

**OFFICE OF  
HOUSING AND  
RESIDENTIAL  
LIFE**



TM

# **COMMUNITY LIVING GUIDE 2008-2009**

# **WAYNE STATE UNIVERSITY OFFICE OF HOUSING AND RESIDENTIAL LIFE**

<b>Welcome Letter .....</b>	<b>3</b>
<b>Office of Housing and Residential Life Staff and Contact Information .....</b>	<b>4</b>
<b>Important Phone Numbers .....</b>	<b>5</b>
<b>Mission, Values and Vision.....</b>	<b>6</b>
<b>Community Expectations and Protocols for Residential Students .....</b>	<b>8</b>
<b>Disciplinary Process and Procedures .....</b>	<b>11</b>
<b>Residence Hall Policies.....</b>	<b>13</b>
<b>Services and Amenities A-Z.....</b>	<b>22</b>
<b>Check-in and Check-out Procedures .....</b>	<b>30</b>
<b>Safety, Security and Emergency Procedures .....</b>	<b>32</b>
<b>Policies, Procedures and General Information .....</b>	<b>37</b>

# **WELCOME!**

Welcome to Wayne State University - your new home away from home!

We look forward to another exciting year working with you in our efforts to create a comprehensive living learning community.

We encourage you to become involved with the people in your hall, apartment building, with other Wayne State University students, student groups and staff to take advantage of the opportunities living on campus can provide. Get involved in your building activities and your Living Learning Community. Utilize the many campus life resources as well as the academic resources that Wayne State University has to offer. The connections and friendships that you create will enhance your experience.

The Housing and Residential Life staff knows that its residential students will continue to create new traditions, pride and enthusiasm for Wayne State University and we feel lucky to be a part of the excitement. The Community Living Guide has been created to provide information and guidelines for how our residence communities will grow and learn together throughout the academic year. Please take time to read it to gain an understanding of your rights and responsibilities as Wayne State residents.

Welcome to Wayne State University. The Division of Academic Affairs and the Office of Housing and Residential Life are here to support you and to serve you. Our doors are always open; please stop by and visit with us.

Timothy L Michael  
Director  
Housing and Residential Life

## Housing and Residential Life Staff

### Office of Housing and Residential Life Staff

Our staff members are available to help you and your fellow residents build a positive atmosphere that fosters community, creativity, diversity and personal responsibility.

Tim Michael, <i>Director of Housing and Residential Life</i>	313-577-2116
Vacant, <i>Assistant Director of Residential Life</i>	313-577-2116
Dixon Kirkland, <i>Associate Director for Facilities</i>	313-577-2116
Deborah Mical, <i>Apartment Coordinator</i>	313-577-2116
LaTasha Hudgens, <i>Residence Hall Coordinator</i>	313-577-2116

### Office of the Provost

Howard Shapiro, <i>Associate Vice-President</i>	313-577-2254
---	--------------

### Dean of Students Office

David Strauss, <i>Dean of Students</i>	313-577-1010
Rick Earnest, <i>Associate Dean/Student Conduct Officer</i>	313-577-1010
Audra Kovalchuk, <i>Associate Dean of Students for Residence Life</i>	313-577-1010

## Residence Hall Staff and Community Directors

Our full-time staffs that manage the residence halls are responsible for each hall's total success including administration, facilities management, and student development and advisement.

### Yousif B. Ghafari Hall

Brandy Johnson, <i>Community Director</i>	313-577-9700
---	--------------

### South Hall

Vacant, <i>Community Director</i>	313-577-9852
-----------------------------------	--------------

### The Towers Residential Suites

Samantha Bennett, <i>Community Director</i>	313-577-6600
---	--------------

### University Tower Apartments

Michael Wilk, <i>Community Director</i>	313-577-8887
---	--------------

### DeRoy and Chatsworth

Trycennia Dean-Motley, <i>Community Director</i>	313-577-2121
--	--------------

## Important Phone Numbers

Dean of Students	313-577-1010
Athletics	313-577-4280
WSU Public Safety	313-577-2222
Comcast Cable Company	313-945-1111
WSU General Information	313-577-2424
Registration	313-577-3541
Parking Office	313-577-3704
Financial Aid Office	313-577-3378
One Card Office	313-577-2273
Student Resource and Assistance Center	313-577-3568
Ombudsperson Office	313-577-3487
Recreation and Fitness Center	313-577-2348
Housing and Residential Life	313-577-2116
• DeRoy Front Desk	313-577-2121
• Chatsworth Front Desk	313-577-2865
• University Tower Front Desk	313-577-8887
• Ghafari Hall Front Desk	313-577-9700
• South Hall Front Desk	313-577-9852
• The Towers Residential Suites Front Desk	313-577-6600

# HOUSING AND RESIDENTIAL LIFE

## Mission Statement

Housing and Residential Life creates a positive living-learning environment for residents by providing staff, resources, programs, services, and facilities that support and promote educational achievement, social development, and civility through local and global cultural awareness and understanding.

## Values

- Promote student learning and success
- Celebrate diversity
- Convenient, comfortable, and affordable housing
- Reliable resident services
- Efficient, committed and courteous staff
- Continuous staff training and professional development
- On-going assessment and evaluation

## Vision

To provide outstanding, comprehensive university residential facilities and programs.

## Residence Life Staff

Residence life staff members are available to help you and your fellow residents build a positive atmosphere that fosters community, creativity, diversity and personal responsibility. The staff is available to assist you in your adjustment to new people, new ideas and the university.

Residence Life Staff include: Community Directors (CD), resident advisors (RA), full-time front desk manager, student desk assistants, full-time security monitors, dining, maintenance, and housekeeping staff dedicated to your building. The resident advisors are students who have attended Wayne State University for at least two semesters and have knowledge and understanding of campus services and programs. They are student leaders who are committed to supporting your educational and social development.

Community Director (CD):

The Community Director is a professional staff member responsible for the total operation of your hall. This staff member provides direction to the residence life staff (RAs) oversees the physical condition of the building and provides leadership and support for programs, administrative duties and staff management.

Resident Advisors (RAs):

An undergraduate or graduate student is assigned to each floor (Ghafari Hall, South Hall and The Towers Residential Suites) or building (University Tower, Chatsworth Tower, Sherbrook or DeRoy Apartments). **For a current listing of Resident Advisors please see your hall or apartment front desk.**

RAs will:

- Foster networking systems for residents within the same major, classes and interests
- Help create and maintain an atmosphere conducive to studying
- Help educate students on ways to achieve academic and social success

- Plan and organize educational and social programming that responds to the needs of all residents
- Commit to community building on your floor and within the building
- Assist residents in resolving problems and serve as a mediator
- Educate residents on safety and security guidelines
- Serve as a positive role model and assist in the enforcement of policies
- Enforce university policies and procedures

### **Room Assignments/Roommates**

#### **Ghafari Hall, South Hall and the Towers Residential Suites**

All room assignments are made in an effort to best match students from information as noted on your application. We do understand that conflict may arise within a group living arrangement. You and your roommate(s) will be sharing the same living space for the entire school year, and we encourage you to try to work out any differences. Open communication is the key to a successful living arrangement with other people. We urge you to communicate and resolve any personal differences early on in your stay. Get to know your roommate(s) and decide what is important to each of you. If you decide that you are having difficulty that you cannot resolve, ask your residence life staff member for assistance.

### **Room Changes**

#### **Ghafari Hall, South Hall and the Towers Residential Suites**

The residence life staff is available to assist you in your transition to living in University Housing. They will work with you to resolve any roommate difficulties including a room change if necessary. Room changes may not be made without prior approval of the Director of Housing and Residential Life or his/her designee. Before room changes are made a resident must:

- Participate in the roommate mediation process
- Complete a roommate agreement form and/or Judicial Educator Module: "How to live successfully with a roommate: a blueprint for success"

More information regarding the roommate mediation process is available through any staff member.

### **Room Consolidation**

The Office of Housing and Residential Life reserves the right to change or cancel an assignment in the interest of order, health, safety or behavioral issues. The right of final assignment lies with the Office of Housing and Residential Life. The Office of Housing and Residential Life also reserves the right to fill vacancies in rooms and to require the resident to move to another room to allow for optimum utilization of space or to resolve situations regarding interpersonal conflicts at any time. (SEE CONTRACT TERMS AND CONDITIONS)

### **Unauthorized Room Changes**

Residents who move from their original room assignment without prior approval will be subject to an unauthorized room change charge of \$100 and must move back to the original room assignment. It is important for residents to complete the roommate mediation process and official room change approval process. Any resident allowing a non-resident to reside in the residence halls will be charged with violating the Student Code of Conduct and could face immediate removal from the residence halls.

# OFFICE OF HOUSING AND RESIDENTIAL LIFE

## Community Expectations and Protocols for Residents

### General Behavioral Expectations

Wayne State University is sensitive to the rights, freedoms and responsibilities of all its residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities are understood. Residents of Wayne State University are expected to:

- Observe state and federal laws as well as university policies and regulations.
- Respect the rights and privileges of others.
- Be forthright and honest in all of their academic and social conduct.
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare.

This means that residents have both the right and the responsibility to confront each other directly in a constructive manner when problems occur. Residents are also responsible for abiding by all policies, rules and regulations for on-campus living including but not limited to:

- Wayne State University Student Code of Conduct (<http://doso.wayne.edu/codeofconduct.pdf>)
- Office of Housing and Residential Life Community Expectations and Protocols
- Office of Housing and Residential Life Community Living Guide ([http://doso.wayne.edu/judicial/community\\_living\\_guide.pdf](http://doso.wayne.edu/judicial/community_living_guide.pdf))
- Contract Terms and Conditions ([http://doso.wayne.edu/judicial/community\\_living\\_guide.pdf](http://doso.wayne.edu/judicial/community_living_guide.pdf))
- Apartment Lease Terms and Conditions ([http://doso.wayne.edu/judicial/community\\_living\\_guide.pdf](http://doso.wayne.edu/judicial/community_living_guide.pdf))
- Wayne State University Workplace Violence Policy (<http://doso.wayne.edu/images/pdf/workplace-violence.pdf>)
- Wayne State University ResNet Policy; acceptable use (<http://doso.wayne.edu/images/pdf/information-technology.pdf>)
- Wayne State University Non-Discrimination Policy ([http://www.deo.wayne.edu/pdfs/non-discrimination\\_affirmative\\_action.pdf](http://www.deo.wayne.edu/pdfs/non-discrimination_affirmative_action.pdf))
- Wayne State University Sexual Harassment Policy: ([http://www.oeo.wayne.edu/pdfs/sexual\\_harassmentbrochure.pdf](http://www.oeo.wayne.edu/pdfs/sexual_harassmentbrochure.pdf))

The University, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible individual. Remember: If it's illegal off campus, it's illegal on campus. University property does not insulate residents from being accountable for their actions.

