



UNIVERSITY HOUSING

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The Policies and Regulations section is part of the University Housing Services (UHS) License Agreement, Part 2. Acceptance and agreement to abide by the regulations listed herein is acknowledged by signature(s) on the UHS License Agreement, Part 1, completed online and mailed in with payment. All policies listed here are in effect for all University Housing Services property. Residents who are believed to be in violation of one or more policies may be referred to an official of UHS, the University Police, and/or other administrator from the Division of Enrollment Management Student Affairs.

As a resident of UHS, you are responsible for abiding by the Policies and Regulations. The policies have been designed to benefit individual students, as well as the entire residential community. All residents who, by virtue of their behavior toward themselves or other residents, show an inability to live in a group setting under the policies listed below, or refuse intervention by the Residence Life Staff and/or other university official(s) will be asked to leave the UHS Residences or commit to a behavioral contract. Sanctions for violating any one or more Policies and/or Regulations may range from community service to eviction from UHS property, depending on the severity of action and/or conduct history.

I. BEHAVIOR AND WELFARE

A. Alcohol

1. Misuse of alcoholic beverages and/or inappropriate or illegal behavior will result in disciplinary action and/or arrest by the police.
2. All Resident and their guests are subject to the following statement from the Alcohol Beverage Control Act: *"Every person who sells, furnishes, gives or causes to be sold, furnished, or given away, any alcoholic beverage to any person under the age of 21 years is guilty of a misdemeanor"* (Business and Professions Code 2568A).
3. Possession, in the presence or access of any alcohol (open or unopened) shall be interpreted as consumption of alcohol.
4. Consumption, possession, or storage of alcoholic beverages by any Licensee under the age of 21, or in any unit where a Licensee is under the age of 21, is prohibited.
5. If all Resident of a unit are 21 years of age or older, the licensee(s) may choose to responsibly consume alcohol only in the privacy of their own unit with the door closed. Consumption of alcohol in the presence of others under the age of 21 is prohibited.
6. Possession of bulk alcoholic beverages – defined as amounts for licensee storage or use that is excessive for responsible personal use – are prohibited. "Personal use" allows for a licensee (at least 21 years of age) to have in possession one of the following: one 6-pack of beer, one bottle of wine, or 750 ml of hard liquor. Possession/use of any empty or full keg, or other mass drinking device (e.g., beer bong) is prohibited.
7. Possession or consumption of alcohol in a public place (including but not limited to outside balconies/patios/porches, basketball courts, grounds and or any other common areas) is prohibited.
8. Resident Brewing alcohol is strictly prohibited for all residents, regardless of age.
9. Inability to follow UHS policies or exercise care for one's own safety and/or the safety of others due to intoxication is a violation.

B. Community Responsibility

1. Residents are expected to know and abide by UHS policies, inform guest and other residents about UHS policies, take personal responsibilities for violating UHS policies, and remove self from situations involving UHS policy violations.

C. Controlled Substances (Drugs)

1. Cal State University Dominguez Hills complies with the Drug-Free Workplace, and the Drug-Free Schools and Communities Act. Sale of, use of, being under the influence of, distribution of, storage of, and/or knowingly possessing illegal drugs, controlled substances, or narcotics, as those terms are largely used in the California Statutes, is prohibited. The misuse of any drug, including prescription or over-the-counter medications, is prohibited.
2. The use or possession of marijuana in any form for medicinal use is prohibited. University Housing Services adheres to the federal law surrounding the usage of marijuana. The California Compassionate Use Act does not apply to administrative cases involving use and possession of marijuana that violate CSUDH Student Conduct Code or the Housing License Agreement.
3. Medical marijuana cards are not acknowledged in UHS.
4. Possession or use of drug paraphernalia is also prohibited. Drug paraphernalia includes, but is not limited to, "bongs," pipes, hookahs, and/or other devices that may be used to facilitate consumption of illegal drugs.
5. The inability to follow UHS policies or exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation.

