



CALIFORNIA STATE UNIVERSITY, STANISLAUS

Housing & Residential Life

2011-2012 Housing Administrative Policies and Regulations

The License Agreement is for the 2011-2012 Year, including all sessions (summer, academic year, year round, intersession/spring, spring). University Housing remains open during the Thanksgiving holiday and spring break; however, it is closed for the period between fall and intersession, December 18, 2011-January 1, 2012. The exception to this is year-round residents who pay to remain in housing.

This document is fully incorporated into the License Agreement. By signing the License Agreement, the student agrees to abide by all the regulations contained in this document.

Access to University Housing Facilities & Key Policies

All residents are expected to be aware of and comply with the following:

- Residents are responsible for all keys issued to them and must carry their keys at all times.
- Lost or stolen keys must be reported to the Housing Office immediately. New keys will be issued for a fee of \$45 per lost or missing key.
- Damage to keys, which are the result of resident misuse, will be charged to the resident.
- Keys are for resident use only.
- Locks may not be added or changed on bedroom, suite, or apartment doors.
- Do not prop open any door or gate. Anyone found doing so will be referred for conduct and may have their license revoked without a refund of fees.
- Bedroom, suite, and apartment doors should be locked at all times.
- Suspicious persons or activities should be reported to the University Police Department at (209) 667-3114 during business hours or (209) 668-1200 after hours and on weekends. In the event of emergency residents should use the emergency phone located in their suite or apartment to call 9-1-1.
- Residents cannot move into their assigned bedroom prior to check-in, except as approved by Housing and Residential Life.

Alcohol

The primary purpose of the University Community is to promote academic success and personal development.

Alcohol abuse and the subsequent consequences have a significant negative impact on campus life and can mar individual clarity and thought, verbal and perceptual acuity, and mental alertness.

Members and guests of the community are expected to take responsibility for their drinking behavior and for the consequences of alcohol consumption. Residents should be aware that the following are not permitted within any University Housing facility:

1. Possession of bulk alcoholic beverages. Bulk alcohol is defined as an amount excessive for personal use where personal use is defined as the consumption, storage, or possession of alcoholic beverage containers. In this context the number of individuals present in the room and the degree of intoxication shall also be considered. **Kegs, pony kegs, cases of beer/other beverages with an equivalent amount of alcoholic content in any form of container are bulk alcohol and are not permitted.**
2. Alcohol in a freshman suite or apartment or within an upperclass apartment where the residents are under the age of 21 (designated as an "Under 21" apartment).
3. Full or empty alcoholic beverage containers present in freshman suites or apartments or an "Under 21" apartment.
4. Alcoholic beverages in opened or visible containers (cups, cans, bottles, cases/boxes, etc) outside the privacy of apartments. This includes any University Housing lounge area, hallway, stairway, recreation

room, dining hall, pool/spa or patio area, elevator or within the general facility grounds.

5. Transport of open or unopened beverage container(s) within University Housing grounds in which the container is visible to the general community (i.e., not in a bag).
6. Individuals over 21, consuming alcohol within their apartments in any of the following circumstances:
 - a. Alcohol is being consumed in a common area or bedroom in the presence of individuals under the age of 21. In a situation where individuals who are over 21 are consuming alcohol in the presence of individuals under the age of 21, it is assumed that all individuals present are aware that alcohol cannot be consumed unless all present are over 21.
 - b. Alcohol is stored or left in the common room of an apartment where at least one resident under the age of 21 lives.
 - c. Apartment door is open.
7. "Progressive" or multi-apartment gatherings where the consumption of alcohol is the primary focus.
8. Alcoholic beverage insignia and/or empty alcohol containers displayed in windows of suites or apartments or in public areas outside of suites or apartments.
9. Items used to facilitate the rapid consumption or distribution of alcohol. These items will be confiscated and destroyed.
10. Producing or manufacturing alcohol in any University Housing facility.
11. Supplying alcohol to individuals under the age of 21. Supplying is defined as providing, bringing or failing to remove alcohol from suite or apartment in which individuals under the age of 21 are present. In this instance the person may be referred to University Police.
12. Behavior while under the influence of alcohol where a person is in such a condition that he or she is unable to exercise care for his or her own health and safety or the safety of others.
13. Hosting a gathering where alcohol violations are occurring.
14. Attending a gathering where alcohol violations are occurring.
15. Any other policy violation in conjunction with alcohol use or consumption, or individual behavior that is disruptive to the academic environment or interferes with the academic progress of oneself or another student.