Those residents who are positive and active community members are vital to the quality of life on the Wayne State University campus. Abiding by the regulations set forth below is a major part of developing a supportive residential community that encourages academic, social and personal growth.

While most residents demonstrate respect for others in the community and conduct themselves in an appropriate manner, the small number of individuals who do cause problems may have a negative effect and disrupt the entire community. Failure to comply with university and/or residential policy may result in disciplinary action. Serious and/or repetitive violations of these policies may be grounds for termination of a resident's housing contract/lease and may affect his/her opportunity to return to University residences.

## **Resident Rights and Responsibilities**

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure the same rights for other residents. Housing and Residential Life staff will assist residents to learn these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations of residents and their guests:

### **Residents have the right...**

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect for and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of the housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests within established guidelines.
- To receive equitable treatment when behavior is in question.
- To receive individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

### **Residents have the responsibility...**

- To adhere to rules and regulations.
- To show proper University or State Identification when asked.
- To comply with reasonable requests made by staff, University officials, or fellow residents.
- To meet payment schedules for room, board, and other required fees.
- To sign in, monitor, and accept responsibility for the behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others as stated above.
- To respect the diverse backgrounds and interests of those in the hall and university community.
- To treat others in a civil manner and manage conflict in a mature manner.
- To report broken items or damages to their living area
- To refrain from damaging or removing communal items.

Any abuse of these rights is subject to review and action according to the procedures outlined in the Community Living Guide for Residents and the Student Code of Conduct for Wayne State University.

## **Implied Consent**

Residents are responsible for all activities that occur in their room/apartment. By allowing behaviors or items that violate residence hall/apartment or University policy, you have demonstrated an implied consent for the violations. As a resident, you are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in your residence hall or apartment. It is your responsibility to report behaviors or items that violate residence hall/apartment or University policy to a staff member. Passive participation that violates University, residence hall or apartment policy will not be tolerated, nor is it a valid reason to avoid responsibility. Residents will be considered in violation of hall/apartment and University policy if they fail to remove themselves from an incriminating situation in any location in the residence halls or apartment buildings.

## **Apartment and Residence Hall Room Entry**

Wayne State University and the Office of Housing and Residential Life are respectful and committed to the protection of students' right to privacy. The University also has responsibility to ensure that the welfare of people on campus; the educational and service functions of the University and the property of the University receive adequate attention and protection. To these ends, the Room Entry policy is as follows:

## **Room Entry**

Residence hall staff shall not enter a resident's room without permission from one of the residents, unless under conditions of immediate and serious threat to the safety, health or well-being of persons or property.

The University and/or its' designee(s) reserves the right to enter apartments and residence hall rooms and suites for inspection, cleaning, or maintenance purposes at reasonable times and upon reasonable notice. Residence hall rooms will be entered periodically for health and safety inspections.

Staff may also enter into a resident's room, suites or apartment if the resident is not present to eliminate disruptive noise from electrical sound equipment, radios or alarms which may violate an individual's right to sleep, study, read, etc as defined in the Resident Rights and Responsibilities Statement. A full-time staff member will be contacted to give permission for the staff to enter, and notification will be left regarding the entry.

Access to apartments and rooms will not be granted to friends, relatives, or other students by staff. For your own safety and security, you should keep your door closed and locked at all times.

## **Administrative Searches**

The Director of Housing and Residential Life, or his/her designee(s) may conduct an administrative search of an apartment or residence hall room to determine compliance with the rules of the institution, housing policies, or with federal, state, or local laws. During a search, they may obtain evidence when there is reasonable cause to believe that a violation has occurred or is taking place. The Director of Housing and Residential Life, or his/her designee(s), shall determine the existence of "reasonable cause." The Director of Housing and Residential Life or his/her designees must grant authorization before a search can be conducted. Searches may be conducted in the absence of residents.

# DISCIPLINARY PROCESS AND PROCEDURES

## Breach of Contract

Any violation of the rules and regulations contained in this publication may be considered a breach of contract. The Director of Housing and Residential Life or his/her designee(s) are authorized to cancel the contract of residents who are considered to be in breach of contract. No refunds will be given to those found in breach of contract and additional fees or penalties may be assessed.

## Incident Reporting

Violations of the Community Living Guide and the University Student Code of Conduct in university housing are usually reported and documented through an Incident Report (IR). Incident reports may be filed by any university and residential community member. Typically, incident reports are filed by residence life staff to address concerns within or around any Housing and Residential Life facilities. Incident reports are submitted to the Community Director of the facility and may also be submitted to the Assistant Director of Housing and Residential Life, the Director of Housing and Residential Life, the Associate Dean of Students for Residence Life, and/or to the University Judicial Officer.

When an incident report is filed, a designated individual (typically the Community Director) will review the incident report. The reviewer has three options:

1. Issue a written warning
2. Determine if further investigation is necessary by the Director of Housing and Residential Life designee(s)
3. Determine if investigation is necessary by the University Judicial Officer

**Note: Points 2 and 3 may be initiated concurrently. Additionally, criminal proceedings may be pursued independently of the processes outlined here.**

If further investigation is necessary by the University Judicial Officer, all incident reports and supporting information are forwarded to the appropriate university official. The process for hearings conducted by the university judicial officer may be obtained through the Dean of Students Office, located on the third floor of the Student Center Building, (313) 577-1010, or at [www.doso.wayne.edu](http://www.doso.wayne.edu).

## Administrative Meeting

If further investigation is necessary within Housing and Residential Life, the resident(s) involved in the alleged incident will receive:

- A written notification/warning letter that describes the incident and the alleged violation (an allegation notification) within fifteen (15) class days of the incident.
  - The allegation notification contains the date, location, and description of the specific policy violation. Based on the seriousness of the allegation the resident may receive only a Written Warning, may have to complete a judicial educator module at the cost of \$25 charged to his/her housing account, or the resident might be instructed to arrange a meeting to discuss the documented incident with the Community Director of the building. This meeting is referred to as an administrative meeting.

- Individual(s) who receive an allegation notification, and who have been instructed to meet with the Community Director, are required to make an appointment for an administrative meeting within three (3) days of receiving the letter, (students may waive their rights to an administrative meeting).
- Failure to respond to and arrange a meeting regarding the allegation notification results in a default admission of responsibility regarding the alleged violation. Accordingly, the student will be assigned sanctions associated with the violation.
- Within ten (10) class days of the administrative meeting or admission of responsibility by default, written notification of determination will be sent to the student. This letter may also include sanctions if the student had been found responsible. Please note: Notification may be extended for allegations involving an on-going investigation.

Disciplinary sanctions are imposed for behavior that is in violation of university and residence hall policy. The following are a range of behavioral sanctions, which may be imposed for violation of residence hall, apartment, or University regulations. Please note this list is in no way an inclusive or exhaustive list:

- Verbal Warning
- Written Warning
- Letter of Reaffirmation
- Assignment of Judicial Educator online module
- Educational Programs and/or Bulletin Boards
- Hall Council Attendance
- Moving a Resident to a New Floor or Building
- Restitution
- Interim Suspension
- Referral to Associate Dean of Students for Residential Life
- Referral to Director of Housing and Residential Life
- Removal of a Resident from the Housing system (contract termination)
- Referral to the University Judicial Officer
- Suspension/Revocation of Guest or other hall Privileges

### **Appeals Process/Disciplinary Sanctions**

The student has the right to appeal decisions:

- Decisions made by the Community Director may be appealed to the Associate Dean of Students for Residence Life

# RESIDENCE HALL POLICIES

## Non-Discrimination

Wayne State University, as an equal opportunity institution, is committed to compliance with federal and state laws prohibiting discrimination. It is the policy of Wayne State University and the Office of Housing and Residential Life that no person will be discriminated against in employment, educational programs and activities on the basis of race, color, gender, national origin, religion, sexual orientation, disability or veteran status.

## Notice of Change in Policy

Any notices or announcements of changes to policies and procedures may be served in writing/ or WSU email and will be deemed properly given if posted prominently in the Residence Halls or Apartments for a period of no less than one week (when possible), or delivered personally or through campus mail, or if delivered by registered mail in a post-paid envelope addressed to the student at the hall or apartment building in which the resident resides. Notices may also be updated at: <http://www.housing.wayne.edu/>.

## Rules and Regulations

The Director for Housing and Residential Life may disseminate rules and regulations concerning conduct in residence halls and apartments for the safety and convenience of the residents as a whole and to clarify procedures for administration of the residence halls and apartments. Residents must comply with all rules and regulations of municipal, state, or federal authorities and must, at all times, comply with the rules and regulations in force or adopted by the University and the Office of Housing and Residential Life as set forth in the university Code of Conduct, the Contract Terms and Conditions, and the Community Living Guide.

## Right to Terminate Occupancy

The University reserves the right to cancel the housing contract/lease and terminate a resident's housing when the conduct of the resident disrupts other residents, when the resident disregards the rights of other residents, when the resident's conduct jeopardizes the safety and well-being of others, or when the resident violates the terms of the contract/lease, municipal, state or federal law, or regulations of the university. The resident will be given due notice of termination for just cause and must vacate the premises by the date set by the notice. Resident contracts/leases terminated due to behavioral issues are not entitled to a refund. (See Community Expectations and Protocols)

## Policy Violations

The following is a range of policy violations in university housing. This list is in no way an inclusive or exhaustive list:

## Article I. Aiders and Abettors

- i. No person shall aid and abet another person in committing an act which violates the Residence Hall Behavioral Expectations and Protocols, WSU Student Code of Conduct or Michigan Law. Anyone who aids or abets in the violation of any policy or who encourages the violation of policy may be deemed as responsible as the actual violator or offender and may be subject to the same sanctions as the original violator.

## **Article II. Children**

- i. Parents are responsible for the supervision of their children at all times. Parents will be held responsible for any damage or misuse of property caused by their children. Children under the age of 16 cannot be left unattended. DeRoy, University Tower, and Chatsworth are approved for family housing. Residents staying in Ghafari Hall, South Hall or the Towers Residential Suites may have children visit them periodically but the residents may not have their children living in these residence halls.