- D. Dangerous Behavior
 - 1. Any activity that can be interpreted as endangering self or others is prohibited.
- E. Disorderly Conduct
 - 1. Lewd, indecent or obscene behaviors, whether through conduct or expression, which are not civil or respectful and which breach the peace within or around the residential facilities, or at any UHS- related function are not permitted.
- F. Respect and Comply with University Housing Staff
 - 1. Residents and their guests are required to comply with official requests or directives of university staff (verbal or written) while performing their duties.
 - 2. Failing to provide information to staff, interfering with staff while they are performing their duties, being uncooperative (e.g., failing to identify yourself, leave the complex during an evacuation drill, open your unit door at a staff member's request) or being verbally abusive to staff is a violation of UHS policy.
 - 3. Presenting information or documents (i.e., identification) which are fabricated, falsified, or misrepresentative to a university official is prohibited.
- G. Gambling
 - 1. Illegal gambling in University Housing facilities is prohibited, i.e., activities played for money, checks, credit, or any other item representative of value (e.g. chips or markers to be traded in later for cash), as provided for in Section 330 of the California Penal Code.
- H. Physical / Written / Verbal Threats
 - 1. Cal State University Dominguez Hills supports a Zero Tolerance Policy on Campus Violence. Threats, malicious pranks and abusive name calling by any member of the community or guest toward an individual or group that seriously threatens or alarms a person or group is prohibited. Causing physical or mental harm, intimidation, and/or the apprehension of physical or verbal harm to any person or self, through any medium, including the Internet is not permissible.
- I. Harassment

In accordance with CSU Executive Orders 1096 and 1097, harassment is prohibited at CSUDH. To report harassment, please contact a member of the UHS Staff, the CSUDH Title IX Coordinator, and/or the CSUDH Police Department.

Harassment means unwelcome conduct engaged in because of a Complainant's Protected Status and:

- 1. Submission to, or rejection of, the conduct is made a term or condition of the Complainant's employment; **or**
- 2. Submission to or rejection of such conduct by the Complainant is used as the basis or threatened to be used as the basis for employment actions or decision affecting the Complainant; **or**
- 3. The conduct is sufficiently severe or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as intimidating, hostile or offensive.

Harassment includes, but is not limited to, verbal harassment (e.g., epithets, derogatory comments, or slurs), physical harassment (e.g., assault, impeding or blocking movement, or any physical interference with normal work or movement), and visual forms of harassment (e.g., derogatory posters, cartoons, drawings, symbols, or gestures.)

Protected statuses include age, Disability (physical or mental), Gender (or sex), Gender Identity (including transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Race or Ethnicity (including color or ancestry), Religion (or Religious Creed), Sexual Orientation, sex stereotype, and Veteran or Military Status;

J. Sexual Misconduct

In accordance with CSU Executive Orders 1096 and 1097, sexual misconduct is prohibited at CSUDH. To report sexual misconduct, please contact a member of the UHS Staff, the CSUDH Title IX Coordinator, and/or the CSUDH Police Department.

All sexual activity between members of the CSU community must be based on Affirmative Consent, which is an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. Each person involved in the sexual activity is responsible for obtaining Affirmative Consent. Lack of protest or resistance (including silence) does not constitute consent. Affirmative Consent can be withdrawn or revoked at any time. A person incapacitated, under 18 years old or with a medical or mental Disability lacks the ability to provide Affirmative Consent.

Engaging in any sexual activity without first obtaining Affirmative Consent to the specific activity is Sexual Misconduct, whether or not the conduct violates any civil or criminal law.

Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical sexual acts, such as unwelcome sexual touching, Sexual Assault, Sexual Battery, Rape, and Dating Violence. When based on Gender, Domestic Violence or Stalking also constitute Sexual Misconduct. Sexual Misconduct may include using physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of Sexual Misconduct. Sexual activity with a minor is never consensual when the Complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.