Abandoned Items

After a resident has moved out of the bedroom, suite, or apartment, an item is considered abandoned if it is left behind. University Housing staff will dispose of

abandoned items not claimed by the owner within 15 days of the last day of the housing license agreement period. University Housing is not responsible for abandoned items. Residents who abandon items in their room, suite, or apartment may incur an improper checkout charge of \$50 and a storage fee of up to \$50 per day.

Babysitting

For reasons of safety and liability, minors cannot be brought to the housing facility for the purpose of babysitting.

Cancellation of License

A student can petition to cancel his or her License Agreement. Petitions will be reviewed and may be approved for one of the following reasons:

Admission denied. A license agreement can be canceled without penalty if the student is not admitted to the University and provides written notification to the Director of Housing and Residential Life within one week of the students' notification of denied admission by the campus Admission Office.

30-days Prior to the Move-in Period. Resident may cancel for any reason until July 14, 2011. Written notice is required, and must be received by University Housing no later than 5:00 p.m.

Authorized Withdrawal from University. Resident must provide written verification of withdrawal during the semester. Withdrawal between semesters will be verified with the campus registrar after the start of the new semester. Residents withdrawing between semesters must still complete a "Petition to Cancel."

Marriage. Resident has married since signing a license agreement or has a marriage pending within four weeks. A marriage license or certificate will be required for verification. The marriage must take place within 30 days of the anticipated/stated cancellation date.

Extreme Hardship. Reasons beyond the control of the resident as determined by the Director or designee. Hardship that the resident was aware of prior to contracting will most likely not be considered.

All residents requesting to be released from the Housing License Agreement must submit a Petition to Cancel, regardless of the reason for requesting the release.

Residents who have petitioned to cancel and have forged or knowingly provided false information/documentation to University Housing will be referred to the University Judicial Office for disciplinary action per section 41301, Title V, California Administrative Code. Following all of the appropriate cancellation procedures is the responsibility of the resident. The administrative

processing fee, applicable installment fees, and the resident activity fee are not subject to refund after the start of the semester.

Petition to Cancel forms and guidelines are available in the Housing Office. **Unless cancellation is officially approved and appropriate check-out procedures followed, the resident is required to pay for the entire license period.** Refunds take at least 4-6 weeks from the official date of check-out.

If the petition is approved, check-out must occur by the approved cancellation date. The resident will be charged for rent through the day of official check-out as indicated on their Resident Key Card. Additional fees, as detailed in the license agreement, including an early cancellation fees also apply.

Residents must return their assigned keys and completed Room Condition Report to the Housing Office prior to or upon check-out. Failure to properly check-out will result in a \$50 improper check-out charge, removal of all personal property and possible storage charges.

After the credit for cancellation is posted to the resident account, if there remains a balance due, the resident will be responsible for the balance. Please refer to the Treatment of Indebtedness section of the housing license agreement for more information. If a credit balance remains after the credit for cancellation is posted, the resident will receive a refund of all other room (and board if applicable) fees paid, minus any outstanding Housing and/or University charges (i.e. tuition, library fees, etc.).

If the petition is denied, the resident will not be eligible for any refund and will be required to pay for the entire license period.

Roommate/community related issues are not considered grounds for cancellation and will be referred to the Head Resident. Residents evicted for disciplinary reasons, non-payment or abandonment will be charged for the entire license period.

Cancellation Charge

A resident whose Petition to Cancel has been approved will be charged a cancellation fee of \$500.00.

Change of Address

A resident is responsible for notifying the Housing Office and University Admissions & Records in the event of a change in billing or mailing address. The mailing address on file with the University will supersede any permanent address on file with the Housing Office.