## **Article III. Free Access and Cleanliness**

- i. No person shall interfere with the free access of another to and from his or her own room, suite or apartment. No person shall interfere with the safe or clean environment of others. This includes room and bathroom maintenance, proper trash removal, intentional damage, etc.

## **Article IV. Gambling/Profitable Enterprises**

- i. Gambling is prohibited in university housing.
- ii. The resident will occupy the assigned space solely as a residence for himself/herself and not as a salesroom or a storage room for merchandise. Residents may not conduct nor condone any manner of business operations from their room/apartment/suite. Exceptions can be made for the sale of personally owned items (e.g. textbooks) or a personal service (e.g. typing) by contacting the Office of Housing and Residential Life. Businesses of any type are prohibited in the apartments/residence halls. Examples include tattooing, piercings, nails, hair, massages, cosmetics, adult entertainment, eBay, home interior, candles, scrapbook, and snack/food item sales. This is not a comprehensive list.

## **Article V. Guests**

- i. All non-residents are considered guests and must be registered at the front desk when entering a residence hall. (I.e. parents, siblings, children/babies, other relatives, associates, and/or friends.)
  - A person is identified as a guest in any of these situations:
  - A resident invites the person to a residence hall or apartment.
  - A resident allows a person to remain in his/her room
  - A resident escorts/checks the person in to the building.
- ii. Roommates must discuss their preferences with respect to all guests in the room. Guests of one roommate cannot infringe on the rights of other roommates.
- iii. No person shall fail to escort guests at all times while in the building including entering and exiting the building. No person shall fail to register their guests at the front desk in accordance with the

guest policy. Residents must inform guests of the need for required forms of ID to visit the Residence Hall or apartment. All university housing buildings, including apartment buildings, require 24-hour guest registration. All guests must provide an acceptable form of ID, a valid driver's license or State ID, military ID, or high school ID for students who are currently enrolled in high school. One cards are not acceptable forms of identification when checking in guests. Guests who do not provide acceptable ID will be denied entrance into the building. Signing a visitor into a residence hall/suite/apartment designates you as the host and the host will be held responsible for all actions of their guests.

- iv. Residents will not be permitted to register guests in Ghafari and South Residence Halls after 11:00pm Sunday-Thursday and 12:00am Friday and Saturday (quiet hours).
- v. Each resident of DeRoy, Chatsworth, University Tower and the graduate floors of The Towers Residential Suites is allowed to have no more than three (3) guests registered to him/her at any time. Each resident of Ghafari and South Residence Halls and the undergraduate floors of the Towers Residential Suites are allowed to have two (2) guests registered to him/her at any time. The University reserves the right to limit the frequency of guest visits.

No person shall fail to take responsibility for his or her guest(s), which includes informing them of policies and being responsible for the guest's behavior within university housing. This includes failure to take immediate and appropriate action to prevent or stop a violation by a guest. If a violation takes place by a guest, the hosting resident is responsible for the guest's violation(s), financially and judicially.

#### **Article VI. Overnight Guests/Cohabitation**

- i. The consent and written approval of all roommate(s) in The Towers is necessary for all overnight guests. All overnight guests must be registered at the front desk in advance by obtaining and completing an Overnight Guest Form. Each resident of university housing may host one (1) overnight guest at a time. Each resident is allowed to have a maximum of four (4) overnight guests during a month. Guests in the building between 3:00am and 6:00 am are considered overnight guests and must be registered as overnight guests even if they were checked in as non-overnight guests prior to 3:00 a.m.
- ii. The consent and written approval of all roommate(s) in Ghafari Hall and South Hall is required for all overnight guests. All overnight guests must be registered prior to 11:00pm Sunday-Thursday and 12:00am Friday and Saturday, at the front desk in advance by obtaining and completing an Overnight Guest Form. Each resident of university housing may host one (1) overnight guest at a time. Each resident is allowed to have a maximum of four (4) overnight guests during a month. Guests in the building between 11:00pm-8:30am Sunday-Thursday and 12:00am-8:30am Friday and Saturday are considered overnight guests and must be registered as overnight guests even if they were checked in as non-overnight guests prior to the listed times.
- iii. Where applicable, hosts will incur costs for unapproved guests staying for an extended duration. Roommates who do not report an overnight guest may also be responsible for part of these costs. This policy also applies to residents who have single rooms.
- iv. Cohabitation: Additional occupants may not live within the premises other than those assigned by the Office of Housing and Residential Life. Visitors are permitted ONLY in accordance with policies established by the university and as outlined in this guide.

#### **Article VII. Illegal Entry/Trespass**

- i. Entrance to any resident room or apartment is by invitation only. Entering without invitation is prohibited and considered trespassing. Entrance by any person that has been banned from the residence halls or apartments is prohibited and is considered trespassing.

### **Article VIII. Noise**

- i. No person shall cause or otherwise contribute to unreasonable noise in university housing. During quiet hours, all activities that might be disturbing to others must be suspended. Noise must not be audible outside the door, floor, or ceiling of a room/suite/apartment.
- ii. No person shall interfere with attempts of others to study or sleep.
- iii. Courtesy hours are in effect 24 hours a day. Residents are expected to occupy all parts of the halls/suites/apartments in a quiet, peaceful, and lawful manner that does not interfere with the enjoyment and use of the premises by other residents and staff. During courtesy hours no person shall interfere with attempts of others to sleep or study. Quiet hours in residence halls are typically established by the Community Director. Quiet hours are defined as specified periods of time on a residence hall floor when it is expected that noise will not interrupt the required atmosphere for living and learning. Residents and their guests are expected to refrain from generating any noise that transfers from room to room, room to hallway, public areas to rooms or hallways, or carries down the hallway. This includes speaking in the hallway and the volume of TVs or stereos. Residents and guests who violate this requirement may be administratively removed from the community at any time.
- iv. No person shall interfere with attempts of others to sleep or study during final exam periods, such a violation may result in immediate suspension from the residence halls/suites/apartments. During final exam periods, beginning with Study Day, quiet hours are enforced 24 hours a day in residence halls.

### **Article IX. Non Acceptance of a New Roommate**

- i. No person shall impede or fail to accept a roommate assigned by the office of Housing and Residential Life (i.e. using more than one bed, dresser, desk, chair, closet, etc.)

### **Article X. Pets**

- i. Animals/pets are not permitted in the residence halls, suites, or apartments with the exception of non-flesh-eating fish. Fish tanks shall not exceed 10-gallons and may only contain non-flesh-eating fish.
- ii. A resident found in violation of this policy will be required to remove the pet immediately. Fines will be assessed on a per day basis until the pet is removed.
- iii. Any costs associated with having an illegal pet, i.e. cleaning, extermination, floor, or furniture repair will be assessed to the resident's account. Costs and fines are determined by the Office of Housing and Residential Life.

### **Article XI. Room Occupancy**

- i. No person shall occupy an empty room or space for which they are not assigned, or enter restricted areas such as storage rooms and roofs.

- ii. Residents who move from their assignments without prior approval are subject to a fine and will be required to relocate to the original assigned space.
- iii. Any resident allowing a non-resident to reside in the residence halls will be charged with violating the Student Code of Conduct and could face immediate removal from the residence halls.

## Article XII. Smoking

- i. Smoking any type of tobacco (cigarettes, cigars, pipes, hookahs, etc) in Yousif B. Ghafari Hall, South Hall or the Towers Residential Suites is prohibited in all areas including resident rooms. Smoking in university apartment housing is prohibited in all areas, with the exception of individual apartments. Residents are responsible for the repair or replacement of any furniture, walls, ceilings, etc., damaged by smoking.
- ii. Residents who wish to smoke must be 20 feet away from any portion of the residence hall.

## Article XIII. Prohibited Items/Fire Hazards

No person shall possess or use appliances or any other object that displays an open flame or coil, such as:

- i. **Ghafari Hall, South Hall and the Towers Residential Suites** – lit candles, incense, electrical appliances such as coffee pots, electric skillets, woks, electric grills, George Foreman © type grills, hot plates, cigarette/candle lighters, toaster/toaster ovens, refrigerators in excess of five cubic feet, or other appliances that can be used to prepare raw foods are prohibited. Residents will be asked to remove the appliance/item. If he/she fails to remove the item, the item will be confiscated and stored for 10 working days. After the 10 day period, the items left behind will be donated to an area shelter. A storage fee and a \$25.00 fine will be added to the resident's account.
- ii. **Apartments-** Candles are prohibited in the apartments unless candles are in a glass container with sides that are taller than the candle. Incense is prohibited.
- iii. **Additional Prohibited Items – include stripper poles, lofts, waterbeds, halogen lamps, large refrigerators, furniture from the lounge, drug and/or alcohol bottles and paraphernalia, etc. For a more extensive list, but not all inclusive, please see page 38.**

## Article XIV. Alcohol

- i. **Ghafari Hall and South Hall** - No person shall possess, transport, consume, or be in the presence of any forms of alcohol in any area. This includes resident rooms and any other public areas.
- ii. **Towers Residential Suites and Apartments-** Residents occupying apartment and suite housing over the age of 21 may possess and consume alcohol within their apartment only. Drinking any forms of alcohol in public areas is strictly prohibited. All other alcohol policies outlined below apply. Apartments/Suites occupied by residents under the age of 21 are prohibited from possessing, transporting, or consuming alcohol.
- iii. Public areas are all areas other than individual living spaces. These areas include but are not limited to lobbies, hallways, lounges, restrooms, recreation areas, stairwells, elevators, and outdoor areas. Residential areas with open doors, and residential areas with closed doors to which public attention is attracted by excessive noise shall also be considered public areas.
- iv. If the residents of a room are not of legal drinking age (21 years), no alcohol is allowed in the room at any time. Neither the residents nor their guests (even if they are of legal drinking age) may bring alcoholic beverages into the room where any person under the age of 21 is present.

