UNIVERSITY HOUSING POLICIES AND PROCEDURES - OVERVIEW

As one of the basic features of residential living, we feel students should have the opportunity to set expectations for one another in their own community. While we endorse the concept of self-government, we believe established guidelines should reflect local, state and federal laws. As a member of the residential community, you should be especially familiar with University Housing policies and procedures.

This document is meant to give you an overview of some of the more important information you should be familiar with and accountable for. You will be expected to familiarize yourself with the regulations outlined in the Housing Contract and the Guide to Residential Living.

Alcohol and Drugs
Drugs are prohibited on the campus of Western Oregon University. Students found in possession of drugs or drug paraphernalia or merely remaining within a residence hall room where drugs are being consumed/used will face disciplinary action. It only takes two drug violations to face eviction, and possible suspension from the university. With the exception of designated upper-class halls, where students who are 21 years of age or older may possess and consume alcohol (only with other students who are of age and agree to consume alcohol), alcohol is also prohibited on the campus of Western Oregon University. Under age students who are found in possession of alcoholic beverages, alcoholic beverage containers, or merely remaining within a residence hall room where alcohol is being consumed, will face disciplinary action. Students of age who provide underage students with alcohol will also face disciplinary action. Students who violate any alcohol rules three times will be evicted in most cases.

Assaults
Any student who physically and/or sexually assaults another person may be removed from campus immediately. Once removed, a student may not enter the residence halls or campus until after the case is resolved through the Student Conduct System. Students who engage in verbal assaults will also face immediate disciplinary action.

Bicycles
Bikes are not allowed to be stored in public areas (i.e. hallways, catwalks, lounges, or chained to railings). They must either be parked on the bicycle racks outside or stored in individual resident rooms. Bicycles stored in public areas are considered fire hazards. Students violating this policy will be fined $25.00 for a fire safety violation.

Candles/Incense
Due to the risk of fire, no open flames are allowed within the residence halls. This includes use of free-burn incense sticks and all candles. Candles used as decorations are approved as long as they are never lit.

Checking out of your Room
An agreement you will make on your contract is that when you decide to leave the residence halls, you will follow the proper procedure for doing so. This procedure includes completing paperwork, making an appointment to check out with a staff person, and going over a room condition report form with that staff person at the appointed time. Failure to properly check out will result in significant charges accruing on your student account. Fines as high as $75 as well as charges assessed for a mandatory lock change in the event that the keys/fob are not returned will be applied as needed to student accounts.

Contract, yours
The contract you sign (or digitally sign) to live in the residence halls is a legally binding agreement between you, and the University. You and only you can sign this document. The contract outlines what the University will do for you and what the University expects from you. This may be your first experience with a contract. Please be sure to read this document in its entirety. Your contract will be mailed to you in July. At that time, you can also view the contract on our website. Print a copy for your records if you choose. http://www.wou.edu/student/residences/contracts.php.

Credits to carry
To remain in the residence halls, under-graduate students must carry a at least 8 academic credit hours per term. Graduate students must carry a minimum of 6 credit hours per term to maintain residency within the halls.

Damages
When you originally move into your room or apartment, you will find a Room or Apartment Inspection and Inventory Sheet which indicates the room or apartment’s condition. The form is designed for your protection when you check out. Any damages noted
will be assessed and cost for repairs will be billed to your student account as needed. It must be signed by you when you check into, and out of, your room.

Repairs to residence hall facilities must be performed by University personnel. The cost of these repairs includes materials and labor. In all cases, trained University craftspeople must do the work in order to comply with building codes and construction standards. **If your room, or an item in your room, is damaged, DO NOT attempt the repairs yourself.** It is unlikely your work will meet University standards and you will be charged for the cost of the repairs done by craftspeople to complete the work correctly. If you lose or damage residential property, even accidentally, you will be billed for it. This includes any portion of the facility itself, and does not preclude prosecution for vandalism, destruction and/or theft of state property. Report any damages to your staff person immediately.

**Drugs**
The use, possession, sale, giving, or exchanging of illegal drugs or controlled substances is prohibited on campus and in the housing facilities by state law and University policy.

**Entering a Student Room**
The University respects the student's right to privacy. However, the University maintains the right to have authorized personnel enter any residence hall room or apartment for the purpose of inspection, repair or for other official University business.

**Firearms, Explosives and Weapons**
Conduct which endangers the safety of the residential community is prohibited. For this reason, no resident shall have in his/her possession any firearm (including BB, paint and pellet guns), explosives, fireworks, dangerous chemicals, or other dangerous weapon (including knives, swords, etc.) in or around University residential facilities. This prohibition includes storage of hunting weapons in cars. There is no place on campus where firearms or weapons may be stored. Before you bring a weapon from home, please find a location off campus to store it.

