

## Rules for guests

### Alcohol

Alcoholic beverages may not be possessed and/or consumed in alcohol-free communities and/or by minors. Consumption of alcoholic beverages may only occur in other communities by those aged 21 or over in the privacy of their own room or in the room of another legally aged resident, behind closed doors. Residents who drink illegally and behave irresponsibly may face disciplinary action. Individual residents are held accountable for the actions of all their guests. Open containers of alcoholic beverages are not allowed in any public areas including lobbies, lounges, hallways, stairways, elevators, laundry rooms, study rooms, and restrooms. Bulk alcohol, including "spodies," "party balls," and/or "kegs" in any form or container, is not allowed.

### Common area furniture

Furniture from common areas may only be removed from the designated common area with the permission of the Summer Conference Coordinator.

### Computer or network use

A high-speed Internet connection is available in all residence hall rooms. Residents making use of this service must comply with the terms of the Network Service Agreement, as it now exists or as it may be amended from time to time. The Network Service Agreement can be found at <http://housing.wsu.edu/network/>. Inappropriate use of computers on the WSU network can result in the loss of network privileges.

### Cooking

Cooking in residence halls is restricted to approved cooking equipment listed in under Electrical Appliances in Housing and Dining Policies. Personal microwave ovens are not allowed, except in Olympia Avenue in which one

microwave per room is allowed. All authorized items must be used on a noncombustible surface.

### Distribution of information

Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may be placed in University buildings only as permitted by WAC 504-34-140.

### Electrical appliances

The following UL-approved electrical appliances are individually authorized for use in residence hall rooms: blenders; clocks; coffee pots; personal computers, printers, scanners, and related equipment for personal use; DVDs and VCRs; electric blankets or pads; electric toothbrushes; fans; hair dryers and curlers; hot air popcorn poppers; hot pots; humidifiers; irons; radios; rice cookers; sewing machines; shavers; stereos, iPods, MP3s and video game systems; study lamps; small refrigerators and TV sets. Extension cords must have three wires, three prongs and at least 16 gauge wire. A multiple outlet strip can be safely used if it meets following specifications: minimum of 16 gauge wire, groundwire with an extra prong on the plug (3 wires, 3 prongs), and contains a built-in circuit breaker. Persons bringing electrically operated equipment also have the responsibility of protecting such equipment from damage as a result of possible power surges or variations.

### Elevators

The following conduct is prohibited and may result in disciplinary action:

1. Smoking and/or use of alcoholic beverages within an elevator.
2. Tampering with, intentional damage, or vandalism to the elevators (prying doors open, etc.).

3. Use of elevator emergency alarms and emergency stops in other than emergency situations.

#### **Explosives**

Any explosives, including but not limited to, primers, powder, dynamite caps, firecrackers, and pyrotechnics, as well as ammunition and dangerous chemicals, are prohibited in the residence halls. Toy guns and "assassin" games, the purpose of which is to simulate killing others, are prohibited.

#### **Fire and safety**

Compliance with residence hall fire and safety standards is required. All residence hall rooms are subject to national, state, and Washington State University fire codes and standards. Failure to comply with safety standards may result in student conduct sanctions, early contract termination, and/or legal action. Property damage and personal injury resulting from a resident's noncompliance with fire and safety standards may result in personal liability for damages and injuries. Residents are responsible for properly maintaining the smoke detectors in their room. Removal of batteries from smoke detectors is prohibited.

#### **Health and safety**

Any activity deemed to be a threat to the health and safety of students is strictly prohibited. Prohibited activities include, but are not limited to, hanging or sitting outside of residence hall windows, climbing the exterior of University buildings, throwing items out of a window, etc.

#### **Hypodermic syringe and needle disposal**

According to Washington State Health Regulations, all Washington State University students using hypodermic syringes and needles living in the residence halls will be responsible for proper disposal of these objects in "Sharps

Containers," which may be obtained from Residential Education Directors.