1. Sexual Assault is a form of Sexual Misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's Gender or sex.
2. Sexual Battery is a form of Sexual Misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's Gender or sex as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification, or abuse.
3. Rape is a form of Sexual Misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute Rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because the person is incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical Disability renders a person incapable of giving consent. The Respondent's relationship to the person (such as family member, spouse, friend, acquaintance or stranger) is irrelevant. (See complete definition of Affirmative Consent above.)
4. Acquaintance Rape is a form of Sexual Misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of Rape.)

K. Sexual Harassment

In accordance with CSU Executive Orders 1096 and 1097, sexual harassment is prohibited at CSUDH. To report Sexual Harassment, please contact a member of the UHS Staff or the CSUDH Title IX Coordinator.

Sexual Harassment is unwelcome verbal, nonverbal or physical conduct of a sexual nature that includes but is not limited to sexual advances, requests for sexual favors, any other conduct of a sexual nature, offering employment benefits or giving preferential treatment in exchange for sexual favors, or indecent exposure, where:

1. Submission to, or rejection of, the conduct by the Complainant is explicitly or implicitly used as the basis for any decision affecting a term or condition of the Complainant's employment, or an employment decision; or
2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the Complainant, and is in fact considered by the Complainant, as creating an intimidating, hostile or offensive environment.

Sexual Harassment could include being forced to engage in unwanted sexual contact in exchange for a raise or promotion; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in the work environment.

Sexual Harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on Gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

This policy covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the University community may begin as consensual, they may evolve into situations that lead to Sexual Harassment or Sexual Misconduct, including Dating or Domestic Violence, or Stalking, subject to this policy.

Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on Gender.

L. Dating and Domestic Violence

In accordance with CSU Executive Orders 1096 and 1097, dating and domestic violence is prohibited at CSUDH. To report dating and domestic violence, please contact a member of the UHS Staff, the CSUDH Title IX Coordinator, and/or the CSUDH Police Department.

Dating Violence is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, "abuse" means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to self, or another. Abuse does not include non-physical, emotional distress or injury.

Domestic Violence is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the Respondent has a child; someone with whom the Respondent has or had a dating or engagement relationship; or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to: (1) sexual relations between the Parties while sharing the same living quarters; (2) sharing of income or expenses; (3) joint use or ownership of property; (4) whether the Parties hold themselves out as spouses; (5) the continuity of the relationship; and, (6) the length of the

relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to self, or another. Abuse does not include non-physical, emotional distress or injury.

M. Stalking

In accordance with CSU Executive Orders 1096 and 1097, stalking is prohibited at CSUDH. To report stalking, please contact a member of the UHS Staff, the CSUDH Title IX Coordinator, and/or the CSUDH Police Department.

Stalking means engaging in a repeated Course of Conduct directed at a specific person that would cause a Reasonable Person to fear for the safety of self or others’ safety or to suffer Substantial Emotional Distress. For purposes of this definition:

1. Course of Conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through Third Parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;
2. Reasonable Person means a reasonable person under similar circumstances and with the same Protected Status(es) as the Complainant;
3. Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

N. University Policies

1. Licensee is required to abide by all university policies. All university policies can be found in the current Cal State University Dominguez Hills Catalog.
<https://www.csudh.edu/student-rights/>

II. RESIDENCE HALL and APARTMENT STANDARDS

A. Appliances

1. Cooking devices with open heating elements are permissible in the kitchen areas only. Appliances must be directly supervised at all times while in use.
2. Hot plates, grills with open/exposed heating elements and/or the fuel materials for such grills including barbeque grills are prohibited.
3. Personally owned refrigerators are allowed up to a maximum of 3.7 cubic feet.
4. Other prohibited appliances include portable air conditioning.

B. Bicycles/Skateboards/Skates/Motor Vehicles

1. Riding bicycles, skateboards, roller blades/skates, scooters or any coasting device are prohibited on property.
2. Parking, locking or riding any motorized vehicle (with the exception of service vehicles such as wheelchairs) within the residences or at any location other than paved roads or paths specifically designated for such use is prohibited.