Please note that the Housing Office will forward first class domestic mail for ninety days after a resident has moved out, if a mail-forwarding card has been submitted to the Housing Office. The mail forwarding system can take up to two weeks to take effect.

Check-in

Residents may check into their assigned room at the specified time on the first day of their contract period. **A resident who has not contacted the office and/or fail to check-in within five days of check-in will be considered as forfeiting his or her bed space, and is liable for prorated room and board fees. If there is no waiting list and the resident is still attending CSU Stanislaus, the resident will be charged for the entire license period.**

Check-Out

Residents must check-out of the facility no later than 12:00p.m. on the last day of their contract period.

When checking out residents must complete the following:

- 1) Turn in all assigned keys. The resident must return the keys to the Housing Office directly. Keys given to another individual to submit on the Licensee's behalf may result in an improper check-out charge, as well as any charges applicable for lost or missing keys.
- 2) Submit a completed Room Condition Report
- 3) Subject to normal wear and tear, leave assigned quarters in the same condition which they were at check-in.
- 4) Turn in a Mail Forwarding Card (Note: Housing will forward all 1st class mail for a period of 90 days)

Residents who improperly check-out are subject to a \$50 improper check-out fee, in addition to any assessed damages or key replacement fees.

Cleaning of Rooms/Suites/Apartments

Residents are expected to maintain their living quarters to a reasonable standard of cleanliness and to also uphold a reasonable standard of personal hygiene. Bedrooms and/or suites and apartments which do not meet these standards may present a health and safety hazard and will be cleaned by University Housing operations staff, with applicable fees charged to the resident(s).

University Housing operations staff will provide complimentary light cleaning of suite/apartment bathrooms and kitchen floors throughout the year. All additional requests for cleaning of units will be accommodated, time permitting, for an additional fee.

Combustible Material Storage

The storage of combustible materials (gasoline, paint thinner, propane, etc.) within the residential facility, including resident rooms/suites/apartments, is not permitted.

Common / Public Areas

Common areas are defined as all facility areas that are not part of the private confines of a resident bedroom. Outside patios, hallways, stairwells, recreation rooms, study lounges, and laundry rooms are considered to be common areas. If a door to a student room/suite/apartment is open, the room/suite/apartment is considered to be a common area. While housing operations staff maintains common areas, it is expected that each resident will make a reasonable effort to keep common areas clean for everyone. Furnishings in building common areas are for use by all members of the community. Furniture may not be moved from building common areas.

Community Living

Any resident who demonstrates an inability to live in a group setting will be asked to leave the residential community or commit to a behavior contract as prescribed by the Director of Housing and Residential Life. University Housing reserves the right to remove any individual exhibiting behavior deemed by the housing staff as a threat to themselves or to the community.

Community Meetings/Notices

Community meetings are held regularly to disperse information and answer questions. Residents are strongly encouraged to attend such meetings. Failure to attend community meetings is not a justification for not being informed about University Housing policies, schedules, events, activities, etc.

Periodically the Housing Office will place important and time-sensitive notices into resident mailboxes or on the front doors of living units. Residents are asked to read all mail and to post the information on your suite/apartment informational board so that all occupants of the unit may view the notice. Residents are encouraged to regularly check mailboxes. Failure to retrieve mail does not constitute a release from deadlines.

Computer Lab Use

Users of the Residential Network must abide by computer user policies established by University Housing and the campus Office of Information Technology. All network users are responsible for reading these policies prior to check-in.

The University Housing computer lab is for the use of residents only. Individuals engaged in academic work have priority over those engaged in recreational use of the equipment. Residents are asked to use common sense when printing in the lab and to restrict their printing to educational materials.

Residents are provided with 100 pages of free printing per month. Print usage is monitored and excessive printing may result in a \$.05 per page charge posted to a resident's student account.

Residents should refer to the posted lab guidelines for additional information about lab hours, rules and regulations.

Concealment of Violations

Residents have a responsibility to take appropriate action (including, but not limited to, informing a Housing staff member) if they become aware of any policy violations.