**Fire Equipment and False Alarms**
A minimum $25.00 charge will be imposed for tampering with fire alarms, smoke detectors, extinguishers, or other fire life safety equipment. This includes disconnecting or removing the battery in the smoke detector in your room (if your smoke detector has a problem, please contact your RA).

**First-Year Live-in Requirement**
All WOU students who graduated from high school within the year they begin at Western Oregon University must live within the residence halls for the entire year. Although a petition process exists for students who wish an exception to this rule, exceptions are very rarely granted. Exceptions to the live-in requirement include: living at home with parents or legal guardian(s) (within a commutable distance of 30 miles or less), marriage, or caring for a legal dependent.

**Furniture**
All room furnishings must stay in designated areas. You may arrange the movable furniture however you'd like, as long as your safety or the safety of others is not jeopardized. However, do not remove desks in rooms where they are attached to the wall or bring lounge furniture into your room. Any furniture moves of this kind may result in a fine and disciplinary action. **KEEP IN MIND:** If you have a vacancy in your room at any time, you are responsible to see that your room is clean and ready for a new roommate(s) to be placed there or you will be charged for a higher room rate. **"READY" means:**

- Bed, wardrobe, set of drawers, desk, desk chair, bookshelves and nightstand are completely free of ANY stuff.
- All furnishings are placed so that they are ready to use (beds/dressers are NOT stacked or combined in any way).
- Floor space is clear and clean. Room trash has been taken to the recycling / trash center outside.

**Guests**
The guest policy exists to protect the right of roommates to have a say in who visits their living space. The mechanism we use for roommates to communicate on this issue is the “Guest Consent Form” which every resident must fill out and have approved by their roommate if they want to have a guest in their room overnight – BEFORE THAT GUEST ARRIVES. Hosts are responsible for the behavior of their guests. This means that if you host someone, you are in charge of making sure they understand and comply with all of the University’s rules. Public Safety Officers have the authority to ask a guest to leave if the guest is causing a disruption within the residence hall area.

**Improper Check-Out**
Any time a resident fails to check-out of his/her room properly, he/she will be subject to an improper check-out charge of $100. These improper procedures include, but are not limited to:

1. Switching rooms and/or keys without permission of the University Housing Office.
2. Failing to check out of the room by the prescribed date and time.
3. Leaving the room or the system without going through the check-out procedure.
**Keys/Fobs and Lockouts**

When you move in, you will be issued a set of keys or an access fob for your room and community. These keys/fobs become your responsibility throughout the year. Most students take their keys/fobs with them everywhere and rarely lock themselves out of their room. In such instances, you may check out a spare key/fob at the Residential Service Center for a limited period of time. However, students who abuse this service by having more than 5 lockouts during a year will be charged $5.00 for each subsequent spare key request, and face disciplinary action after 10 lockouts. Lost, stolen or missing keys/fobs must be reported immediately for the security of the building to be maintained. If you lose your key/fob you will be charged $25 for a new fob. Keys/fobs may not be loaned to another person at any time. Please be aware of where your key/fob is at all times!

**Noise**

Every student has the right to sleep and study without noise interference. The realities of community living dictate that individuals respect community needs for the moderation of noise at all times (regardless of quiet hours). Excessive noise (loud stereos, tvs, amplified instruments, gatherings of people in rooms, bouncing of basketballs, etc.) is an infringement on the rights of students and is unacceptable at Western. While it is the responsibility of all to control noise, it is also the responsibility of those victimized by the noise to contact the offending party and request the problem be eliminated. If this approach does not succeed, contact your Resident Assistant.

Quiet Hours are as follows: Sunday - Thursday -- 11:00 pm - 8:00 am. Friday and Saturday -- Midnight - 10:00 am.

**Open Flames and Smoking**

For safety reasons candles and incense are prohibited from being lit in the residence halls. Smoking is also prohibited for safety and health purposes. University Housing has designated several locations where smoking is allowed outside of the residence hall buildings. Smoking around the residence halls must occur in these specially designated locations. Please see our detailed map of the residential complex. http://www.wou.edu/residences/files/2015/07/Current_map_directions.pdf

**Pets**

Pets are not allowed, unless they are fish. Students may bring an aquarium/fish tank no larger than ten gallons. In addition, residents are not allowed to harbor, feed, or pet-sit any animals for any length of time.

**Propping Doors/Safety**

Residents are responsible for the security of their building and must remember that their actions will not only affect their own personal belongings and safety, but that of other residents. It is sometimes tempting to prop a door open for the convenience of a friend, but by doing this, access is given to anyone. Propping doors is a serious offense and any action that jeopardizes students' safety (including misuse of keys/fobs) will be dealt with very seriously and may result in immediate dismissal from the halls.