- v. If one resident is of legal drinking age and one is not, the resident of legal drinking age may not possess and consume alcohol in his/her room.
- vi. No resident of legal drinking age is allowed to purchase or in any way provide alcohol for an underage resident.
- vii. Possession or consumption of alcoholic beverages by persons under the legal drinking age as defined by Michigan law is prohibited. Any person under 21 who is in possession of alcohol or is in a room where alcohol is knowingly present will be assumed to have been consuming alcohol. If a resident is under 21 years and in a room where alcohol is present, a violation will be written for all residents present (regardless of age). It will be presumed that all persons present over the age of 21 furnished alcohol to any minors present.
- viii. No person shall dispense, sell or supply alcoholic beverages to a person under the legal drinking age as defined by Michigan Law.
- ix. No person shall possess or use a common source of alcohol; i.e. keg, trashcan, multiple cases, etc. whether empty or full, nor shall any person participate in an event where a common source is present. Empty alcohol containers and/or packaging within a resident's room will be considered the property of the resident. A resident and guest(s) can be held in violation of the Community Living Guide and/or the university alcohol policy if empty containers are in their room.
- x. No person shall possess or use paraphernalia used explicitly for alcohol consumption, i.e. funnel, bong, etc. No person shall possess or display empty alcohol containers. No person shall use an apartment (or allow others to use it) for alcohol parties.
- xi. Public advertisements of alcohol products are prohibited. This includes any signs or advertisements that are visible from public areas and alcohol signs or other inappropriate displays or objects from outside your apartment/suite/room.
- xii. Intoxicated individuals will face disciplinary sanctions under the alcohol policy. Residential Life staff will determine whether a person is intoxicated based on the behavior of the person at the time of the incident. Housing staff are not responsible for intoxicated individuals.

#### **Article XV. Failure to Comply With a Staff Member Performing Duties**

- i. A resident shall not furnish false or misleading information to university staff. No person shall fail to comply with the reasonable request of Housing and Residential Life staff acting in the performance of his/her duties. Also, no person shall use abusive language, display defiance or disrespect or other behavior which is threatening and directed toward Housing and Residential Life staff.
- ii. No person shall fail to comply with the University Judicial Officer. No person shall fail to respond, schedule a meeting, or provide information to a Housing and Residential Life staff member or to the University Judicial Officer.

#### **Article XVI. Inappropriate Behavior**

- i. No person shall attack the character of another individual or group of individuals on the basis of race, color, national origin, gender, political belief, sexual preference, veteran status, religion, or handicap.
- ii. Behavior which is interpreted as hostile, uncivil, disrespectful, or rude to university staff, including residence life staff is prohibited.

#### **Article XVII. Failure to Produce ID Upon Request**

- i. No person shall provide false or misleading information to a staff member or refuse to positively identify him/her and show appropriate identification to a university official, Housing and Residential Life staff member, or its designee(s).

#### **Article XVIII. Unauthorized Possession of Any Campus Key/Card**

- i. No person shall permit another or shall use the university identification of another, including the One Card, residence hall stickers, room key, student identification card for the purpose of improperly gaining access to a residence hall, apartment building, dining facility or residence hall sponsored event. The unauthorized possession, duplication, use or sale of keys or One Card is prohibited. One Cards/keys will be confiscated from those not authorized to possess them.

#### **Article XIX. Fire Safety**

- i. No person shall set a fire in a residence hall or apartment building or areas immediately associated with the facilities.
- ii. No person shall falsely report a fire, nor interfere in any way with emergency services or procedures, nor fail to conform to established safety regulations.
- iii. No person shall fail to immediately exit during a fire alarm.

#### **Article XX. Fire Hazards**

- i. Bringing or keeping distillates such as fuel, solvents, or highly combustible substances in an apartment, room, or suite is prohibited. This restriction applies to any container, tank, cylinder, or other device (empty or otherwise) used to contain or store combustible substances.
- ii. No person shall tamper with the fire equipment, nor use such equipment for anything other than the prevention or control of a fire. This includes: smoke detectors, sprinklers, fire alarms, fire alarm covers, fire hoses, fire extinguisher boxes, door closers, exit lights, alarm systems and any other fire-fighting devices. No person shall possess or use fog machines.

#### **Article XXI. Creating an Unsafe Environmental/Endangerment**

- i. No person shall participate in disturbances that threaten the health and safety of one's self or others.
- ii. No person shall enter, exit, throw, drop or project objects *off, out, or into* a residence hall, residential suite, or apartment window. Screens must be left secured and is in place at all times.
- iii. No resident or guest shall give access to the building by propping security doors open or allowing others to enter ("tailgate") into the halls, suites, or apartment facilities.

#### **Article XXII. Violence**

- i. No person shall assault, physically batter or intimidate another. No person shall threaten to assault, physically batter or intimidate another. Physical violence may result in immediate removal from university housing.

### **Article XXIII. Disorderly Behavior**

- i. No person shall be involved in disruptive or abusive behavior including physical abuse, fighting, destruction of property, snow ball fights, water fights, sports in the hallway/building (ball dribbling, hockey playing, skating, running, rollerblading, bicycles, or scooters), and other violations of the Community Living Guide. This includes all other actions which may potentially block entrances, or impede pedestrians. This is prohibited on res hall grounds, porches, entrance ways, and directly adjacent areas.
- ii. No person shall behave in a manner which disturbs the peace of others, disrupts university or residential life staff in their daily operations, or behave in a manner that has a disruptive influence upon others. This includes removal of food and/or eating & drinking utensils from designated dining areas in the halls.
- iii. No person shall use language that may embarrass office personnel, residents, or hall visitors.

### **Article XXIV. Sexual Assault**

- i. No person shall use force or the threat of force to engage a person in sexual activities without the person's willing consent. Violators may be prosecuted under federal, state, and local law. This includes unwanted touching, date and acquaintance rape. Conduct will be considered without consent if no clear consent is given or when the inflicted person is unconscious or otherwise without the physical or mental capacity to consent. Inflicting sexual contact on someone under the influence of alcohol or drugs may be considered "without consent."

### **Article XXV. Harassment**

- i. No person shall physically or emotionally harass another person verbally, in writing or through the phone, computer, etc. No person shall harass or stalk any person or group of persons. Telephone harassment, email or computer harassment, stalking, racial and sexual harassment are included under this policy.
- ii. Harassment is the unwelcome physical or verbal conduct that creates an intimidating, hostile, and/or offensive working or educational environment.

### **Article XXVI. Threats**

- i. No person shall exhibit behavior that threatens to harm any other person or their property, including university and residence hall staff.
- ii. Placing an explosive device or an intentional facsimile of such a device, or threatening the placement of explosives in housing, food service, or adjacent areas is prohibited.

### **Article XXVII. Weapons, Firearms, Fireworks**

- i. No person shall display, possess, manufacture, sell, distribute, use or intend to use firearms, BB and pellet guns, ammunition, paintball guns, blow guns, air guns, dart guns, bows (this includes cross bows), arrows, knives, martial arts weapons, slingshots, fireworks, firecrackers, explosives, smoke devices, chemicals and/or other dangerous weapons and hazardous objects or any device that could be used to inflict injury in the public or private areas of apartments, suites, or residence halls. A dangerous weapon is any weapon capable of causing death or serious bodily harm including, but not limited to large knives, daggers, metallic knuckles, swords, bows, arrows, etc. Items such as mace or pepper spray that are used inappropriately may be considered as weapons.

#### **Article XXVIII. Privacy and Theft Violations**

- i. No person shall possess, tamper with or borrow without permission the personal property of others. Such actions will be treated as theft. This includes residence hall property, university property, personal property, furnishings and equipment.
- ii. Theft is considered grounds for removal from the residence halls/suites/apartment buildings and violators may be prosecuted under federal, state and local law.
- iii. No person shall, without proper authorization remove any property from its assigned place in a residence hall, suite, or apartment building. This includes all common room space, i.e. lounge furniture.
- iv. Privacy and theft violations claiming to be committed as a so-called joke prank or “innocent fun” will be treated as serious violations.

#### **Article XXIV. Vandalism**

- i. No person shall willfully or maliciously damage, deface, or destroy any property. This includes marking or writing on room doors, floor walls, elevators, stairwells, lobby bathrooms, activity rooms, lounge furniture, carpet, windows, and window screens. Individuals and/or groups of residents including a suite, floor or entire building, may be charged for damages and/or clean up fees due to vandalism.

#### **Article XXX. Drugs and Drug Paraphernalia**

- i. No person shall receive, possess, use, consume, sell, manufacture, distribute, be in the presence of or be under the influence of illegal drugs, narcotics, or controlled substances or engage in improper self-medication while on university property. Any prescription drug not found in the original container with the resident’s name on the bottle is a violation of the drug policy.
- ii. No person shall possess or use paraphernalia used for drug use (i.e. rolling papers, bong, scale, roach clips, etc.)  
*Note: Smoke from prohibited drugs and/or documentation of the smell of such drugs will be considered a violation of the drug policy. Documentation from trained staff is considered reasonable evidence for use in a judicial hearing.*

#### **Article XXXI. Hazing**

No person shall engage in any type or form of hazing. Hazing is defined as “any planned or spontaneous action or situation that is demeaning to an individual, results in physical abuse or mental duress, or in any way threatens or endangers the health or safety of an individual.”

### **Article XXXII. Online Communication**

- i. Participation in non-University affiliated on-line communities (ie. Myspace, Facebook, You Tube), where residents are violating any of the above policies, and/or where we can identify the location as being WSU’s residence halls, is prohibited. Examples of such behavior include, but are not limited to: sending abusive language by any communication technology, photos or videos of staff members or residents violating policies and practices of the Code of Student Conduct as well as State and Federal laws, distribution of inappropriate info and/or confidential correspondence, hosting offensive/incriminating photos, blogs, websites or videos.

### **Article XXXIII. Violation of the University Student Code of Conduct**

- i. No person shall violate the Student Code of Conduct. Copies of the Student Code of Conduct can be obtained from the Dean of Students Office, located on the 3rd floor of the Student Center Building, 577-1010.

## **SERVICES AND AMENITIES A-Z**

### **Air Conditioning and Heat**

Rooms/apartments located in Ghafari Hall, South Hall, the Towers Residential Suites, University Tower, Sherbrook, and DeRoy are equipped with individual air conditioning and heating controls. Although residents have the ability to control the temperature in the room/suite/apartment, the system cannot be switched to air-conditioning if it is in heat mode and vice versa. If you experience problems with the heating/cooling system, please notify the front desk to complete a work order.

#### **Chatsworth Apartments**

Some apartments are equipped with window air conditioning units. There is a fee for this service. Residents who want to bring their own units must have permission of the Community Director to have the unit installed and removed by maintenance. There will be a fee for this service. The Office of Housing and Residential Life assumes no responsibility or liability for the window air conditioning units.

#### **Sherbrooke Apartments**

Air conditioning units are not permitted in Sherbrooke Apartments. The heating system is steam heat through a radiator.

