

2013-2014 Housing and Residential Education Policies & Regulations

Described below are the Policies & Regulations that govern all residence hall occupants. By completing and signing the Student Housing License Agreement and taking occupancy of a residence hall room or apartment, you hereby agree to all of provisions and understand that violation of policies will result in disciplinary intervention.

*These policies are subject to change, without notice.

Accountability. Each resident is viewed as a responsible person who will be held accountable for their own actions and those of their guests. When misconduct is reported, every incident will receive due process in accordance with campus policy following the appropriate courses of action as determined by the Department of Public Safety and campus administration. Incident investigation requires adequate time for completion before any action will be taken.

Alcoholic Beverages.

1. No resident or guest may possess or consume alcohol in the residence halls – except Piedra del Sol and Villa Alvarado.
 - a) The possession of empty alcohol containers, including shot glasses, may be considered evidence of consumption of alcohol previously contained therein and are therefore prohibited from the residence halls.
 - b) No person may be in the presence of alcoholic beverages.
 - c) Gross consumption of alcohol and the results of such consumption (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff and other such acts) are prohibited.
 - d) Residents or guests of any age may not possess alcohol or drug consuming devices/paraphernalia.
2. In addition to these policies, residents are expected to abide by the University alcohol policy, which applies to all campus living environments. The University alcohol policy can be viewed online at <http://senate.sdsu.edu/policy/pftoc.html>.

Alcoholic Beverages – Piedra del Sol and Villa Alvarado ONLY.

1. No resident or guest under 21 years of age may possess or consume alcohol in Piedra del Sol and Villa Alvarado residence halls.
 - a) Neither residents nor guests of any age may possess or consume hard liquor, such as whisky, rum, vodka etc. in Piedra del Sol and Villa Alvarado.
 - b) The possession of empty alcohol containers, including shot glasses, may be considered evidence of consumption of alcohol previously contained therein.
 - c) No person under 21 years of age may be in the presence of alcoholic beverages.
 - d) Gross consumption of alcohol and the results of such consumption (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff and other such acts) are prohibited.
 - e) Guests, of any age, are not permitted to bring alcohol into a residence hall.
 - f) Residents or guests of any age may not possess alcohol or drug consuming devices/paraphernalia.
2. Residents 21 years of age or older may possess and consume beer and wine under the following conditions:
 - a) Only in of-age Licensee's apartment with the door(s) closed, with no one under 21 present at any time.
 - b) Licensee's guest(s) age 21 or older, may consume beer and wine only in Licensee's apartment with the door(s) closed, with no one under 21 present at any time.
 - c) No residence hall room with one or two residents age 21 or over may contain more than a

total of 72 oz. of beer or 750 ml. of wine, including sparkling wine.

d) No residence hall room with three or more residents age 21 or over, may contain more than a total of 144 oz. of beer or 1500 ml. of wine.

3. In addition to these policies, residents are expected to abide by the University alcohol policy, which applies to all campus living environments. The University alcohol policy can be viewed online at <http://senate.sdsu.edu/policy/pftoc.html>.

Appliances. University-provided microfridges, refrigerators and microwaves are the only permitted appliances for use in the residence hall rooms for food preparation or storage. No hot plates, coffee makers, toasters, popcorn poppers, ovens, grills, electric water coolers, or other cooking appliances are permitted in student rooms or suite areas (except in the kitchen areas of Piedra del Sol and Villa Alvarado). Space heaters are prohibited in all residence halls. No personal refrigerators are permitted in any student room, suite, or apartment. Violations will result in disciplinary action and any monetary charges for costs attributed to removal or repairs will be the responsibility of the Licensee.

Bathrooms. Residents and their guests are not permitted to enter or use bathrooms designated for the gender of which they do not identify.

Bicycles. Bicycles are not permitted in buildings (including residence hall rooms) or in courtyards, patios or balconies. Bicycles may be stored only in the bike barn, bike lockers, or on bicycle racks during occupancy. Bicycles placed or stored in any other location will be impounded.

Cleanliness, Health and Hygiene. Resident agrees to make reasonable efforts to maintain proper personal cleanliness and hygiene. Rooms and suites must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Residents may not violate these regulations or interfere with the safe and clean environment of others. Residents are prohibited from activities that violate any health code. If any room, suite or apartment is found to be cause of a health and safety violation, the University may have the room, suite, or apartment cleaned at the expense of the resident and/or roommate(s) and/or suitemates. Charges for pest control services will be added, if needed.