C. Communicable Diseases

1. Any Resident diagnosed with a communicable disease by Student Health Services or by their health care provider will be sent home during the infectious period, or isolated in an assigned room as directed by University Housing Services in consultation with the Student Health Services, and/or the resident’s health care provider (as permitted by the resident). Non-campus housing and travel arrangements are made at the student’s expense. Student Health Services and/or the Resident’s health care provider will clear the Resident to return the UHS facility(in consultation with the

Resident's health care provider, as appropriate). Examples of communicable and infectious diseases may include: chicken pox, hepatitis, measles and tuberculosis,

2. Any Resident suspected of having a communicable disease could be quarantined in their room or another assigned room while waiting for a diagnosis. Any resident exposed to a communicable disease should make an appointment with a physician at Student Health Services, to discuss the possible exposure, symptoms and treatment (if any treatment is available).
3. In the instance of an outbreak, University Housing Services will follow university and local emergency protocols.

D. Fire Safety/Evacuation

1. All persons are required to evacuate the building any time there is a fire or notification of a fire and follow evacuation instructions given by the UHS staff. During an evacuation, UHS staff may enter individual units to verify evacuation. No person is allowed to re-enter the building during an evacuation until approved by UHS staff or emergency personnel.
2. Intentional misuse of, tampering with or obstruction of the fire safety system or firefighting equipment is a misdemeanor violation.
3. Possession, storage or use of explosives (firecrackers fireworks, smoke bombs, etc.), flammables (gasoline, propane, butane, kerosene, etc.), candles or any item with an open flame in the housing facilities (including on balconies and patios) is strictly prohibited, within 25 feet of any apartment.

E. Guest Conduct and Policy

The following definitions apply to residence hall and apartment policies, including host and escort guidelines:

- **Resident:** A Cal State University Dominguez Hills student with a current Housing License Agreement assigned to a specific space.
 - **Host:** A resident who provides access to the Housing Complex for a non-resident and accepts responsibility for their actions.
 - **Guest:** A person who does not reside in the apartment. Guest include but are not limited to students, parents, relatives, significant others, former residents, and residents of other apartments
 - **Non-Housing Guest:** A person who does not have a current Housing License Agreement but is given access to the apartment they are visiting.
 - **Non-Approved Guests:** A person who does not have permission from University Housing Services and the residents of the apartment they are visiting.
1. Residents are permitted to host a maximum of two guests (non-residents of an apartment) per present resident.
 2. Residents are expected to be responsible for all guest conduct.
 3. Residents must be present with their guests at all times.
 4. Residents are expected to host guests in their apartment or common public space.
 5. Residents are expected to obtain the consent of all residents within an apartment to host a guest.
 6. Residents are expected to refrain from hosting guests (regardless of the host) during Quiet Hours for more than 7 days during a 30-day period.
 7. Residents are expected to register Non-Housing Guests online prior to arrival or by 9 pm on the day of arrival, whichever comes first.
 8. Residents are responsible and accountable for the conduct of their guests while on UHS property, immediately adjacent areas, or at UHS-sponsored or supervised activities.
 9. Guests must not infringe on the rights of roommates or other residents.
 10. University Housing Services reserves the right to deny access to any guest whose

behavior is deemed inappropriate.

11. When any guest is under the age of 18, the Licensee assumes all liability and responsibility for the guest.

12. Minors other than High School students cannot be brought to the housing facility.

G. Musical Instruments

H. No excessive sound from musical instruments (amplified or non-amplified) will be allowed in UHS facilities unless it is in conjunction with an official UHS sponsored event and approved in writing by the Complex Coordinator. Pets

1. Licensee shall not harbor, feed, or possess any animal in or around the residential property with the exception of a registered service animal.
2. No "visiting" pets are allowed in student units or in the residential properties.
3. Tropical fish are allowed (provided they aren't illegal to own). Fish tanks in excess of 10 gallons are not permitted. One 10 gallon tank is permitted per bedroom.
4. Cleaning and/or pest control resulting from fish or unauthorized pets will be charged to the resident.