### **Building Hours**

Residents are able to come and go without restriction 24 hours a day and are not required to leave notice of their whereabouts. For reasons of safety and notification in case of emergency, residents are

encouraged to inform their roommate or RA whenever leaving the building for any extended period of time, especially during the night or for weekends.

### **Cable Television**

#### **Ghafari Hall and South Hall**

Each residence hall resident room is cable ready. Residents must provide their own TV and coaxial cord.

#### **The Towers**

Each suite is cable ready. Residents must provide their own TV and coaxial cord.

#### **Apartments**

Each apartment is cable ready. Residents must provide their own TV and coaxial cord. Basic cable television service will automatically be provided and added to your monthly rent. The monthly rate of a one bedroom and efficiency apartment is \$10.00. The monthly rate for a two and three bedroom is \$20.00.

### **Care Packages**

University Tower, Chatsworth Tower, Helen L. DeRoy Apartments, Sherbrooke Apartments, Ghafari Hall, South Hall and the Towers Residential Suites Care packages may be sent from your parents to the following address:

**Resident's Name  
Name of Building  
Address, Room #  
Detroit, MI 48202 (48201 for University Tower)**

Care packages may also be sent by using a service provided by AVI Fresh or Student Advantage. A more detailed mailing will be sent to the resident's home address prior to the start of the year concerning these services.

### **Carpet Shampooing Service - Apartments**

This service can be arranged through your apartment Community Director. For fee information and arrangements for this service, please contact your front desk.

### **Common Space Reservations**

Common spaces are maintained, on a priority basis, for use by residents of each building. Individual residents and resident groups may sponsor and hold functions in some common areas of each building. Lounges must be reserved in advance through the front desk or the Community Director. Any group interested in reserving common space to host an event, program or meeting must comply with the guidelines outlined below. Events scheduled by resident staff and residential academic programs will be given priority for programming and/or common space. All space is assigned on a "space available" basis.

Sponsors of events or programs are responsible for cleanup of the area. The sponsoring group will be

assessed cleaning costs at the prevailing housekeeping rate if the area is not cleaned to match its original condition. Sponsoring groups will also be assessed for damages to the building and facilities resulting from use of common space.

Resident groups that sponsor functions at which infractions of policies occur may be prohibited from sponsoring any future events or programs.

For space reservation and availability, please contact the front desk or Community Director for the specific building you wish to use.

## **Computer Network**

### **University Tower and Ghafari Hall and South Hall**

Rooms are wired for internet access for each resident. Residents must provide their own computer and equipment for access.

### **The Towers Residential Suites**

The Towers is a wireless building environment and is also hardwired for those without wireless capabilities.

### **Helen L. DeRoy Apartments, Chatsworth Tower and Sherbrooke Apartments**

Residents have internet access through a CPE box. Upon move out, the CPE box must remain in the unit or the cost will be deducted from your deposit. The Helen L. DeRoy Apartment Building is also wireless.

## **Computer Regulations – Residential Network (ResNet)**

All university housing buildings have Internet access through the ResNet. Use of the ResNet indicates acceptance of the university and ResNet policies, which can be found at <http://resnet.wayne.edu> . Equipment connected to the ResNet must meet certain standards- see the website and policy for details. Violations of university and/or ResNet policies may result in a fine, the suspension, or termination of ResNet privileges as well as discipline under the appropriate resident, faculty or staff due process policy.

If you need assistance with your ResNet connection, please call the C&IT help desk at (313) 577- 4778. If the help desk is unable to assist you, they will create a support ticket and forward it to a ResNet technician. If you have a general question or comment about the ResNet send an email to [resnet@wayne.edu](mailto:resnet@wayne.edu) .

## **Elevators**

### **Ghafari Hall, South Hall and the Towers Residential Suites**

Elevators are available for resident use. For your protection, elevators in Ghafari, South Residence Halls and The Towers Residential Suites are only accessible by One Card.

### **DeRoy and University Tower**

There are two (2) passenger elevators for your convenience. There are also freight elevators for moving of large items. Please check with your front desk to use these elevators.

### **Chatsworth Apartments**

There is one (1) passenger elevator for your convenience and one (1) freight elevator for moving or large items. This elevator will also take you to the laundry room in the basement. For instructions on using the freight elevator, please contact your front desk.

Smoking is prohibited in all elevators and in all public areas. Tampering with, prying/propping open elevator doors, vandalizing or removing light covers, jumping in the elevator or overcrowding the elevators is also prohibited. Inappropriate use of the elevators may result in disciplinary action and/or administrative fines determined by the Office of Housing and Residential Life.

### **Extermination Service**

An extermination service is available in your building. If you require this service, please contact your front desk for schedule and preparation information.

### **Food Service/Meal Plan - AVI Dining Services**

#### **WARRIOR DINING**

Warrior Dining offers a diverse variety of food. Daily menu items are sure to please the vegan, vegetarian and special-diet needs of the Wayne State University community; just look for our nutritional logos. Warrior Dining is known on campus for the fantastic grill station, freshly baked pizza station, sizzling hot entrée station, cold deli station, and a fully-loaded salad bar station like no other. Enjoy daily grill and pizza specials made the way you like them. Our Asian stir-fry station is sure to exceed your expectations. We always have fresh fruit, and patrons with time constraints have the option of selecting a boxed lunch. Come join us for breakfast, lunch, and dinner.

You will never go hungry with our “all-you-can-eat” concept. Warrior Dining is located on the first floor of the Ghafari Residence Hall. Warrior dining accepts the WSU One Card and cash.

Remember, meal plans are for everyone. If you don't have a meal plan and wish to learn more about meal plan options, please contact the Office of Housing and Residential Life at 313-577-2116. We look forward to serving you!

#### **TOWERS CAFE**

Towers Café is the newest, most exciting dining addition to Wayne State University. Located on the first floor of The Towers Residential Suites, Towers Café offers a modern atmosphere with the most advanced dining options yet. This all-glass, state-of-the-art facility offers fresh, fabulous food, varied choices and above all, service and value. Towers Café accepts the WSU One Card and cash.

### **Food – Other Options**

In addition to the dining room and Warrior Grille, other options for meals are available in the Student Center Building. Purchases at these locations can be made with your WSU One card or cash. Choices include: McDonalds, Little Caesar's, Pizza Hut Express, Taco Bell, Kentucky Fried Chicken, Einstein Bagel,

Starbucks, and Subway. Many of these restaurants are open for breakfast, lunch and dinner. This is not a comprehensive list. To view other options available on-campus please visit:

<http://www.housing.wayne.edu/dining.php>.

### **Front Desk**

There is a 24-hour staffed reception desk located on the first floor of Chatsworth Tower Apartments, Helen L. DeRoy Apartments, Ghafari Hall, South Hall, the Towers Residential Suites, and University Tower Apartments. For residents of Sherbrooke, all needs are serviced through the University Tower front desk. The front desk receptionist is your first point of contact when you enter the building. The front desk staff is responsible for answering the front desk telephone, distributing mail, providing you with building information, checking in guests/visitors and taking maintenance requests. By maintaining an awareness of residents and others entering and leaving the building, the front desk staff have an important role in creating a secure environment.

**Ghafari Hall, South Hall, and the Towers Residential Suites also have security monitors between the hours of 7pm-3am for additional security.**

### **Guest Apartments**

There are furnished guest apartments, in DeRoy, Chatsworth, The Towers, South Hall and University Tower, available for use on a nightly, weekly or monthly basis. Residents or university personnel may reserve these apartments to accommodate visiting relatives/guests. The apartments include linen, towels, dishes, TV, telephone, etc. Arrangements must be made in advance and operate on a first come first serve basis. If you are interested in reserving a guest apartment, please contact the building front desk. Phone numbers for each building are provided in this handbook.

### **Keys**

Room and apartment keys are distributed to residents at check-in. Residents should be very protective of their room/apartment keys. Unauthorized use, possession or duplication of university housing keys is strictly prohibited. Residents found in possession of keys not assigned to them will face disciplinary action in addition to lock change charges. The Office of Housing and Residential Life permits no additional locks or locking devices to be attached to room doors without prior authorization.

Residents who lose their room, suite, or apartment keys should immediately report the loss to the front desk. Lost or stolen keys will necessitate a lock change and a replacement charge will be assessed. Residents who lose their key, have it stolen, or give their key to another person are responsible for any and all charges including replacement keys for roommate(s).

### **Lock Outs**

If you are locked out of your room, we are here to assist you; however, a \$20.00 service fee will be assessed for each lockout. To avoid lockout charges, be sure to always take your key with you whenever you leave your room, suite or apartment.

The following procedure must be followed in the event you are locked out:

- Contact your front desk. You must be a resident of the apartment/residence hall room or suite.
- You must present proper picture identification.
- You must sign a service request, indicating that you accept the \$20 charge.

### **Laundry Facilities**

Laundry facilities are available in your building. Residents can put money on their One Card to utilize the laundry facilities. Washing is \$1.00 and drying is \$1.00. Report any problems with laundry machines to the front desk so that they may complete a work order. The front desk will direct you to the appropriate office if you need a refund.

### **Light bulbs**

The replacement of burned out light bulbs, with the exception of university fixtures is your responsibility.

### **Lounges**

Lounges are meant for the general use and enjoyment of all residents. The lounges can be used for studying, socializing, etc. The furniture must remain in the lounge or public area at all times. Missing lounge furniture will result in group billing charges for corridor-mates, suite-mates, or hall-mates as determined by the location of the missing furniture.

### **Mail Service**

A mailbox is provided for each apartment, residence hall room, and suite in each building. Access to the mailbox requires use of your apartment, suite, or room key. For Chatsworth Apartments, all mail is received and distributed by the front desk staff. U.S mail is only delivered to university housing Monday-Friday.

### **Moving Carts and Mallets**

Carts are available at your front desk to assist you in moving packages and groceries only. Mallets are available at your front desk to assist you in lofting or de-lofting furniture provided to you by the Office of Housing and Residential Life ONLY. Please see the front desk receptionist to sign out a cart or mallet. Proper ID is required. Please return the carts or mallets as soon as you are finished with them so that others may use them. Please do not leave the carts or mallets in the hallways, resident rooms, lounges or elevators. Your resident account will be billed if the cart or mallet is damaged or not returned within a 30-minute time period.

### **Package Delivery Service**

For your convenience, a master package log is kept at your front desk to record all incoming/outgoing resident package deliveries. If you are expecting a package that requires a signature, desk staff will sign for your package. Packages will only be accepted by mail or package delivery services.

Residents in the resident halls will receive a package slip in their mailbox for package pick up. They must present the slip with proper ID to obtain their package from the front desk.

