anxiety, depression, or other emotional disturbance):**

- Notify the Hall Director. Contact the Dean of Student Affairs & the Counseling and Consultation Center.

**Residents Notice Highly Irrational, Bizarre, and Disruptive Behavior Occurring**

- Notify the Hall Director and Campus Safety.
- Contact Counseling and Consultation Center, Dean of Student Affairs or the Vice President of Student Affairs Office.

**Emergency Maintenance Conditions Occur**

Immediately report the following situations to the Residence Life Staff:

- Dangling Hot Electrical Wires
- Loss of water supply or electrical power
- Backed-up or clogged drainage in the bathroom
- Burned out electrical plugs

**Sighting of firearm in the Residence Hall**

- Report sighting to a Hall Director or Campus Security Officer
- Avoid handling the weapon
Encounter a Suspicious Person in the Residence Hall

- Avoid any unnecessary contact with this person
- Avoid giving information related to any student
- Alert the Residence Life staff
- Alert other residents to ensure their safety

The Residence Life staff will contact Campus Safety if necessary

- Theft or Vandalism of personal property occurs
- Immediately report incident to hall staff
- Call Campus Safety to report theft

Assault by another student or an outsider

- Concentrate on the identity of the assailant
- Report the incident to the Hall Director, Residence Life staff and Campus Safety

You become involved in a serious exchange of words

- Allow the other individual to express their point of view without interruption from you
- Avoid using any type of threatening language
- Notify a college official of the situation and your concern for civility.

If a threat to the Safety or Security of the Residence Halls or Campus is Observed

- Report breach in residence hall security to Hall Director and/or Campus Safety.
- Alert others to the threat, in order to reduce the likelihood of injury or harm coming to them
- Offer recommendations to correct the weakness in the safety or security procedures

Encountering Improper or Unprofessional Behavior by a member of the faculty of staff.

- Report behavior to the Dean of Student Affairs soon after the observed behavior, document the behavior in writing to aid in memory

Experiencing or Sensing Sexual Harassment or Discrimination Within the Campus community

- Report incident to the Dean of Student Affairs
- Soon after the observed behavior, document the behavior in writing to aid in memory

ENTRY, SEARCH AND SEIZURE. No residents’ room will be entered without knocking. Entry following the knock shall be proceeded by a time lapse of sufficient duration to provide the occupant(s) ample opportunity to open the door. Rooms will be entered in the absence of the occupants only when an emergency exists, when it is believed an emergency, health, or safety violation exists, to provide maintenance, for fire and safety checks, if public disturbance is occurring (e.g. continual alarm clock), or if it is believed a violation is occurring (e.g. students are present in room but are failing to open door at staff request)

ENTRY BY CAMPUS AND PUBLIC SAFETY OFFICER. Campus Safety Personnel are authorized to enter students rooms when accompanied by a witness who shall be either (1) another Campus Safety officer, (2) a member of the college staff or faculty, or (3) without one of the above, but with a randomly selected campus resident. Campus Safety personnel may enter the building to give chase to persons trying to avoid questioning. Officers shall, in all but the most extreme cases, inform the hall director on duty whenever they must enter the building for any reason, or whenever there is a need to enter a room. A staff member should accompany the
Officers to the room that is to be entered. The Hall Director shall be notified immediately after such entry.

**ENTRY FOR ROOM INSPECTION.** Residence Life staff members shall make monthly entry of each room to ensure that adequate health and safety standards are being met. Health and safety violations shall be cited, and those rooms shall be subject to follow-up inspections until the resident corrects the problem to the satisfaction of the Hall Director. The Resident Assistant shall post the dates of the inspections at the beginning of the semester. Any changes in dates shall be posted at least 48 hours before the new/alternate inspection date.