#### **Keys**

All room and outside door keys are the property of WSU Housing Services. Room and outside door keys must be returned upon checkout of the room. Use of room or outdoor keys by any person other than the student to whom the key is checked out is prohibited. Unauthorized keys obtained from a source other than Residence Life and Housing Services are not acceptable. Information regarding persons believed to be or have been in possession of, or to have engaged in the unauthorized use of, keys for any University building will be forwarded to the WSU Police Department and Office of Student Conduct. At checkout, residents who do not turn in keys will be subject to a \$60 fee for a room lock change and a \$20 fee for the replacement of the outside door key (\$10 in halls with CougarCard outside door access). Students who return keys made by sources other than WSU will be referred to the Office of Student Conduct.

#### **Microfridges**

Microfridges that do not exceed maximum refrigerator/freezer capacity of 2.9 cu. ft., microwave capacity of .7 cu. ft., and power consumption of 900 watts are allowed in student rooms. Only one Microfridge per room is allowed. Residents may not move university-owned Microfridges to their new assigned hall if their assigned hall changes. Maintenance or custodial staff should be contacted to accomplish this task. Microfridge rental is first-come, first served for new residents. The annual rental price is \$155.

#### **Miscellaneous**

I understand that if the University's performance of obligations under this Agreement is materially hampered, interrupted, or interfered with by reason of any fire, casualty, lockout, strike, labor conditions, unavoidable accident, riot, war, imminent risk of serious harm to community health and welfare or other acts of God, or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, the University shall be excused from performance of this Agreement. I understand that the services including RDA Dollars provided by this contract are not transferable to any other person. I understand that if I transfer the services in any way or collude to provide such services to an unauthorized person, I may be summarily suspended from further use of the services of the unused portion of the contract without refund.

WSU Housing Services provides reasonable accommodation to individuals with disabilities. WSU requires a 2-week notification for accommodation requests. Requests should be directed to Housing Services. TDD users: WA Relay Service 1-800-833-6388.

Washington State University adheres to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity and affirmative action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic

origin, physical, mental, or sensory disability marital status, sexual orientation (to include gender identity), and status as a Vietnam-era or disabled veteran, military status or status as an honorably discharged veteran in the recruitment and admission of students, the recruitment, employment, and retention of faculty and staff, and the operation of all university programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, 225 French Administration Building (1022), phone 509-555-8288.

If you have questions about your Housing and Dining Policies, send an e-mail to [housing@wsu.edu](mailto:housing@wsu.edu).

#### **Motorcycles, mopeds, and bicycles**

Motorcycles, mopeds, and other gasoline-powered machines, including gas, may not be taken into the residence hall at any time. Any gas-powered vehicle or fuel found in a residence hall will be removed. The owner (resident) will be assessed a removal charge. WSU Housing Services accepts no responsibility or liability for damage done during removal or storage. Bicycles may be parked either in bicycle racks or in student rooms with the consent of the roommate. Bicycles parked in or near any other part of the residence hall may be removed without notice.

#### **Pets**

Due to Washington Administrative Codes, as well as health and sanitation issues and the possibility of other residents' allergic reaction, pets are not permitted to be kept, fed, or harbored in the residence halls. Water-filled aquariums of no more than 30-gallon capacity may be maintained for

fish only. Snakes, turtles, and lizards are not allowed, even if housed in aquariums. Individuals housing pets will be subject to conduct action. Trained guide dog or service animals are the only exception to this policy.

### **Refrigerators**

Small refrigerators, which do not exceed maximum capacity 4.5 cu. ft., 115 volts, 60 cycle AC, 230 watts, two amps when running, and are UL-approved, may be used in student rooms. Only one refrigerator per student is allowed. The annual rental price is \$50.

### **Roof access**

Residents are not permitted on hall roofs or ledges at any time.

### **Room entry**

Washington State University reserves the right to make periodic room inspections. Authorized staff may exercise the contractual right to enter a resident's room. **Rooms may be entered under the following conditions:**

1. To provide room maintenance inspection, repair service, or fire/life/health safety inspection and protection.
2. For emergency situations that require entering the student room.
3. To maintain an environment that facilitates the scholarship of other residents (e.g., unattended stereo, alarm clock, telephone, etc.).
4. To ensure that room-closing procedures have been followed for a break period.
5. To provide for sanitation as needed.