I. Public Areas

1. Persons are to place waste products in appropriate recycling and waste receptacles. Residents may not use the public area trash receptacles to dispose of their room trash. Furniture, and other public area furnishings, should only be used in the manner for which it has been designed and must remain in the public areas to which it has been assigned. Residents with public area furniture found in rooms are subject to Housing fees. Residents who observe facilities being damaged or furnishings being removed have a responsibility to seek staff assistance. Sleeping in public areas is not permitted.

J. Quiet Hours/Courtesy Hours:

1. All students must abide by quiet hour guidelines. "Quiet Hours" are 10:00 p.m. – 10:00 a.m., Sunday – Thursday and 12:00 a.m. – 10:00 a.m. on Friday and Saturday. During these times, all noise shall be held to a minimum. During all other times, reasonable respect of noise should be shown. During finals week, "Quiet Hours" are extended to 24 hours per day.
2. At all times, the ability to occupy one's unit for the purpose of studying, sleeping or engaging in activities in an atmosphere of peace and quiet takes precedence over other activities. Engaging in unreasonably loud activities, which are defined as: (a) a level of noise which may be deemed an undue disturbance by another member of the community or, (b) creating noise – including, but not limited to, voice, musical instruments and stereos – which is audible outside of one's unit during quiet hours, either inside or outside the residential properties is prohibited.
3. Quiet Hours/Courtesy Hours also apply in the public areas including the basketball courts, outdoor grills, lawns, streets, etc.

K. Sales and Solicitation

1. Advertising, sales, promotion, commercial transactions and/or solicitation by residents or off-campus persons is prohibited in all areas unless approved by University Housing Services.

L. Security

1. All residences are locked 24 hours per day. Providing access to buildings, or suites within buildings, to those other than residents, staff, or attended guests by any means – including but not limited to failing to lock or secure doors, propping entrance doors, removing a window screen, allowing a person entrance into a building and leaving them unattended in a public area – is prohibited.

M. Smoking

1. In compliance with California State Code, Cal State University Dominguez Hills has adopted a campus-wide no smoking policy. University Housing Services does not permit smoking inside any part of the housing facility, including individual units and balconies/patios/porches or ledges. Cigarette butts must be properly disposed of outside all buildings. Smoking is only permitted 25 feet outside the facilities.

N. Trespassing

1. Use of the University Housing Services Residences is limited to the Resident, their escorted guests and other persons specifically authorized by UHS.
2. The presence in any residential property of any nonresident or person who is not currently listed as a resident of that property and who is not authorized by UHS constitutes a trespass. Those trespassing on the premises of the residential property may be arrested. Trespassers may be asked to leave University property at any time.
3. Weapons Possession, use or threatened use of any weapon deemed by the campus authorities to be deadly is prohibited. This includes, but is not limited to, firearms, switchblade knives, ammunition, dangerous chemicals, daggers, machetes, slingshots, water guns, stun guns, BB guns, paint ball guns and other weapon-like instruments (including air/water/gas propelled guns or any projectile devices) or weapons commonly known as black jacks, sand clubs, Billy clubs, and metal knuckles, etc. Metal pipes, bars, razors with unguarded edge, or any knife being used for a purpose other than food preparation are also considered weapons and are prohibited. Misuse of personal defensive devices (e.g., pepper spray, etc.) is prohibited.

O. Party Policy – UHS has a “No Party” Policy. Residents may host gatherings for their friends under the following conditions:

1. Hosting apartment residents (must be present) may have a maximum of two guests at any one time.
2. Alcohol is not provided or consumed, even by those over the legal drinking age of 21.
3. Noise is kept to a level so as not to disturb residents in the surrounding community and/or is not in violation of Quiet Hours.