**ENTRY FOR ROOM SEARCH.**
The Director of Campus Safety or the Dean of Student Affairs must authorize any room search. General room searches will be permitted only in extreme situations as determined by either the Director of Campus Safety or the vice president for student affairs. A Hall Director, or the college staff, and at least one randomly selected officer of the RHA must witness a room search, unless an emergency dictates immediate action. Selected RHA officer(s) will be present, but not involved in the search of the personal goods and belongings of a resident. Before any search is begun, room occupants will be notified of the reason for the search (if they are present) and will be afforded an opportunity to produce, voluntarily, items or material sought. Campus Safety officers shall be summoned to search a room for the following reasons:

- Emergency situations occasionally occur that make it necessary for a staff member to search a room for a particular item (e.g. a discarded prescription bottle, telephone number, or address.)
- For the promotion of community health, safety and morale.
- Scent of controlled substance in the building.

Only items that are specifically prohibited or that pose immediate danger to the health or safety of the residents may be removed from the room without consulting with the owner. The occupant will immediately be notified of the removal of the items and a receipt will be left for the items removed. If the item may be legally possessed by the student, it may be claimed by the student, but not returned to the residence halls.

In the event marijuana is suspected in the rooms, resources provided by APD may be used to locate the illegal substance.

Each Hall Director will keep log of rooms entered, and will submit a detailed written report to the Dean of Student Affairs. The report will be presented to the designated offices within twelve hours of the search.

**ENTRY BY MAINTENANCE AND CUSTODIAL PERSONNEL.** Maintenance and custodial personnel may enter the room in the absence of the residents to provide repair or cleaning services. Residents should be prepared to welcome maintenance workers within a few hours after request for service has been forwarded to the physical plant office. Custodial and maintenance persons cannot search rooms, neither are they allowed to remove items from any room. Employees who have information concerning the observed evidence of activities or articles that violate either University rules or regulations, or State or Federal laws should be reported to the Hall Director or to the Dean of Student Affairs.
ENTRY BY NON-COLLEGE LEGAL AUTHORITY. All entries and searches by outside legal authorities will be coordinated with the Campus Safety Office, the Dean of Student Affairs, Hall Director, or other staff agent authorized by the Hall Director, who will accompany outside personnel as an observer only. All room entries and searches by outside authorities will be reported to the Vice President for Student Affairs. The report will be filled within twelve hours of the search.

ONLY IN THE FOLLOWING INSTANCES WILL RESIDENCE HALL STAFF PARTICIPATE IN ENTRY AND SEARCH BY OUTSIDE AUTHORITIES.

1. A legal search warrant entitles the name holder to search the area designated. Residence hall staff is expected to help by providing access to the area under warrant and by acting as an observer.

2. Entry and search incidental to arrest or probable cause for arrest: the immediate vicinity to arrest or probable cause for an arrest by warrant or because of hot pursuit, including the body of the person arrested and the room or automobile interior in which the person is arrested, may be searched incidental to that arrest for unlawfully possessed items.

EXPLOSIVES. Firecrackers, fireworks, firearms, bullets and otherammunitions, explosives, flammable chemicals/materials, or pyrotechnics of any nature are prohibited within or around the residence halls for reasons of safety and noise. Possession or use of such items is considered a serious violation and will result in immediate disciplinary action.

EXPOSED ELEMENTS, HEATING AND COOKING. Appliances with exposed elements are prohibited. Some appliances produce heat as a part of their function. If this heat-producing element is not encased or if the surface of the encased elements allows the possibility of a fire if flammable substances come into contact with such appliances, that appliance or tool is not allowed. Some exceptions include hair dryers, curling irons, and irons. Extreme care should be used at all times when using any heat producing appliance. Misuse can cause injury to persons and property.

FACILITIES (USE OF). Residence Hall facilities are available for use by officially registered campus organizations. All meeting, programs, and activities must be registered and space must be reserved two weeks in advance with the Campus Life and Residence Life Office, respectively. The organization advisor must be in attendance during the entire meeting or activity.

FAILURE TO COMPLY WITH A REASONABLE REQUEST FROM A STAFF MEMBER. Residents shall respond immediately to all reasonable request made by any college official who has properly identified themselves as such. When asked for their identification card, students are required to surrender the card and comply with the request of the officer, administrator, or staff. Failure to respond to reasonable request will subject the student to disciplinary action.