Conduct Process

The purpose of the University Housing conduct system is to maintain the standards of CSU Stanislaus by helping students to understand their responsibility for maintaining their campus and residential community. Within this context it is important that residents have an understanding of what decisions or actions on their part may result in the revocation of their license agreement. Participation in or a repeating pattern of these behaviors will subject a resident to immediate removal from the Residential Community.

Actions that will result in the termination of a Housing License Agreement

1. Possession of bulk alcoholic beverages. Bulk alcohol is defined as amounts for storage or use that are excessive under the circumstances of personal use, which may include the number of persons present, the type of beverage and the existing degree of intoxication. Kegs, pony kegs, cases of beer/other beverages with an equivalent amount of alcoholic content in any form of container are bulk alcohol.
2. Possession, use or sale of dangerous drugs, restricted dangerous drugs, and/or narcotics. The use or possession of controlled substances is a violation of Section 41301, subsection 9 of Title 5, California Code of Regulations and is prohibited on the University campus.

Section 9:

- Use, possession, manufacture or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations), or misuse of legal pharmaceutical drugs.
3. Tampering with fire equipment (e.g., fire alarms and

extinguishers) and public area smoke detectors. Violations of this include, but are not limited to:

- a. Removing a fire extinguisher from its prescribed location.
 - b. Fully or partially discharging a fire extinguisher for any purpose other than putting out a fire.
 - c. Tampering with smoke alarms located in public areas.
 - d. Taping smoke alarms in bedrooms.
 - e. Setting off false fire alarms.
 - f. Removing or damaging exit lights.
 - g. Hanging objects from sprinklers.
4. Discharging firecrackers, fireworks, projectiles or any explosive device. Violations of this include, but are not limited to:
- a. Discharging or in anyway attempting to discharge types of manufactured or homemade fireworks.
 - b. Flaming projectiles including cannons or bottle rockets inside or adjacent to the Village.
- The size of the explosive is irrelevant.
5. Possession/use of firearms or use of a deadly weapon. Violations of this include possession of any device deemed a "deadly weapon" by the California Penal Code 12020, including use of any pistols, BB guns, paint ball guns, air (and airsoft) guns, revolvers or other objects that resemble firearms or use of other deadly weapons in a manner intended to harm. Deadly weapons include: blackjacks, sling shots, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade, ice pick, or a knife having a blade longer than two and one-half inches, any razor with unguarded blade, any metal pipe or bar used or intended to be used as a club. Standard kitchen knives are an exception unless used in a manner intended to harm.
6. Acts of sexual aggression, including, but not limited to, rape, attempted rape, sexual battery and assault.
7. Causing physical or psychological harm and/or the fear of harm (i.e., fighting) to any person and/or group.
8. Deliberate vandalism and/or destruction of Village property.

Investigation process for alleged violations of the University Housing regulations: The incident will be documented by a University Housing staff member. The resident will then be required to meet with the Head Resident or the Resident Conduct Review Board, if appropriate. The resident must be available when the review meeting is called or the Head Resident/Resident Conduct Review Board will only consider the submitted written material which has been provided. If a resident chooses not to meet with the Head Resident/Resident Conduct Review Board within the stated timeline, the

resident waives his or her right to appeal the decision and has lost the opportunity to provide input during the review process.

After an investigation, the Head Resident or designee will determine if the resident's conduct violates University Housing policy. This decision will be based upon a review of all available evidence. If found responsible one or more sanctions may be imposed. These sanctions may take several different forms, including several referenced below.

Depending on the situation, the matter may be referred to the University's judicial process for violations of the CSU Student Code of Conduct.

University Housing sanctions which may be assigned to the resident include:

Educational Sanctions

- Drug and alcohol education classes
- Community service hours
- Other projects and reading/writing assignments

Administrative Sanctions

- Verbal warning
- Written warning detailing the liability for continued or repeated violations
- Housing probation letter stating that any further violation may lead to release from the housing community
- Loss of ability to reside in campus housing for a designated time period.