Close Down Over Breaks. During vacation breaks and closedown, residents must unplug all electrical items, except permitted refrigerators and microfridges. Residents who are not in over-the-break housing must vacate their room according to the terms outlined in the License Agreement.

Commercial Ventures/Solicitation. Licensee agrees to not use any area of the residence hall for commercial or non-residential purposes, nor will Licensee participate in, permit, or encourage door-to-door solicitation in the housing facilities.

Community Living. Residents agree to conduct themselves in a manner that is conducive for fellow residents to study, live, and sleep. Each resident also agrees to demonstrate reasonable efforts to resolve roommate and/or community issues. Residents are expected to report violations of the license agreement to staff members.

Damages. Residents and/or their guests who accidentally or intentionally damage any residence hall property, and/or property belonging to any member of the campus community, will be required to make restitution for repairs and/or replacement at the resident's expense and disciplinary action will be pursued.

Decorating/Posting. Posters and decorations may be attached only to interior walls, and only with materials that will not cause any permanent damage. Charges will be assessed for damages resulting from improper attachment at a minimum rate of \$5 per hole or abrasion. Exterior wires, signs, aerials or satellite dishes are not allowed. Painting of rooms is not allowed. Posting of any materials on exterior surface of room doors is prohibited, except for name identification and SDSU-approved and supplied dry erase message boards, Posting on windows and ceilings is also prohibited. Holiday decorations inside rooms are permitted only if safe and do not present a fire hazard. Non-UL approved lights are prohibited. Cut/live trees and foliage are prohibited in apartments, student rooms and suite areas.

Doors/Door Locks. Tampering with, disabling, or modifying the operation of apartment, room or suite doors or door locks is prohibited. Any resident and/or guest of a resident responsible for such violation will be subject to disciplinary action. Any charge for costs attributed to repairs of doors or door locks will be the responsibility of the resident.

Duty to Follow Directives/Failure to Respond. Each resident is expected to respond to and follow all written and verbal directives or requests of University staff promptly and act in an appropriate manner. This includes answering the door and checking voicemail, e-mail, and mailbox on a regular basis. Failure to comply with directions of, or interference with, any University official while acting in the performance of official duties will result in disciplinary action.

Electrical Safety. Extension cords are not permitted. UL approved, grounded power strips with circuit breakers should be used for all electrical equipment including computer and computer related hardware. A maximum of two power strips may be used per room, in separate outlets. No modifications to, or changes in, electrical wiring are permitted. No “splices,” “octopuses” or modification devices of any kind may be used to add plugs in resident’s room or suite. Excessive electrical equipment is prohibited. Residents in apartments, rooms or suites found to generate circuit overloads will be investigated. Repeat violations will result in disciplinary action and any charges for costs attributed to removal or repairs will be the responsibility of the resident.

Elevators. If an elevator malfunctions, press the alarm and stay inside until help arrives. Do not attempt to jump up and down, pry open or hit doors, or climb out. Licensee will be charged the cost to retrieve items dropped down shafts, or repairs due to Licensee or their guests’ negligence or damage, including damages resulting from exceeding the posted elevator capacity.

Explosives/Flammables/Incense.

1. The burning of any materials, including incense or candles, is prohibited except when prior written request and written approval has been obtained from the Director of Housing Administration and/or Director of Residential Education (or their designee) for the purpose of religious or spiritual observance only.
2. Residents shall not possess any firearm, ammunition, fireworks, explosives, gasoline, candles, propane, highly flammable material, or any other weapon. Violation of this policy may result in criminal prosecution.

Fake IDs. The use, display, production, and/or possession of fake or fraudulent forms of identification, including Identification that belongs to another person, is prohibited; such ID will be turned over to the Department of Public Safety. Violation may result in both legal and disciplinary action.

Fences. Fences are designed for the safety of the residential community. Students are not permitted to climb over/under fences or prop gates open, thereby, compromising the safety of the community.