FALSE IDENTIFICATION/FALSE INFORMATION. Acts of furnishing a college official with false identification, using someone else’s identification as your own, or using outdated identification as your own will result in immediate referrals to the offices of the Dean of Student Affairs and/or the Vice President for Student Affairs. Providing false information or false testimony to University officials will also result in removal in the immediate removal from the residence hall.

FIGHTING. Fighting or any physical conduct which does not conform to the guidelines set forth by the Student Code of Conduct is prohibited. Physical abuse or conduct which threatens or endangers the health or safety of any resident will result in immediate disciplinary actions. Sanctions for fighting include removal from the residence hall, suspension, loss of visitation privileges.
**FIREARMS.** Firearms (guns and other weapons) of any kind are prohibited on campus. Furthermore, it is a Federal offence to possess a firearm on the campus of any educational institution. APD will be notified in the event of a firearm sighting.

**FURNITURE.** In common areas, the furnishings are for the use of all the residents of the hall. Therefore, residents who inappropriately lounge on lobby furniture, or take it to their rooms, are depriving other residents of the facilities. Furniture must remain in the spaces for which it is designated.

**GUEST.** (See Visitation)

**GUNS.** (See Firearms and Weapons)

**HALL DIRECTOR** (See Staff)

**HOUSEKEEPING.** Custodians are assigned to work daily to keep the building clean. Living in a community setting means that all residents also need to do their part in keeping the halls clean. Please report any housekeeping needs to either the custodian in your hall or the residence hall staff person on duty.

**HARASSMENT/VERBAL ABUSE.** Acts of harassment or intimidation of any person or group in general within the residence hall or at their events are expressly forbidden. Harassment, including verbal abuse and treats, against an individual or group will result in immediate disciplinary action.

**HAZING.** Hazing is specifically prohibited. Fraternities, sororities, social clubs, and other organizations may not bring activities and functions, whether formal or informal, into the residence halls without express consent from Dean of Student Affairs. Hazing when performed by any member of said organization or by any individual not affiliated with any organization is prohibited by the laws of the State of Texas.

**IDENTIFICATION.** The identification card is distributed to a student after all fees have been paid, and is the official university identification. Identification may be required of a person on university property, and the identification card must be presented to any Huston-Tillotson University official upon request.

**IMPROPER CHECK OUT.** Persons who do not follow the prescribed procedures, move to another room without proper clearance from the Hall Director, or who do no meet the deadline for checking out of the residence hall at the end of the semester, will be subject to an improper check out charge.

**INCENSE.** Incense is not allowed.

**INTIMIDATION.** Acts of intimidating a person within the residence halls or properties (lawns, yards, sidewalks) immediately surrounding the building, are expressly forbidden. Conscious, deliberate acts of intimidation or harassment, including verbal abuse and threats, will result in immediate disciplinary action. Acts of coercion, aiding and abetting, or procuring another person to breach the peace, or harass others is likewise prohibited. Sanctions for intimidation may include removal from the residence hall, suspension, or loss of privileges.

**INVENTORY SHEET.** When moving into the residence hall, resident(s) verify a Room Inventory Sheet. The resident should double check all listed damages, missing furnishings and other peculiarities that they might otherwise be charged for later. Residents should submit their verified forms to the Resident Assistant on the same day the check in to their rooms. The resident will be
given a copy of this sheet.

**KEYS.** Residents are issued keys to their rooms at the beginning of each semester. Lost keys should be reported immediately to the main desk or staff person on duty. Residents who lose their keys will be charged for a lock change. The resident is responsible for all damage to locks and keys during the term of occupancy. Residents may not have keys duplicated. Residents may not issue their room key to friends or relatives. Once a lock change has been initiated, it cannot be rescinded. Tampering with locks is forbidden.

**LOBBY:** The lobby must be clear of all visitors [DELETE: opposite sex visitors] by 12 am.

**MAIL.** Campus residents are provided with a campus mail box at the university post office which is located on the ground floor of the Agard-Lovinggood building. Each resident will be assigned a mail box key or combination for the box. Mail is not delivered to the residence halls. Consult The Rams Guide for more information about the mail service.