All packages addressed to residents will be accepted at the front desk and entered in the log book. Your signature and proper ID will be required to obtain these packages.

## **Parking/Temporary Permits**

Parking is not included in your lease/contract agreement. There is limited parking available on campus for residents of university housing. All parking arrangements are made through the Parking/One Card Service Center; please call (313) 577-3704 or visit them at the Welcome Center in room 257 for any and all information regarding parking.

Temporary permits for guests are also available through your Community Director or from the Parking/One Card Service Center.

## **Telephone Entry System**

### **DeRoy, Sherbrooke and University Tower**

For your safety and security your building has been equipped with an SES entrance security system.

Here's how it works:

- Your visitor will find your apartment # and assigned code number on the directory near the entry system.
- When the visitor dials your code number the SES entry system will automatically dial your phone number.
- Answer the call and establish the identity of your visitor. The call will automatically cut off after one minute. (You will hear a beep tone 10-seconds before this happens.)
- If you want to allow your visitor entry, simply dial or press "6" on your telephone. This will unlock the entrance to your building. You will hear a tone indicating the lock has been released. After hearing the tone you may hang up.
- To deny entry – hang up without dialing a "6".
- If you are on the phone when a visitor calls you from the SES entry system, they will get a busy signal, unless you have the "call waiting" feature as part of your monthly phone service.
- You must have a land line telephone to utilize this feature. Cell phone numbers cannot be used with the SES system.

Please make sure you provide your apartment Community Director with your phone number to utilize this system. Will not accept cell phone numbers, you must have a land line to use this service.

For those residents who do have a phone, but have not given the number to the Community Director, please do so as soon as possible. This information is confidential and will be retained for official purposes only. If you do not have a phone number on file, your guests will not be permitted to enter the building.

Also, for those whose phone numbers have changed since move-in or have been disconnected, please update your records with the front desk.

## Telephone Service

### Apartments

In most cases, each apartment has already been wired for phone service. Phone service is provided by AT&T for a fee. Any charges for wiring, jacks or service are the responsibility of the resident. For more information and/or service, please contact a phone service carrier directly.

### Ghafari Hall, South Hall and the Towers Residential Suites

Phone service is provided by AT&T for a fee. Any charges for wiring, jacks or service are the responsibility of the resident. It is the responsibility of residents to bring a telephone. You may wish to coordinate with your roommate as to who will bring the telephone. Telephones must be touchtone (not pulse dial). Cordless telephones of less than 900 MHz are not recommended due to cross-interference and are used at a resident's own risk. See your front desk to inquire about how to request a telephone line.

## Repairs and Maintenance

The custodial and maintenance staff is here to provide prompt service to residents. They make necessary repairs and respond to emergencies that occur in our facilities. If your room, apartment, or suite requires repair, please go to the front desk to complete a maintenance request. Once your request is written, a building staff member will visit your room to complete the work necessary. Emergencies, such as water leaks, toilet/shower stoppages, etc should be reported immediately to the front desk staff. Failure to report damaged room furnishings, equipment and/or emergencies immediately to the front desk may result in the assessment of damage charges.

## Quiet Hours

Residents are expected to use discretion where noise is concerned both in and around resident rooms, suites, and apartments. Therefore, excessive noise is prohibited at all times. We ask that you are considerate at all times of your neighbors' right to study and sleep. Loud stereos, gathering in hallways and other disturbances will not be allowed. If stereos are played out of windows, or are a problem in any area around university housing, owners risk removal of the stereo from the building. Quiet hours vary by building. Signs will be posted to inform all residents of the times.

## Vending

Vending machines are located in each housing building. Most of the vending machines accept the WSU One Card for purchase. If you experience problems with vending, including refunding and service please notify the front desk staff.

# CHECK-IN AND CHECK-OUT PROCEDURES

## Check-In

Upon check-in to your building, each resident will complete a registration card and be issued a room key. Your Community Director and Residence Life staff will be available to welcome you to your new home and to assist you with any questions you may have.

Upon check-in you will complete an inventory known as a Room Condition Report (RCR) to assess the condition of your room, apartment, or suite. Your participation in this inventory is strongly recommended. Residence Life staff members are available to assist you in assessing the condition of your assigned room/suite/apartment. You must note any discrepancies that you observe in your room on your inventory prior to moving your belongings in and return the RCR to the front desk of your building immediately. The inventory sheet will be used during check-out to assess charges for damages or missing university property. Make sure both you and a residence life staff member have signed the completed inventory sheet during check-in and check-out.

## Check-Out

Residents who are moving out of their room, apartment, or suite should make an appointment with the Community Director or RA (available anytime during the year) to complete a review of your space by using the Room Condition Report (RCR) form. Your participation in the check-out inventory is strongly recommended. However, for those who cannot be present at check-out, please return your room key, etc. to the front desk. Please make sure to obtain a key receipt that indicates the date and time of your check-out.

## Closing Procedure/Semester Break

### **Ghafari Hall, South Hall and the Towers Residential Suites**

Ghafari Hall and South Hall are open for resident occupancy only when the University is in session. Residents may not occupy rooms during winter or spring break. Residents do not need to remove their personal belongings during the breaks, however all personal belongings must be removed at the end of the contract. If items are not removed, they will be disposed of or become the property of the university. At the end of the fall and winter semesters, you must vacate Ghafari and South Halls immediately following your last scheduled final examination.

### **The Towers Residential Suites**

Residents of The Towers Residential Suites may reside in the facility during break periods and spring/summer semesters. Residents of The Towers Residential Suites wishing to stay on campus for spring/summer must visit the Office of Housing and Residential Life and enter into a new contract.

## **Damage/Assessment/Fines**

Residents will be held financially responsible for any damages or vandalism to university property, incurred by the resident or their guests in a room, apartment, or suite on the floor or any other public area in the building. Residents may also be held financially responsible for unauthorized possession of university furniture or equipment, missing furniture or equipment, excessive cleaning and replacement of room, suite, apartment, or mail box key cores due to lost or stolen keys, among other things. Damage assessments or fines may be charged in a variety of situations.

## **Group Damage Billing Charges**

Residents are liable for damages to his/her room, apartment, or suite. This includes loss, abuse, or vandalism to furnishings and fixtures, and any necessary housekeeping. Likewise, residents, as a group, are liable for damages and cleanup to common areas of the building when individual responsibility cannot be assigned. The "group" responsible may include roommates, corridor-mates, suite-mates or building-mates as determined by the location of the damages and the nature of the circumstances surrounding the damage incident. Costs for such damages will be determined by the Community Director and staff of the Office of Housing and Residential Life.

## **Trash Disposal**

### **Ghafari Hall, South Hall and the Towers Residential Suites**

There are trash rooms on each floor for the disposal of household trash. Please place trash inside the chute.

### **DeRoy Apartments**

Trash should be placed inside the trash compactor on the first floor in the trash room.

### **University Tower**

There is a trash room on each floor. Please place trash in the chute.

### **Chatsworth Towers and Sherbrooke Apartments**

The trash should be placed in the dumpster outside of the building.

Disposing or leaving trash outside your doors is not permitted. This includes: all stairwells, hallways, laundry rooms, elevators, elevator lobbies, the front and back exterior areas and the building lobby. Please refrain from dumping trash in these areas.

In the event of a violation, a \$100 charge will be assessed for each item picked up.

## **Recycling**

Wayne State University housing provides residents the opportunity to participate in recycling. It is up to the resident to ensure all materials being recycled are appropriately prepared and meet the recycling guidelines. Newspaper and other paper products can be recycled. Each building will notify the residents of the recycling process.

# SAFETY, SECURITY AND EMERGENCY PROCEDURES

## Safety/Security

Security is an active and shared responsibility of both the Office of Housing and Residential Life and each resident. Ghafari and South Residence Halls, the Towers Residential Suites and University Tower Apartments are equipped with a card access system at each entrance. Use of the elevators also requires card access. For your safety and security, Security Monitors are located in the lobby of each of the residence halls. Additionally, security cameras are located around the first floors in most buildings to monitor activity in critical areas. We strongly recommend you follow these procedures for your enhanced safety and security:

- Do not allow people to enter behind you ("tailgate") when entering the building.
- Always keep your room/suite/apartment doors locked. We ask you to check your door whenever you leave your room.
- Do not prop, unlock, bar, or leave open any exterior door as this jeopardizes the safety of all members of the community.
- Immediately report any missing keys to the front desk and your roommate (s). We reserve the right to change locks and bill residents if keys are lost or misused. Do not loan your key to anyone for any reason.
- No person shall possess or duplicate any key or card at any time.

Use of university housing facilities is restricted to residents, university employees and registered guests only. Unauthorized persons will be subject to prosecution for trespassing. If you encounter an unauthorized person in the building, contact a staff member and/or Public Safety immediately.

## Access: Building and Room

Ghafari and South Residence Halls, The Towers Residential Suites and University Tower Apartments resident living areas are locked 24-hours a day and require card access for entry. Entry into the building and living space requires use of your WSU One Card.

Apartment buildings are locked 24 hours a day and have a key access system for entry into the buildings.

## Emergency Phone Numbers

**DIAL 7-2222 (DO NOT DIAL 911) if there is an Emergency.**

- Public Safety (from on campus) 7-2222
- Public Safety (from off campus) 313-577-2222

## **Emergency Telephone System (Blue Lights)**

There are over 100 emergency telephones located on campus, its perimeter, and within the parking facilities. The phones are conspicuous with their bright blue lights and are programmed to dial directly to WSUPD with the touch of a single button.

## **Fire Evacuation Procedure**

A fire plan is posted on the back of each residence hall and apartment door as well as in each hallway. Please read this plan and become familiar with your evacuation route. For additional copies of the plan, please contact the Office of Housing and Residential Life or your Community Director.

All residents must immediately leave the facility when an alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds and procedures for evacuating a building. Get to know your exit routes before there is an emergency. If an alarm sounds, please do the following:

- Put on a coat and hard-soled shoes, quickly.
- Take a towel with you to prevent smoke inhalation.
- Close windows
- Check your doorknob and door. If either is hot, do not open your door. Exit through window if applicable or summon help. If the door and doorknob are cool, exit cautiously and close your unlocked door. Take your keys and your One Card with you.
- Walk quickly and leave the building via the nearest available exit in your area.
- Use the stairwells to evacuate (*do not use elevators*). Once in the stairwell, check to see that the door is closed and proceed down to the first level. Gather at the emergency gathering point 100 feet away from the residence hall.
- DO NOT reenter the building until a staff member, Public Safety or the fire department, tells you it is safe to do so.