Fire Alarms/Fire Safety. Tampering with, disabling, deactivating, removing, covering, or improperly activating fire safety detection equipment including fire extinguishers, fire alarms, sprinklers and smoke detectors is prohibited. Any resident and/or guest of a resident responsible for violation are subject to eviction and criminal and civil penalties. Door closers must not be removed. Use of prohibited cooking or other devices that cause activation of the system will result in disciplinary action and a charge for costs attributed to the alarm. During a fire alarm or other emergency where evacuation is required, residents must immediately exit the building.

Food Service. While in any campus dining facility, Licensee agrees to bus dining table and to pick up any trash left behind in order to promote a more pleasant dining environment. Shoes and shirt are required to be worn at all times. Licensee may not allow others to use Licensee's meal plan.

Furnishing False Information. Residents must provide accurate and truthful information, including properly identifying themselves and guest(s), upon request by University staff.

Gambling. Gambling is prohibited in all residence halls and on all university grounds.

Guests (except Piedra del Sol and Villa Alvarado).

1. A guest is any person who is permitted by a Licensee, and approved by the Residential Education Office, to occupy and/or reside in, for a limited time, a housing facility. Guests, including residents of other halls, must present a valid photo ID for entry. Visitors and guests, including residents of other halls, must be escorted and in attendance by Licensee at all times. Licensee accepts responsibility for the behavior of Licensee's guests and must inform guests of University regulations. Licensee is allowed no more than three guests in Licensee's room at any given time (two guests per Licensee in Cuicacalli and Chapultepec).
2. Residents living in designated over-the-break housing may have only one guest at a time during break periods.
3. Overnight guest(s) privileges are extended to residents on a temporary and occasional basis only after securing approval from any and all roommates, and registering the guest(s) at the hall front desk. Overnight guests must be housed only in the hosting resident's room. An overnight guest is considered anyone whose visit begins between the hours of 9:00 p.m. and 6:00 a.m., or a visit that lasts more than 6 hours that begins or falls within those hours. The same guest may not stay in a residence hall for more than four (4) nights per calendar month and may only stay two (2) consecutive nights per calendar month. Disciplinary action will be taken and a guest fee will be charged to the resident for any guest whose stay exceeds this limit. The University reserves the right to deny access to any person.

Guests (Piedra del Sol and Villa Alvarado).

1. A guest is any person who is permitted by a Licensee, and approved by the Residential Education Office, to occupy and/or reside, for a limited time, in a housing facility. Visitors and guests, including residents of other halls, must be escorted and in attendance by Licensee at all times. Licensee accepts responsibility for the behavior of Licensee's guests and must inform guests of University regulations. Licensees' of an apartment and their guest(s) may not exceed double the occupancy of the apartment at any time.
2. Residents living in designated over-the-break housing may have one guest at a time during break periods.
3. Overnight guest(s) privileges are extended to residents on a temporary and occasional basis only after securing approval from any and all roommates and registering the guest(s) with the Residential Education Staff. Overnight guests must be housed only in the hosting resident's room. An overnight guest is considered anyone whose visit begins between the hours of 9:00 p.m. and 6:00 a.m. or a visit that lasts more than 6 hours that begins and/or falls within those hours. The same guest may not stay in an apartment for more than eight (8) nights per calendar month. The University reserves the right to deny access to any person.

Halogen Lamps. Halogen lamps of any type are prohibited in the residence halls.

Illegal Drugs. No drugs, narcotics, or controlled substances, including medical marijuana, may be possessed, used, sold nor distributed at the University or in the residence halls. No drug paraphernalia, including any type of bong, pipe, and the like, may be possessed, used, sold nor distributed at the University or in the residence halls. No person may be in the presence of drugs, narcotics, controlled substances or drug paraphernalia, including any bongs, pipe, and the like, at the University or in the residence halls. Prescription drugs may only be used as prescribed, by the person to whom they are prescribed. The sharing or distribution of prescription drugs is against policy and the law. Use of drugs and the results of such use (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff, and other such acts) are prohibited.

Lockout Key and Swipe Card Policy. When the resident moves into the residence hall, they are provided a room key(s) and swipe card. Lost or stolen keys/swipe cards must immediately be reported at the hall's front desk and a lock change will be ordered. Resident will be billed for lost/stolen keys and/or swipe cards in all the residence halls. Residents must exercise care in key and card use. Keys and/or swipe card may not be given/loaned to any person other than specifically assigned resident. Staff will assist residents in room entry and the resident will be charged \$25 per entry, regardless of reason for lock out. Staff may not be readily available and the resident may be required to wait. Multiple incidents may result in disciplinary action.