**MAINTENANCE.** Repairs to the residence hall facilities are performed by the Physical Plant staff. Report all repair needs by filling a request for service with the front desk staff/Residence Hall Staff or Director. Repairs are usually made between the hours of 8:00 am and 5:00 pm.

**MICROWAVE OVENS.** Small microwave ovens which use no more than 1,000 watts and which are safe in design and structure (UL approved appliances) are permitted.

**PAINTING.** Individuals are not allowed to paint their rooms. The unauthorized painting of a room is considered damage and is therefore subject to damage charge.

**PARKING.** A current campus parking permit is required to park on campus; parking is available in the student parking lot that is located adjacent to Beard Burwes Hall.

**PETS.** Fish are the only pets permitted in the residence halls. For health reasons, other animals are prohibited.

**PROPERTY LOSS.** Residents shall be responsible for the security of their own property. The university shall accept no responsibility and is not liable for theft, damage, or loss of money, valuables, or personal effects of the student, regardless of the causation of the loss. Any personal effects, valuables, or other property left in the halls after expiration of the current semester rental period and not claimed within 30 days shall be considered abandoned. Storage is available to students in each residence hall. Arrangements must be made through the Hall Director. Residents are urged to purchase insurance for valuable items or possessions, and are urged to take every precaution for the care, safety, and clear marking and identification of their property.

**PRIVACY.** Often privacy concerns become safety concerns. To guard personal safety and privacy, the hall staff will not give out a resident’s room number. However, if residents do not want their phone number given out, they must inform the main desk in their hall, the residence life office and the Registrar’s Office. To aid in the maintenance of personal privacy, residents are encouraged to practice the escort policy.

**QUIET HOURS.** Minimum quiet hours which apply throughout the residence halls include the following time frames:

**Sunday – Thursday 8 pm to 8 am. Friday & Saturday 11 pm to 12 noon.**

The Hall Director may establish quiet wings (with extended quiet hours) at the beginning of each
semester. Residence hall councils or individual wings may vote to extend quiet hours. During quiet hours, volume should be limited to a level that could not possibly disturb the nearest neighbor’s attempt to sleep or study. This standard will be upheld whether or not the neighbors are present in an effort to provide consistent enforcement of the policy. The primary responsibility for the enforcement of quiet hours and courtesy hours belong to the residents. If conflict arises that residents cannot council themselves, or the offending noise is coming from another wing or floor, residents may then call on the building staff to remedy the problem. Most students will be cooperative when a reasonable request is made.

**RAPE.** Acts or allegations of physical violence are considered extremely serious and will be dealt with immediately. Investigations of this type of offence will include the Residence Life department, the Dean of Student Affairs and/or Vice President for Student Affairs, Campus Safety, and the Austin Police Department. Report any knowledge of such offences immediately.

**REFRIGERATOR.** Residents may bring their own refrigerators, providing that the appliance is small and uses no more than 1000 watts

**ROOFS.** For safety reasons, residents are not allowed on the roofs or ledges of the residence halls.

**ROOM CHANGE.** A time is provided near the beginning of each semester for students to make room changes. All changes must be approved by the Hall Director. Residents approved for a move will be given a deadline by which to complete the move (usually 48 hours). The first room change during the academic year is free. Each move thereafter cost $10. Persons who move without approval or those who do not finish the move in the allotted time will be subject to the $20 improper check out fee.

**ROOM PRIVATE.** Private rooms are available after all those seeking housing have been served with a room assignment. Residents may request private rooms during the allotted time for room changes. Those persons receiving private rooms must pay the additional private room fee before a key will be issued to them.

**ROOM USE.** Residents are not permitted to sublet or reassign, or use their room for commercial purposes. Residents are not permitted to remove equipment or furnishings from any room in the residence hall. Room use must be legal and in accordance with university policies.