Failure to exit in an immediate and orderly fashion may result in disciplinary action and/or the issuance of citations.

## **Fire Evacuation Procedure for the Mobility Impaired/Disabled Persons**

In the event of an emergency condition within a university facility, the following procedures with respect to mobility impaired/disabled persons must be followed:

- All mobility impaired/disabled residents are advised to remain in their room during any general fire alarm.
- A staff member will personally call mobility impaired/disabled residents to advise them of the situation.
- If it is a false alarm, the resident(s) will be notified of such.
- In case of a real emergency, emergency evacuation personnel will personally evacuate each mobility impaired/disabled person from their room/apartment.

## **Fire Prevention**

Most fires are preventable. We ask that all residents comply with the following policies regarding fire prevention:

- Candles, oil lamps, torches and other open flame objects are strictly prohibited.
- Keep all furniture, trash, personal items out of hallways.
- Keep room decorations and posters to a minimum.
- Smoking is prohibited in university housing including Ghafari and South Residence Halls and The Towers Residential Suites.
- Make sure all electrical cords and appliances are in proper working order. All appliances shall bear the underwriter laboratories or Factory Mutual certification seal.
- Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons.
- Do not prop open stairwell, hallway or fire doors.
- Halogen lamps and bulbs are prohibited in public spaces and resident rooms/apartments.
- Fire doors, hallways and stairwells must be clear of obstructions at all times. Fire doors must be free to close automatically, especially in an emergency and to keep a fire from spreading.

### **Fire Safety Equipment/Smoke Detectors/Sprinkler System**

Each resident room in Ghafari and South Residence Halls, The Towers Residential Suites, and University Tower Apartments and all public areas are equipped with smoke detectors and a sprinkler system.

Each apartment in the Helen L. DeRoy Apartments is equipped with a smoke detector that is tied into the fire alarm panel at the front desk.

Each apartment in Chatsworth Apartments has a battery operated smoke detector. The Office of Housing and Residential Life will be responsible for the replacement of the batteries twice per year.

Tampering with or misuse of the fire alarm systems, fire extinguishers, or any other fire safety equipment is prohibited and subject to prosecution under state law and will be referred to the University Judicial Office.

Tampering with fire safety equipment places the lives of everyone in danger. Any resident found tampering with any fire safety equipment may be subject to immediate suspension from university housing, referral to the University Judicial Officer, as well as legal action and fines.

### **Medical Emergencies**

In the event of a medical emergency, notify Public Safety at 313-577-2222 immediately. Identify yourself and give the location and name of the ill or injured person and explain the problem. Stay with the ill or injured person until help arrives. (DO NOT DIAL 911)

### **One Card Identification and Services**

### **Ghafari Hall, South Hall and the Towers Residential Suites**

Your One Card ID establishes your affiliation with WSU and will be required for entry into your residence hall and living space. Your One Card can only be used for access to your own residence hall and will not be accepted for entry into other residence halls.

### **Meal Plans**

The One Card is used for meal purchases as part of your meal plan in your residence dining room. Money can be added to your WSU One Card through one of the many One Card deposit machines on campus and may be used for vending purchases, parking, library copying services and book purchases at Barnes and Noble. Meal purchases can be made using money deposited on your One Card at one of the various food services on campus. Money can also be added to your One Card by going to the website [pipeline.wayne.edu](http://pipeline.wayne.edu).

### **Campus Wide**

As a student, your One Card will provide entry into the Mort Harris Recreation and Fitness Center as well as use of its facilities including equipment rental and towel service.

The One Card is not transferable. You may not lend your One Card to another resident or student for any purpose including but not limited to: entry to a building, purchase of meals, or any other goods which may be charged to One Card. Any violation of this policy may result in confiscation of your One Card.

If you lose your One Card, deactivate it immediately online at [pipeline.wayne.edu](http://pipeline.wayne.edu), or report it to the One Card office by calling 577-CARD. The One Card office is located in the Welcome Center, 423 W. Warren Avenue, Suite 257.

## **Personal Property Protection**

Wayne State University, the Office of Housing and Residential Life, their directors, agents or employees shall neither be responsible nor liable for property of the resident(s) which may be lost, stolen, damaged, or left behind after the resident has moved out of his/her assigned room/apartment. Wayne State University and the Office of Housing and Residential Life advise all residents to carry personal property and liability insurance. Report all lost or stolen property to the police immediately. It is also advisable to keep serial numbers and/or receipts of your valuables in order to properly identify and recover items.

## **Personal Safety**

Residents should not engage in activities that might place themselves or others at risk of bodily harm. This involves, but is not limited to, propping exterior doors, activities such as throwing things out of windows, sitting on window ledges, entering onto any roof areas, or the use of bicycles, rollerblades or skateboards within any university building. These behaviors may result in an administrative room change or termination of a resident's housing agreement based upon the severity of the incident.

## **Safety and Security – Children**

For the safety and security of your children, we ask that parents supervise their children at all times.

When leaving older children home alone, prepare them for emergency situations. Identify dependable neighbors that your children could contact if help is needed. These neighbors, along with the front desk staff, should know your emergency contact phone numbers. Teach your children the difference between strangers and trustworthy individuals.

Tell them that they should never reveal to strangers that they are home alone, give out their phone number/address, or open the door to strangers; even someone making a delivery. Give your children a list of emergency phone numbers including the number to Public Safety and your building's front desk for police and fire emergencies.

Remind your children that there is always someone at the front desk 24-hours a day.

### **Severe Weather Procedures**

WSU Police will notify staff in the event that severe weather should make it necessary for staff and residents to move to designated shelter areas.

#### **Snow**

WSU will close when severe weather conditions compromise the safety of its residents, faculty and staff, both at the university and in-transit to or from the university. Severe weather could consist of excessive accumulation of snow during a single snow period and/or prediction of excessive accumulation of snow and excessive or dangerous accumulation of ice.

Closure will be publicized through the university news line (577-5345), WDET-FM (Public Radio 101.9) and by local radio and television stations.

#### **Tornados**

Tornado Watch: A tornado could potentially develop.

Tornado Warning: A tornado has actually been sighted.

If a Tornado Warning is issued:

- Proceed to a lower floor level or interior hallway or corridor (center core).
- Seek shelter under sturdy or heavy furniture, tables or desk.
- Avoid elevators, top floors of the building, areas with glass windows or doors, cafeteria and unsecured objects.
- Assist persons with disabilities to the safest area on the same floor.
- If possible, take a flashlight, radio or cellular telephone with you.
- Staff will advise you when it is safe to return to your floor and/or rooms/apartments.

## **POLICIES, PROCEDURES AND GENERAL INFORMATION**

This section provides information on policies and regulations governing life in university housing. The following policies ensure that your living environment is conducive to your personal development and your academic success. These policies safeguard the health and safety of our residents and were developed to create an environment where residents respect their own property as well as that of their neighbors and the university. These standards are a shared responsibility of all residence life members and we ask that you follow these community policies at all times.

### **Abandonment**

Be sure to take all personal belongings with you at the end of your contract/lease. Bicycles, furniture and other items left on campus or in your room will be considered abandoned and are subject to donation or disposal at the resident's expense. We will store your belongings for a maximum of 30 days after your contract or lease has expired. You will be charged storage fees of \$36.00 per day. At the expiration of the 30 day storage period, we will dispose or donate your property.

### **Add/Drop Policy - Apartments**

Adding and dropping to and from a lease is permitted during specified dates each semester. For an application and request to add or drop a name from the lease, please contact the Office of Housing and Residential Life.

### **Advertising, Solicitation and Distribution**

Flyers, signs and/or posters may be submitted for posting at the front desk of your building. Advertising by student groups, organizations, clubs and/or for student events are welcome. Non-affiliated groups may submit for posting as well. Any advertisement which promotes alcohol, drugs and/or behavior incongruent with the mission of Housing and Residential Life or the university will not be approved for posting.

Groups/Individuals may not put advertising under doors, post in stairways, elevator lobbies, etc.

Non-residents of university housing may not physically post in the buildings. All approved signs will be disseminated and posted internally. Individuals and groups who post inside university housing will have their signs removed and risk being denied the privilege of posting in university housing.

The Community Director reserves the right to deny posting based on space and type/size of the advertisement.

Room to room solicitation and distribution is prohibited in university housing. Any group or person soliciting room to room risks permanent denial from university housing. If you encounter an individual or group soliciting and distributing in university housing, please contact a staff member immediately.

University affiliated groups may request solicitation permission to set up a table at the activity room or, if space allows, in the lobby areas to distribute 1) information; 2) recruit members; 3) seek contributions for charitable purposes; 4) obtain signatures for petitions on matters of concern to WSU students; 5) distribute questionnaires of a non-commercial nature; 6) sell tickets of admission to benefit performances of plays or musicals held on university property.

## Apartment Changes/Internal Moves

If you desire to move to another apartment or building the policy is as follows:

1. You must have lived in your current apartment for one year before you may move.
2. There is a \$250 administrative charge due when the new lease is signed. Any difference in security deposit is also due at this time.
3. Requests for moves within the same building for the same apartment type (i.e., 2 –bedroom to a 2-bedroom) will not be approved.
4. Your name will be placed on a waiting list. You will be contacted when there is an apartment available for you and when you are at the top of the waiting list. Upon being notified of an available apartment, you will have 24 hours to accept the apartment (weekends not included). If you do not accept the transfer within 24-hours, your request will drop to the bottom of the waiting list.
5. You will be required to sign a lease for one year for the new unit.
6. All moves must take place within one week after the new unit is available to you.
7. Internal move applications have to be submitted by the last business day of February of the given year in order to be considered.
8. Internal moves are done between the months of March – May only.
9. Internal moves will not be granted if your account is delinquent. All past due amounts must be paid before an internal move can be made. A resident with a history of late payments (two or more in any twelve month period), will not be approved for an internal move.

Additional questions should be directed to the Office of Housing and Residential Life.

## Appliances and Personal Items

### Ghafari Hall, South Hall and the Towers Residential Suites

The items listed below are prohibited. If these articles are found to be in a resident's room, that resident will be requested to immediately remove them from the building. Residents will be held financially responsible for damages incurred by use of prohibited items or unsafe use of permitted ones.