III. FACILITIES AND OPERATIONS

A. Alteration of Premises

1. Alterations, changes, remodeling and/or renovations, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems or installing a door or area lock without prior written consent of UHS is prohibited. All fixtures that are installed become part of the premises, and therefore property of UHS.
2. Tampering with or removal of blinds, windows or window screens from any part of the building is prohibited.
3. Licensee shall not configure their unit in any manner as to block emergency access to the unit's window(s) or door(s).
4. Licensee shall not install or place any equipment of any type on the grounds or on/in the buildings to include air conditioners.
5. Licensee shall not tamper with or plant any material on the grounds.
6. Unauthorized removal, possession, use or misuse, defacing, tampering, damage or destruction of university-owned property, leased property, or equipment is prohibited.

B. Building Exterior

1. Throwing, projecting, dropping, shaking, spilling, hanging, climbing up/in, or passing any object(s) from any UHS building exterior – which includes but is not limited to balconies/patios/porches, windows, roofs and ledges – is not permitted.

2. Nothing is to be placed, stored, affixed or exhibited on the building exterior – which includes, but is not limited to, balconies/patios/porches, windows, roofs and ledges.
3. Windows are to remain in their tracks. Removal, bending and/or propping of window screens is prohibited.
4. Using one's balcony/patio/porch or window as a means of entry or exit is prohibited.

C. Common/Public Areas

1. Common and public areas are for the use of the UHS residents and their guests only.
2. Residents are not to use trash containers in common areas (e.g., laundry room, lobby, or restrooms) for their personal garbage. Leaving personal trash/garbage or recyclables in common or public areas is not permitted.
3. Any malicious damage to the buildings, grounds or other University Housing Services facilities is prohibited. This includes but is not limited to all common area furnishings in the building A lounge, computer rooms, stairs, laundry rooms, doors, walkways, and all other university property.
4. Use of bathrooms designated for the opposite gender is prohibited.
5. Use of cameras and/or camera phones in any public bathroom is not allowed.
6. Licensee shall notify the office of damages to the dwellings and/or grounds of the housing facilities or submit a Work Order Request for repair of damaged property.

D. Decorations

1. Decorations that are flammable or fire hazards (including candles or incense – see Fire Safety) are prohibited.
2. Licensee shall not bring or maintain any hazardous electrical decoration including, but not limited to, halogen torch lighting. Extension cords and multiple plugs/outlet adapters are prohibited.
3. Only power strips with a minimum 1449 UL listed surge suppressor with sufficient joule capacity should be used for protection of computers and other electrical equipment.
4. It is prohibited to cover more than 25% of a door or wall in both private and public spaces.
5. It is prohibited to hang objects from the ceiling in both private and public spaces.
6. "Live cut" trees (such as Christmas trees) or other combustible decorations are prohibited in the residential facilities.
7. Any permissible holiday decorations in the residence halls or apartments must be made of fireproof materials and be UL (Underwriters Laboratory) List-approved for the intended use.
8. All electrical decorations must remain within unit and not be mounted on doors, windows or their frames.
9. Paint or marker for decorations are prohibited on windows.

E. Furnishings

1. Each unit is carpeted and furnished with the following items: desks, chairs, beds (frame and mattress), chests of drawers, and a fire extinguisher smoke and carbon monoxide detector. Furniture may not be removed from the unit at any time.
2. Waterbeds or water-filled furniture are not allowed in the UHS residences.
3. Personal beds and mattresses are prohibited in apartments, unless approved by UHS facilities
4. UHS provided equipment: supplies and furnishings must not be dismantled or removed from their designated area. Charges may be assessed for misuse, removal or theft.
5. Cable box and router cannot be removed from living room

F. Keys

1. Each Licensee is issued a key to their unit. All keys remain the property of the University.
2. It is prohibited to duplicate, transfer, loan or sell any key or keycard to another individual for any reason.
3. A non-refundable charge will be assessed for any replacement key(s) issued to the Licensee during occupancy and/or any keys(s) lost or not returned upon Licensee's checkout. In the event a key is lost, residents will be charged \$50.00 for the lock change (including keys) and \$10.00 for each mailbox key. Residential Suites Resident

will be charged between \$75.00 and \$150.00 for the lock change (including keys) and \$10.00 for each mailbox key.