**RUNNING/ROUGH HOUSING.** Running, roughhousing, scuffling, horseplay, and the throwing, bouncing, or kicking of objects in hall, stairwells and other common areas is prohibited.

**SCREENS.** For the protection of all residents, screens, where present, must not be removed from windows. Students will be held liable for damages to screens. A fine will be assessed for open screens. A screen installation fee will be assessed for screens that have been removed.

**SICK TRAYS.** Students who are too ill to eat in the cafeteria should send their meal cards with their roommates or friends to the main desk of their hall or to residence life office, so that the proper forms may be completed for obtaining a tray.

**SIGNS.** See decorations, displays, pictures, signs, and solicitation.

**SMOKING.** Cigarette, cigar, and pipe smoking are prohibited in the hallways, main lobby, restrooms, community bathrooms, and other community areas of the residence hall (and smoking in any building on campus is prohibited).

**SMOKE DETECTORS.** All students’ rooms are equipped with smoke detectors. Residents should
inform the staff immediately of any problems that they encounter with the smoke detector in their rooms. Tampering with the detectors poses a fire hazard, and is against the law and is a violation that carries a fine.

**SOLICITATION.** To protect residents from unwanted disturbances, soliciting in the residence halls is prohibited. Residents and campus organizations desiring special consideration should apply at the halls front desk. Off-campus groups and merchants must apply to the Dean of Student Affairs. All advertisement to be posted in the residence hall and the place and time of their posting must be cleared with the Hall Director. Posters and fliers must not display profanity or vulgar images. No fliers advertising alcohol are to be displayed. Items to be posted must receive the initials of the Hall Director or the Dean of Student Affairs office.

**STORAGE.** HT does not provide storage of students’ personal belongings at any time. Students are strongly encouraged to store items at an off-campus, reputable storage company. Off-campus storage is at the students’ risk as HT does not recommend or endorse any particular company.

Fall residential students may keep belongings in his/her assigned room over the winter break at his/her own risk if he/she will be a resident in the spring. Expensive items such as computers, stereos, and televisions must be taken home over the break or stored at a reputable facility.

Your university residential living experience, like your home, requires forethought about protecting personal belongings. *Since HT assumes no liability for personal items that are lost, stolen, or damaged, students are strongly encouraged to purchase renter’s insurance to protect his/her belongings.*

The University does not recommend or endorse any individual insurance company. However, the link below for National Student Services, Inc, is an example of a nationwide student property insurance company.

**TELEPHONES.** Each room is equipped with telephone jacks. Residents must provide their own telephones. Campus calls may be made by dialing the last four digits of the number of the party you desire to reach. Local calls are free and can be made by dialing ‘9’ to obtain an outside line. It is not possible to obtain long distance service from the room. Receiving collect calls or placing third party calls is prohibited.

**TRASH.** Trash is to be placed in bags provided by the physical plant and then to be placed in the dumpsters available near each residence hall. Trash left outside in the hallways will be subject to a fine. [fine listed was for $5/bag.

**VACATING.** Residents are advised to vacate the hall within twenty-four hours of their last final examination, unless this examination is on the last day of scheduled final examinations, in which case residents must vacate by the official time published by the administration in the academic calendar and/or other official documents. To facilitate a proper check out, all residents should make an appointment with their resident assistant, who will check the room and both RA and the student will sign the check out section of the inventory sheet. Any charges levied against the room will be written on the inventory sheet at the time of check out.

**VANDALISM.** Residents who destroy or deface any property, or areas related to the Residence Life department, including vandalism committed against the building or grounds of the residence halls, are subject to disciplinary action and will be required to pay any applicable damage charges
or fines. Often affected areas may be temporarily closed because of vandalism.

VENTS. Removal of vents and the blocking of vents by stuffing articles in the vent duct in student rooms or common areas is prohibited and subjects residents to charges for re-securing of the vent. Disciplinary action will be taken.