**Public Areas**

Public areas (hallways, lounges, public bathrooms, study rooms, Commons Building, etc.) in the residence halls are for all residential students. Please be aware that any kind of sports activity, horse playing, throwing of objects, etc. is not appropriate.

**Tobacco**

Smoking - or use of chewing tobacco and electronic cigarettes is not allowed in the residential living facilities at WOU. Outdoor smoking areas have been designated for use by individuals who choose to smoke. Please see our detailed map of the residential complex. http://www.wou.edu/student/residences/pdfs/resshallmap_directions_color.pdf

**Throwing Objects**

Safety prohibits throwing anything from the building, windows, balconies, or any place from which something can be thrown. In addition, throwing items at the building may result in disciplinary action and sanctions appropriate to the action. Throwing objects in any public area within the buildings is also prohibited due to the danger to residents and the possibility for damage to the facility.

**Water Fights**

Water fights of any kind are prohibited in the residence hall and courtyard areas. This includes squirt guns and water balloons as well.

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**A Bit About Facilities and Services**

The University Housing Office provides facilities and services for your comfort and convenience. Residential facilities are intended for use solely by residential students and their guests. Unauthorized persons using any residential facility should be asked to leave, and a staff person notified.

The University respects the student’s room as a place where privacy can be found and where control of the living environment is left to the student. Students may use their assigned rooms in accordance with established law and University policy. Community areas of the residence hall include hallways, lounges, catwalks and common bathrooms. These are shared by all residents and are to be used within the framework of law and University policy.
Mail Services
All residential mail is delivered to student mailboxes located in the Residential Service Center. Your incoming mail will be received without delay if it is addressed in the following manner:

Name
RSC Box #
347 N Monmouth Ave.
Monmouth, OR 97361-1339

Maintenance Service
Although every effort is made to maintain physical facilities in as good a condition as possible, individual fixtures and furnishings will occasionally break. The procedure for repair and replacement is as follows:
1. Report the item to your residential staff member immediately. He/She will fill out a work order and route it to the appropriate personnel.
2. A maintenance worker will determine the immediate need and repair the damage within a reasonable amount of time.

Residential Service Center Desk
The RSC Desk is located in the lobby of the Residential Service Center. This desk is staffed during the following hours:

Monday through Friday: 8:00 AM to 11:00 PM
Saturday & Sunday: Noon to 11:00 PM

The RSC also houses the Residential Computer Lab and an office for Peer Mentors. In addition, the RSC provided office space for Residential Computing and the Housing Operations and Conference Services Coordinator.

Bulletin Boards and Posting
Bulletin boards and other tackable surfaces are for residence hall business items, notices and activities. Commercial or obscene material may not be placed on bulletin boards. Items which are improperly posted will be removed.

Custodial Services
Custodians will clean hallways, lounges and bathrooms in the residence halls. Please remove personal items from showers and sinks prior to your custodians arrival. Students are responsible for cleaning their own room. Vacuums are available for check out through an RA. Students may not leave trash outside rooms, in hallways, or in common bathrooms. All trash must be taken to the Recycle/Trash enclosures located outside of each residential building.

Laundry
Washers and dryers are available on each floor of your building.* Use of these facilities is restricted to residents. If you encounter mechanical difficulty with the washers and dryers, please report them promptly to one of your residential staff members or the Office of University Housing. * There is no out of pocket cost for laundry. The cost is covered in your room and board rate.

Parking
If you bring a car to campus you may park in designated residential parking areas by purchasing a permit from the Parking office located in the Administration Building. Annual permit costs range depending upon the type of permit requested. Prices and purchasing of permits can be accessed via the wolf web: https://banweb.ous.edu/wouprd/owa/twbkwbis.p_wwwlogin or in person at the Parking Office.

Telephones
Each residence hall room is wired for telephone service and voice mail. Residents are responsible for providing a telephone instrument. Long distance authorization codes are available from the Telecommunications Office on campus. You will be billed monthly for your long distance calls. Inappropriate or illegal use of the telephone will result in termination of service and disciplinary action.

Television
Cable TV - Cable TV is provided in all of the halls at no extra cost (the cost has been built into your room and board rate. Available channels are subject to change without notice. A list of the cable TV channel line up is available through our providers website: http://www.minetfiber.com/ Additional channels are available at your own expense through MiNet Fiber as well.

RESIDENTIAL SERVICE CENTER COMPUTER LAB
ACADEMIC HOURS 2015-2016
Hours are subject to change

Monday - Friday: 8:00 am - 11:00 pm
Saturday - Sunday: Noon - 11:00 pm