Mistreatment of Staff. Threats, harassment, abusive behavior, unwanted touching, and any other mistreatment of staff are grounds for University disciplinary action, eviction and criminal prosecution.

Noise. Noise is any sound, human or otherwise.

1. Quiet hours are observed from 9:00 p.m. to 10:00 a.m., Sunday through Thursday, and from midnight to 10:00 a.m. on Friday and Saturday. During quiet hours, residents and guests must limit noise so it is not detectable outside of individual rooms. During quiet hours, noise levels are also limited in all public areas, including hallways, recreation/study rooms, balconies, pools and outdoor areas.
2. During final examination periods, all halls will observe quiet hours 24 hours per day beginning at 9:00 p.m. two (2) days prior to the University's first scheduled final examination and ending at the close of the building and/or the end of the University's last scheduled final examination.
3. During times not designated as quiet hours, residents and their guests must limit noise so as to reasonably avoid disturbing other residents. Loud talking or group gatherings that disturb others are not permitted.
4. Amplified sound, playing of drums and other loud instruments, as well as noisy games, electronics, etc., are prohibited at all times in the residence halls.
5. The noise policy also applies to loud talking and group gatherings outside the residence halls.
6. General custodial and maintenance activities are exempted. Specific projects performed by contractors may start at 8:00 a.m.

Online Social Networks. Licensee will be held accountable for postings depicting or describing violations of residence hall regulations and campus policies.

Passive Involvement. Residents are responsible for choices they make. In the presence of a policy violation, residents may attempt to stop the violation, contact residential staff and/or immediately remove themselves from the situation and the vicinity of the violation. If a resident chooses to remain at the scene of a policy violation, they will be included on the Incident Report and may be held accountable for a policy violation.

Pets. Animals of any kind, except fish in a bowl up to 2-gallon capacity, are not allowed in the residence hall rooms, in the hall common areas, or on the premises (except by faculty or full-time professional staff when approved by the Director of Housing Administration and Director of Residential Education). Residents may not feed/shelter stray animals. Residents are obligated to tell hall staff about stray animals so appropriate action can be taken to remove and protect the animal.

Photography. Persons in bedrooms, bathrooms, and dressing areas may not be filmed, recorded or photographed without specific written resident consent.

Physical Abuse and Harassment. Abusive physical and verbal behavior, and threats of physical abuse toward residents, guests, or staff, are violations of policy and will not be tolerated. Such conduct may be grounds for disciplinary action, removal from the residence hall, eviction, and/or criminal prosecution. Examples of prohibited conduct include, but are not limited to sexual and racial harassment, threats of violence, sexual assault, fighting, punching, slapping, kicking, scratching and pushing. Practical jokes and pranks or other disruptions are prohibited in the campus community.

Public Health and Safety. The University reserves the right to close the residence halls if such a closure is required to protect the public health and/or safety of residents.

Safety/Security. Residents must present their SDSU RedID card with their residence hall security sticker every time they enter their residence hall. Keys and swipe cards are for residents only; lending a key, swipe card, or RedID is not allowed. Possession of a swipe card for a building that Licensee does not live in is against policy.

Emergency equipment, including fire alarms and smoke detectors may not be tampered with at any time.

Room signs and directional signs may not be tampered with or removed.

Public doors may not be propped open.

All rooms and suites are subject to regular safety and maintenance inspections by the staff.

All Maya and Olmeca first floor rooms have University-provided window/door security bars for the security of residents; it is the responsibility of each resident to use them. Residents will be billed to replace window/door security bars.

Skateboards and Scooters. The use of scooters, roller blades, and skateboarding within the residence halls and on or adjacent to university property is prohibited and such users are subject to citation and fine by the SDSU Police Department as well as disciplinary action.