VERBAL ABUSE. Profanity and incivility are discouraged. Rude and indecent comments or gestures directed toward anyone, can be considered verbal abuse, and are not tolerated. The perpetrator and incident will be automatically referred to the Dean of Student Affairs, regardless of how minor the initial policy violation. Major violations may also be referred to the Dean or Vice President for Student Affairs, or a hearing council. (re-worded)

VISITATION PHILOSOPHY. Visitation is considered a privilege. Because the rights of all residents must be considered in regard to any guest in the room, even within regular visitation hours, a resident’s request for any guest to leave (regardless of the guest’s gender) must be honored. The Residence Life department believes that the residents residing in the room should be comfortable to study, nap, or enjoy their privacy at all times. This environment could be compromised if unwanted guests are present too often, or if guests refuse to leave within posted visitation hours.

VISITATION Policy. The following hours shall be set as the maximum limits within which any residence hall may hold visitation.

Sunday- Thursday 3pm -12:00 midnight Friday and Saturday 3pm- 2:00 a.m.

The following pertains to guests:
- Guest will enter through main lobby entrance only.
- The host or hostess will be contacted by telephone to announce that a visitor is in the lobby
- The resident must come to the front desk and register the guest.
- Host and guest must both leave a valid picture ID card at the lobby desk
- The building resident must escort the guest to the room
- The hall resident assumes full responsibility for the guest’s behavior during the visit.
- At the end of the visit, the resident must escort the guest to the front desk where both resident and guest will sign-out and ID cards will be returned
- Any violations of the visitation policy will result in the following disciplinary actions:

First Offense: Verbal Warning
Second Offense: 50.00 fine and written warning
Third Offense: 100.00 fine and recommendation for removal from the residence hall. All recommendations by the hall director will be reviewed by the Dean of Student Affairs, who will make the final judgment.

VISITATION, COLLEGE FACULTY/STAFF. University faculty and staff shall not visit students’ bedrooms. The University Nurse is exempt from this rule. Employees needing to contact a student may request assistance from the staff on-duty.

VISITATION, INFANTS/MINORS VISITING THEIR PARENTS. The university recognizes and respects the wishes of those students who are parents and desire to spend time with their children in the residence halls; however, it is the policy of the university to limit access to the living quarters to student residents only. The protection from injury or harm to the children of student residents is of the utmost concern to the university. The hours for the resident parent-child visitation are 4:00 p.m. to 10:00 pm on week nights, and from 12:00 noon to 10:00 pm on
weekends. The residence halls are not licensed or equipped as child care facilities; therefore, residents are to refrain from child care except as indicated in the sentences above. The institution is not liable for injury of a child on campus.

**VISITATION, OVERNIGHT GUEST:** The residence halls are not hotels. Any resident who is discovered letting a guest(s) stay overnight (or longer periods of time) in the resident hall will receive an immediate $100.00 fine/and written warning. The second offense will be $200.00 and the resident will be recommended for removal from the residence hall by the Residence Hall Director.

**WEAPONS.** Use and possession of any weapon including, but not limited to rifles, shotguns, hand-guns, BB guns, air rifles and pistols, bow and arrows, knives, or ammunition is prohibited within the residence hall and the grounds surrounding and belonging to the University. Violations may result in immediate referral to Campus Safety, the Dean and Vice President for Student Affairs, and/or removal from the current room, or removal from campus housing. Using explosive materials (i.e. firecrackers, etc.) will result in similar disciplinary action.

**WINDOWS.** Due to the sensitive nature of the heating and air conditioning system, and for general safety reasons, windows must remain closed and screens must remain locked unless otherwise advised by hall staff or publicized by hall front desk. Persons will be held liable for litter, damages to property, or personal injury resulting from items being thrown from windows. A fine will be imposed on those persons who open windows.

**WINDOW COVERING.** Decals, newspaper, foil or any material used for the purpose of blocking light and sun may not be applied to windows.

**WINDOWS, LEDGES AND SUN LEDGES.** For safety reasons, persons are not permitted either on window ledges or the overhanging sun ledges above windows. Ledges and overhangs are not to be used for storage. Persons will be held liable for damages to property or personal injury resulting from items falling from ledges.