Other Sanctions

- Fines/financial restitution for damages
- Behavior contract
- Confiscation and/or destruction of personal property related to the violation
- Mandatory room change

Appeal

If the resident is not in agreement with the decision rendered, the resident may appeal the decision if the case meets the criteria for appeal. A completed appeal statement must be submitted in writing to the Director of Housing and Residential Life or designee within ten (10) working days after the date of the original sanction letter. Residents must write and submit the appeal on their own behalf.

Resident grounds for appeal include:

1. New information.
2. Procedural rights violation.
3. Sanction dissimilar with similar cases.
4. Bias on the part of the decision maker(s).

Temporary Reassignment of Bed Space

In instances where the safety and security of the

community may be in question University Housing may temporarily relocate a resident to an alternate bed space. The purpose of relocating a resident temporarily is to allow time to sort out the facts in an investigation. A temporary reassignment does not mean an individual will be found in violation, and they could return to their former assigned space if found not responsible. If someone is assigned to a temporary space he or she may be precluded from entering certain areas of University Housing without staff escort in order to ensure the physical and emotional safety of community members.

Cooking

Cooking is limited to the general kitchen of apartments. Hot plates, electric frying pans, electric grills, portable stoves, toaster ovens or other similar appliances are not permitted in the suites. Micro-fridges are provided in suites and are the only mechanism for preparing meals. Refer to the Electrical Equipment section of this document for additional information regarding acceptable appliances.

Kitchens in apartments offer flexibility for meal preparation. For the safety of all in the community, residents must pay attention and use caution when cooking. Kitchens must be kept clean for sanitation purposes (to avoid odors, ants, roaches, rodents, mold, etc.).

Residents must appropriately ventilate the apartment while cooking by opening windows and using appropriate ventilation equipment.

Under no circumstances are microwaves, stoves, and other similar appliances to be left unattended. Any damage done or inconvenience caused to the community (smoke alarms, fires, etc) is the financial and judicial responsibility of the resident.

Cooperation with Staff Requests

Residents and their guests are expected to comply with any reasonable request of a University staff member or authorized official. Such requests may include producing a valid form of identification, showing a Warrior identification card, or vacating University Housing facilities and/or grounds. In addition, residents are expected to comply with any reasonable requests made by another housing resident or a roommate. As a member of a community, the rights and compelling interests of the community outweigh those of the individuals. Any conduct that disrupts the normal order of the community is considered disorderly and is prohibited.

Intentionally furnishing false information to any designated University official or to the University is prohibited. Such behavior will be referred for housing

conduct review and/or the University Judicial Affairs Office.

Damages

Each resident must give reasonable care to his or her bedroom/suite/apartment, the furnishings, and facility common areas. Residents are expected to maintain sanitary and safe conditions acceptable to the University. Residents will be charged for damage to University Housing facilities (including damaged or missing furniture and appliances) willfully or negligently caused by themselves or their guest(s). If damage in common areas (hallways, elevators, etc.) cannot be traced to a specific individual or group, but was in substantial part caused by individuals, groups or invited guests acting from within the residence community, the residents of the floor or complex will be charged collectively. Residents may also be referred to the housing conduct processes and/or University Judicial Office.

Upon check-out housing staff assess bedroom/suite/apartment conditions to determine if damage charges apply. **To avoid unnecessary or inaccurate damage charges, a resident should thoroughly review and record the condition of the bedroom/suite/apartment on his or her Room Condition Report upon check-in.** Each resident is responsible for submitting his or her signed report to the Housing Office within five working days of check-in.

The condition of the room at check-out will be compared to the condition at check-in. Charges are assessed from this comparison and from any cleaning beyond normal use. Damages to common areas (hallways, lounges, bathrooms, etc.) will be charged to all residents of a particular bedroom, suite or apartment unless it can be determined specifically who is responsible.

Decorating and Renovating Room Structure, Furnishings, or Grounds

Personal items or furniture brought into Housing and Residential Life living quarters must meet a documentable fire safety standard rating of 4 or 5. Furniture must either have a manufacturers tag physically on the furniture or the resident must have some other form of documentation by the maker of the furniture. In addition, only one extra piece of furniture (couch, chair, etc.) may be brought into a living unit (suite/apartment). Individuals will be asked to remove extra furniture or furniture which does not have evidence of the required fire safety rating. Housing and Residential Life will discard furniture if not removed by the resident within forty-eight hours of notification to remove the item(s).