When conditions permit, student residents will be given advanced notice of planned staff entry dates and times. A student's failure to follow applicable fire/life/health/safety directives may result in conduct action, termination of his or her housing and dining contract, and

imposition of all applicable fees as stated in the Housing and Dining Financial Contract.

Other residents will not be permitted entry to a resident's room unless the resident is present and gives his or her consent.

The authorized Washington State University staff members who may enter a student's room are administrative staff members, Summer Conference Coordinator, Residence Life paraprofessionals, and maintenance, custodial, and inspection personnel.

A university official may not consent to a search of a student's room by the police or other government officials. However, WSU may permit a search pursuant to a warrant or where warrantless entry is lawful.

### **Room modifications**

Students may not modify existing structures in the residence hall room without approval of residence hall and fire safety officials. Beds may not be bunked or lofted without prior approval and use of approved WSU equipment. Tape, nails, screws, or tacks on or in the walls, furniture, or fixtures are prohibited. Additional room modification and fire safety information may be found in the WSU Safety Policies and Procedures Manual (SPPM) to include SPPM Chapter 60.00, Fire Safety.

### **Security**

The maintenance of a safe and secure residence hall environment is everyone's responsibility. To this end, the admittance of unauthorized persons to residence halls is prohibited. Residents should always lock their room doors to ensure personal safety and security of their property. For emergency situations requiring police, medical or fire/flight response, call 9-1-1. For nonemergency assistance, call the WSU Police Department at 335-8548.

Living areas of all residence halls are locked 24 hours per day, with the exception of McEachern.

#### **Selling and solicitations**

Door to door selling and soliciting is not permitted in the residence halls. This includes students involved in a WSU registered student organization who can only distribute information, with appropriate permission and a signed release form, in the common area lobby of each hall.

#### **Signs, pictures, posters**

Students are reminded that they are required to comply with WSU Executive Policy ([EP](#)) 15, Policy Prohibiting Discrimination and Sexual Harassment, and the Student Conduct Code, which includes provisions regarding discrimination and harassment. Students are also reminded that some materials when posted on doors or displayed in windows could result in violations of EP 15 and the Student Conduct Code.

#### **Smoking**

Smoking is prohibited in residence halls. Smokers must smoke outside of their residence hall and at least 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. Smokers must comply with SPPM 70.12 and RCW 70.160.

#### **Sports in hallway**

Playing any type of sports in residence hall hallways or other common areas is prohibited.

#### **Trash**

Residents are responsible for taking out their own personal trash. Personal trash must not be placed in the trashcans or recycling bins in common areas (lounges, bathrooms, etc.); personal trash must be taken to the dumpster outside the hall. Personal trash must never be

placed in the hallway outside a resident's room, nor may trash be swept into the hallway.

#### **Waterbeds**

Residents wishing to install waterbeds must present evidence prior to installation that they have waterbed liability protection in an amount of at least \$50,000. Bunk waterbeds are not permitted.

#### **Water fights, snowball fights, and raids**

Water fights, snowball fights, and similar activities are prohibited in, and in the areas adjacent to, residence hall buildings. All types of raids on rooms, halls, or hall members are prohibited.

#### **Weapons, ammunition, and pyrotechnics**

Weapons, ammunition, or pyrotechnics of any kind including air guns, knives, lasers, Tasers, fireworks, shotguns, rifles, pistols, pellet guns, stun guns, paintball guns, slingshots, crossbows, bows and arrows, or martial arts tools may not be stored or used in the residence halls. Any weapons or ammunition must be stored with the WSU Police.

#### **Web cameras, camera phones and video recording devices**

Any unauthorized use of technology and/or electronic devices to make a video, audio, or photographic recording of any student in the residence halls without his/her prior knowledge or without his/her effective consent is prohibited. Violations of this provision will be reported to the WSU Police Department and the Office of Student Conduct.

#### **Window violations**

For reasons of health and safety, nothing is to be thrown or hung out of any residence hall window. Outside wires for Internet connections, radios and television sets are not allowed. Individuals are not allowed to lean out of

windows or sit on windowsills or remove screens. Speaking or yelling out of windows for the purpose of communicating to others is prohibited. Such behavior may result in conduct action against those involved and those responsible for the room in question.