#### Prohibited:

- Pets (Residents may have up to a 10-gallon fish tank for fish only). No piranhas
- Firearms, fireworks, explosives, weapons
- Touchier halogen lamps
- Candles, oil lamps
- Space Heaters
- Toasters/Toaster ovens
- Coffee pots
- Hot plates/electric frying pans, hot pots, griddles, broilers, crock pots, heating coils, or any George Foreman© type grills
- Refrigerators larger than 5 cubic feet and 45-inches high.
- NO BOUNDARIES Five-Light Multicolored Floor Lamps
- Heat lamps
- Electric blankets
- Waterbeds
- Drug related paraphernalia
- Air conditioners
- Furniture lofts

- Stripper Poles
- Illegal possession of alcohol and other drugs

**Permitted** – Items on this list are permissible in University Housing:

- Portable hair dryers/curling irons
- Microwaves
- Electric razors
- Refrigerators: portable refrigerators are permitted in Ghafari and South Residence Halls and The Towers Residential Suites rooms under the following conditions: 1) the refrigerator must not exceed the following specifications: 4 cubic feet maximum capacity, 115 volts. 2) limit one per person or two per room. 3) Refrigerator cannot be higher than 45-inches in height.
- CD players, televisions, tape decks, radios, VHS/DVD Players
- Fans
- Computers
- Hot air popcorn popper

### **Bunk Beds/Lofts**

Ghafari Hall, South Hall and the Towers Residential Suites are furnished with a bed for each resident. The beds provided have the ability to be bunked or lofted through the use of university-provided parts. There are a limited number of lofting parts available. Please check with the front desk to request parts. You will not be able to bring your own loft; however, we encourage you and your roommate(s) to creatively set up your room in a way that works for you. Lofting must be completed during the designed lofting period, no exceptions.

### **Care Guidelines - Room/Suite/Apartment**

All furnishings must remain in the room/suite/apartment at all times and you must return your room/suite/apartment to its original condition. We encourage you to be creative and decorate your space to suit your personal taste. You may also bring your own furniture into the room/suite/apartment; however, the Office of Housing and Residential Life will not remove university owned furniture to accommodate your items. Permanent additions are not permitted. Please do not use thumbtacks, pins, nails, masking tape, scotch tape, stick on picture hangers or other types of sticking agents on walls or woodwork, furniture or ceiling.

### **Carpets**

#### **Ghafari Hall, South Hall and the Towers Residential Suites**

All resident rooms in Ghafari and South Residence Halls and The Towers Residential Suites are tiled; room carpets are not provided. Residents may bring their own carpet when they move in. Carpet dimensions of 13'5" x 10'10" will provide wall-to-wall coverage for the primary living space (double rooms) within Ghafari and South Residence Halls.

## Cooking

Generally, cooking is not permitted in Ghafari and South Residence Halls and The Towers Residential Suites rooms/suites, bathroom or hallways. The use of microwaves is permitted and must be supervised. Open flame, hot coil appliances, or any George Foreman® type grills are not permitted. Please do not leave food out in your room or in the common areas.

## December Graduation- Apartments

The following policy is for December graduations only. We will refund your security deposit less damage and any rent due if you meet the following requirements:

- We must receive a 30 day written notice.
- We must receive proof of graduation i.e. letter from department chair, department head, etc. (Letters stating courses are completed or course requirements have been satisfied is not acceptable proof.)
- You may terminate your lease on December 31<sup>st</sup>
- If you move prior to December 31<sup>st</sup>, you are responsible for rent through the 31<sup>st</sup>.
- You may not stay in the apartment past December 31<sup>st</sup>.
- You must have lived in your apartment for a minimum of one semester.
- The preceding items must be submitted by December 1<sup>st</sup> and they must be officially approved by the Office of Housing and Residential Life.

## Decorations - Room/Suite/Apartment

Room and interior room door decorations and wall hangings may be hung in rooms using nail-free type picture hangers only. Residents may not use nails, tacks, screws in the walls, ceilings, woodwork or doors and may not paint or make any alterations of the room nor deface the same nor let anyone else deface the same. Any damages that result from room decorations, alterations or their removal will be charged to the resident.

## Holiday Decoration Policy

In order to maintain fire safety during holidays, the following materials are prohibited:

### **Prohibited:**

Natural trees, wreaths, roping or similar decorations.

Bamboo, cedar trees or branches, corn stalks or shucks, cotton or confetti, dry moss or leaves, flammable powders or liquids, hay, paper streamers, plastic sheeting or pellets, sawdust, tumbleweeds, wood bark or shavings.

No flimsy decorations that could produce quick or fast burning fire are permitted.

The use of combustible type material for decoration purposes is prohibited.

The use of open flame devices including but not exclusively candles.

Artificial trees/plants and decorations shall be located so as not to obstruct exits, corridors, aisle ways and emergency light units.

No decorations shall be placed on fire sprinkler heads or piping.

Electric light sets shall bear the Underwriter Laboratories or Factory Mutual certification seal.

No more than 3 sets of electric lights should be plugged into an extension cord.

**Permitted:**

Artificial trees/plants labeled as flame retardant by the manufacturer are permitted.  
Tree decorations of noncombustible type such as metal or glass.

**Electrical Extension Cords and Outlets**

Use of extension cords is permitted in university housing as long as it is attached to only a single electrical appliance. Please use caution in the use of electrical extensions. Electrical extensions cannot be strung through doorways or across hallways. Keep power strips away from heat sources and moisture and do not use paper around electrical outlets. We encourage the use of a breaker-protected multi-plug extension cord that can be purchased at most hardware and department stores. We also encourage you to use surge protectors on all electronic equipment: TVs, VCRs, DVD players, stereos, CD players, computers, etc.

**Furniture/Furnishings**

Ghafari and South Residence Halls and The Towers Residential Suites are furnished with a bed, mattress, dresser, desk, desk chair and wardrobe for each resident \*. The resident may not remove or permit the removal of any furniture, equipment or other property belonging to the university from his/her room or suite. Property or furnishings may not be moved into resident rooms/apartments/suites from building common areas. Residents will be charged a fee for removal of any furniture that does not belong in a resident's room at check-out. Lounge or public area furniture will be removed and the resident assessed a fine if such furniture is in their possession. (\*Living room furnishings are provided in The Towers Residential Suites)

**Garbage Disposals- Apartments**

To keep the garbage disposals working properly and to avoid maintenance calls and damage, please follow these general operating instructions:

1. Turn on the cold water and let it run.
2. Turn on the disposal.
3. Feed the garbage into the disposal in small amounts at a time.
4. Run the disposal for a few minutes until it is completely clear.
5. Run the cold water for one minute after the disposal is turned off.

Types of garbage that can be put into the disposal:

Meats, coffee grounds, fruit (no banana peels), vegetables (no celery or onions).

Types of garbage that cannot be put into the disposal:

Rice, bones, celery/onions, grease, tea bags, banana peels, metals, paper, plastic or glass objects.

**Keys**

Room/suite/apartment keys are distributed to residents at check-in. Residents are issued one (1) key per lessee, this includes residents in a single room. Residents should be very protective of their keys. Unauthorized use, possession or duplication of university keys is strictly prohibited. Residents found in possession of keys not signed out to them will face disciplinary action in addition to lock change charges.

No additional locks or locking devices on room doors are permitted without prior authorization by the director of the Office of Housing and Residential Life.

Residents who lose their apartment/mailbox keys must immediately report the loss to the front desk. Lost or stolen keys will result in a lock change and charges will be assessed including replacement keys for roommate(s).

### **Kitchen Equipment- The Towers Residential Suites Kitchenettes and Apartments**

Please do not place hot pots or pans in your sink or on the countertops. The heat causes discoloration which is permanent.

If your refrigerator is not self defrosting, be sure to carefully defrost your freezer periodically. Do not use sharp utensils on the tubes in the freezer when defrosting it. These tubes could puncture and cause damage to the refrigerator.

### **Painting**

Residents are not permitted to paint their rooms/suites/apartments. Residents who paint their rooms/suites/apartments are responsible for the cost of repainting the room and will be subject to disciplinary action.

### **Pest Control and Prevention**

Take trash out regularly and keep eating areas clean. Tightly cover food in cupboards and refrigerator. Quickly eliminate newspapers, bags, bottles and all unnecessary refuse from your room/apartment/suite. Report the presence of pests immediately so that we can implement a treatment program. You can cooperate by having your room/apartment/suite ready on the assigned day. Your Community Director will give you sufficient notice and information about preparing your apartment. A \$50.00 charge will be assessed to your account if your apartment/room is not ready for the scheduled extermination treatment

### **Rent Payment Policy**

#### **Apartments**

Rent is due on the first day of each month. Any rent paid and accepted after 12:00 noon on the 5th day of the month will be assessed a \$20.00 late fee and must be paid in certified funds, (i.e. certified check or money order).

Residents who pay their rent after the 15<sup>th</sup> of the month will be assessed an additional \$30.00 late fee and must be paid in certified funds.

Residents who pay their rent late (after the 14<sup>th</sup> of the month) four or more times in any lease period will be denied a renewal lease upon its expiration.

If there is more than one lessee per apartment, all lessees are responsible for making sure the full monthly rent payment is on time.

Rent can be paid at your front desk during specified times and days each month (you must have your statement and you must pay in full), and at the Office of Housing and Residential Life. Any resident paying rent after 12:00pm on the 5<sup>th</sup> day of the month must pay at the Office of Housing and Residential Life.

Postdated checks as well as starter checks will not be accepted as payment.

**Ghafari and South Residence Halls and the Towers Residential Suites**

Residents signing a contract agrees to be responsible for room and board fees for the entire academic year. Residents agree to make timely payments of room and board fees set forth in the schedule below:

**Fall Semester-** Full payment for fall room and board fees due prior to move in.

**Winter Semester-** Full payments for winter room and board fees are due prior to the first day of classes for winter semester.

If the resident fails to pay the room and board provided, the university, without notice to quit or demand for payment of room and board, may terminate this agreement and repossess the leased premises.

**Returned Check Policy**

Returned checks will be assessed a \$30.00 returned check fee and a \$20.00 late fee. If we receive two (2) or more returned checks from a resident, whether for rent, room and board, laundry card or parking, any future payments must be made in certified funds.

**Roofs**

In order to reduce the potential for injury to individuals and damage to property, the roof areas of university housing facilities are not to be walked on, nor to be used for any purpose, except as an exit from the building in the event of an emergency.

**Room/Apartment/Suite Windows - Coverings**

No window coverings may be placed directly over the windows. Aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, etc, may not be used to cover windows.