- G. Improper Room Transfer
 - 1. Moving into or changing units without the express direction of UHS designee or the Administrative Operations Coordinator is a violation.
 - 2. Residents who do not have roommates should be prepared to have a roommate move in at any time. Spreading out into the vacant space of a unit is considered an improper room transfer. A labor charge may be assessed if it prevents the Facilities staff from cleaning the room or a new resident from moving in.
- H. Parking
 - 1. Vehicles parked in UHS must have a current university parking permit and a UHS 'R' sticker.
 - 2. Transferring 'R' sticker to another vehicle other than the one assigned is prohibited
 - 3. Guest are required to park in Lot 1 or Lot 7.
- I. Posting
 - 1. The distribution or posting of any materials not approved by University Housing Services is prohibited (see UHS for a copy of the posting policy.)
 - 2. Posting from student organization must have the approval stamp from the Office of Student Life
 - 3. Public display of "obscene matter" as defined in the California Penal Code, Section 311, is prohibited anywhere on campus, including the housing facility. UHS reserves the right to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the university. This includes offensive or alcohol/drug related materials. "Public display" and "public view" includes the outside of room doors, windows facing out and hallway bulletin boards.
- J. Restricted Access
 - 1. Unauthorized presence on rooftops, ledges, trees, sides of buildings or areas marked for restricted access in any UHS building is prohibited.

K. Room Care

1. Reasonable care of the licensee's unit, its furnishings and cleanliness is the responsibility of every resident. Failure to abide by this may result in professional cleaning and/or pest control at the resident's expense.
2. Trash, recyclables, composting should be removed from the licensee's unit to the proper receptacles outside of the building in a timely manner. Residents are not to use trash containers in common areas (e.g., laundry room, building A lobby, community restrooms) for their personal garbage (See Common/Public Areas), or to leave their personal garbage or recyclables in the hallway or common/public areas. Trash bins are to be closed and secured to prevent problems with insects, pests and rodents.
3. Upon check-in, Licensee shall check their unit for any damages and note damages on the Room Inventory form. This form must be returned to the front desk of your hall within seventy-two (72) hours after check-in.
4. Licensee shall notify the office of damage to their unit or submit a Work Order Request for repair of damaged property. Any Licensee who submits a Work Order Request for repair of articles within their unit hereby gives authorized University Housing Services personnel access to their unit for said repair.
5. Periodically UHS staff will perform Health and Safety Inspections. If you are a resident of the Residential Suites, periodic light cleaning will also be performed in your suite. Residents will be given notice in advance of these inspections, as they require entry into every student room. If any violations of the Student Housing License Agreement are found during such inspections, appropriate action will be taken.
6. Each Licensee is responsible for their own unit. Resident occupying a suite are responsible for their own unit, as well as all unit common areas; any charges incurred will be split appropriately. Common area or shared unit damage charges will be divided and assessed equally between all residents of a unit if the university cannot determine responsibility for damages or loss after appropriate investigation.
7. All policies under Building Exterior – Balconies/Patios/Porches, Windows, Roofs, and Ledges apply.

L. Storage

1. There is no storage available outside of your unit. Any items left after the close of the academic year will be inventoried and/or disposed of by the University three days after checkout. Inventory and disposal fees will be charged to the Licensee accordingly.

M. Use of Housing Facility

1. Resident shall use their units for living purposes only. Resident shall not use their unit or the housing facility for any commercial purposes or for-profit business.

N. Vandalism/Theft:

1. Damages to or theft of university property, or to other property located on university property, willfully or negligently caused by a resident or guest is prohibited.
2. Unauthorized removal, possession, use or misuse, defacing, tampering, damage or destruction of any property belonging to a community member or a guest thereof is prohibited.
3. Restitution for clean-up repair or replacement related to violations will be made by the responsible resident(s).