SDSU Residential Housing Network Acceptable Use Policy. The University provides high-speed Ethernet connections to all of the residence halls. Internet access is not guaranteed and may not be available to some residents under certain circumstances. University policy describes what use is acceptable and appropriate for your residential network connection. By connecting to or using a network connection in your residence, Licensee agrees to abide by University policies. It is strongly recommended that Licensee review the University's Acceptable Use Policy (AUP) at <http://security.sdsu.edu/policy/housing-aup.html>, which is incorporated into this License Agreement. Disciplinary Procedures, Business Affairs, Academic Affairs, SDSU Human Resources, or law enforcement officials, as appropriate, will adjudicate violations of the Acceptable Use Policy. The SDSU Computing Security Officer may temporarily suspend network privileges of any University user while suspected violations are being investigated or adjudicated, even if it affects network services of roommate(s) and/or suitemates. If Licensee's network privileges are suspended, Licensee must pay \$50 to be reconnected after the first violation and \$75 after the second violation. Licensee's network privileges will be permanently revoked after the third violation. Depending on the severity of the violation, Licensee's network privileges may be revoked after one violation. Sanctions as a result of violations of these policies may result in the following:

- Suspension or revocation of RezCon privileges;
- University disciplinary sanctions as prescribed by student, faculty, or staff behavioral codes;
- Monetary reimbursement to the University or other appropriate sources;
- Reassignment or cancellation of the Student Housing License Agreement;
- Prosecution under applicable civil or criminal laws.

Smoking. Smoking, hookahs, and water pipes are prohibited in all University buildings, including residence halls, student rooms, lounges, recreation rooms, public areas, hallways, stairwells, balconies, walkways, courtyards and pool areas. Hookahs and water pipes are prohibited in the residence halls and on residence hall grounds. Smoking is prohibited in outdoor areas including courtyards and community centers (pool areas, Cuicacalli Seminar rooms and the Cholula, Tula, and Villa Alvarado community centers). Smoking is prohibited within 20 feet of entranceways, windows and ground level air intake structures. The SDSU Smoking policy, including a list of designated campus smoking locations, may be found at <http://bfa.sdsu.edu/smokingpolicy>.

Solicitation. Solicitation of any kind, without prior approval by the Director of Residential Education or designee, is prohibited. Door to door solicitation is prohibited at all times. Additionally, residents are prohibited from knowingly or willfully permitting solicitors from entering the residence halls to solicit.

Surveillance Cameras. Surveillance cameras may be located in the residence hall elevators and other common areas (e.g., lobby, lounge, laundry room, hallways, dining facilities, etc.) for the protection of residents. Exterior cameras may monitor outside areas near the residence halls. Covering, breaking, damaging or tampering with surveillance cameras is a violation of policy and will result in disciplinary action.

Swimming Pools. Swimming in a residence hall pool is limited to residents and their guest(s). No lifeguard is on duty at any time and swimming is at each person's own risk. Pool use hours are dawn to dusk each day except during Hall Council sponsored events that must end by quiet hours. Portable swimming pools are prohibited in all residence halls and on all university grounds.

Theft. Theft of, or non-accidental damage to campus property, or property in the possession of, or owned by, a member of the campus community, is prohibited. This includes borrowing without specific prior approval, and the relocation of lounge or common area furniture.

Throwing Objects. Balls, sports equipment and any other item may not be used inside the residence halls and fire lanes. No object may be thrown or dropped from a window, balcony or opening.

Unauthorized Entry or Use. Unauthorized entry into, unauthorized use of, or misuse of personal or campus property is prohibited.

Weapons. Firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns or knives, tasers, swords, hatchets, or replica weapons, or any other weapon or material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of the law.

Definitions (in all cases include, but are not limited to, the following):

Firearms - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes air-soft guns, ornamental rifles used for ROTC training, and "replica" weapons.

Weapons - Any instrument of combat possessed or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, billy, sand club, sandbag, metal knuckles, or tasers. Replica weapons used for classes or student activities are prohibited.

Knives - Dirks, daggers, ice picks, pocketknives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption.

Windows, Balconies and Patios. Window screens are not to be removed, loosened, or altered. Residents will be billed for breaking the seal on an operable screen and will be billed the cost to replace, re-install, or repair damages (when applicable) to any screen. Residents may not enter or exit a room or suite through the windows except for emergency, safety, and/or security purposes. No items except plants and patio furniture designed for outdoor use may be placed on balconies and patios. Hangings, partitions, or curtains of any type may not be used on balconies or patios. These areas shall not be used for storage of furniture, barbecues, bicycles or other items including hanging of laundry. Unauthorized entry to other residents' rooms, windowsills, roofs, ledges, and balconies is prohibited.