University furniture is to remain in the bedroom/suite/apartment at all times. University Housing

cannot store furniture to make room for personal items or furniture.

When decorating a bedroom/suite/apartment be aware of the following:

- Do not make holes in walls. To hang something on a painted surface, use a product that is approved to prevent damage (contact University Housing for product recommendations). Nails, tacks, non-approved adhesives, tape and stickers are not to be affixed to University property.
- Painting and spray painting is not permitted in the Housing facilities or on Housing grounds except by authorized personnel.
- Beds cannot be elevated by residents. Any form of bed/furniture elevation that involves non-University Housing furniture, or attachments to University Housing furniture is considered a loft and is not permitted.
- Tapestries, flags and burlap cannot be hung from a wall or ceiling as they burn rapidly and can feed a fire. These decorations may be affixed to the wall if they have been treated with a fire retardant and are so labeled.
- Due to state fire codes, tack message boards and nameplates are not permitted on the exterior of the bedroom, suite or apartment doors. (dry erase boards are okay)
- All holiday décor must be flame resistant. Such decorations must be removed within ten days after the holiday. Holiday decorations such as artificial trees are permitted in the living room of suites or apartments and cannot be placed in bedrooms. Artificial trees must be approved by the Residential Life staff. Residents may not possess live or cut holiday trees.
- Lights should be used only when a resident is present. All lights/cords must be in good condition and be UL certified.
- Doors and windows may be decorated within the unit as long as the decorations do not cause damage or present a safety hazard.
- All decorations visible to the public must be acceptable according to policy and standards of common courtesy for public display.

The University maintains the community grounds. Residents shall not erect fences, cultivate plants or make other changes to the grounds. All decorations must be confined to the interior of the unit door. At no time can anything be left in the walkways.

Dining Services

The on-campus living experience includes Campus Dining. All residents living in campus housing select a

meal plan option. Several price level options with associated block meals and flex dollar distributions are available. Housing rates will vary depending on the meal plan chosen. Meal plan allocations are distributed by term in accordance with the number of board days per term.

Residents are encouraged to join other campus residents for dinner in the Village Café, but flex meal plan funds can be used at a variety of Campus Dining locations, including Mom's Café, Main Dining, the coffee station in MSR and Pop's convenience store.

Meal plan allocations roll between terms but do not roll between academic years. Residents must spend all funds by closing time for food service facilities on the last day of their contract period. Balances not used by this date will be forfeited.

Note: Consult payment schedule to determine term meal plan allocations.

Special Dietary Needs

Residents with medically required special diets may request meals tailored to their specific needs. Such requests should be supported in writing with a note from a medical doctor, and may be subject to additional fees.

Dates of Resident Meal Service

Fall Semester

- Begins with breakfast, Monday, August 15, 2011
- Ends with dinner, December 17, 2011

Intersession

- Begins with dinner, Monday, January 2, 2012
- Ends with dinner, Saturday, January 21, 2012

Spring Semester

- Begins with brunch, Sunday, January 22, 2012
- Ends Thursday, May 24, 2012

No-Service or Limited Service Dining Dates

- Move-In Day: August 14, 2011. Welcome dinner hosted by Housing and Residential Life
- **Thanksgiving Break:** November 24-26, 2011
- **Period between the end of Fall finals and the Housing Holiday Closure:** December 18, 2011-January 1, 2012
- **Spring Break:** April 7, 2012-April 14, 2012

Resident dining service will be offered on these dates but at an alternate dining location. The Village Café will be closed.

- December 16-17, 2011
- January 2-24, 2012
- April 6, 2012
- May 24, 2012

Resident dining days are dates in which residents are able to eat meals in the Village Café and/or other campus dining venues.

Campus dining days are dates when the Village Café is closed, but residents may still eat in other campus dining facilities (subject to hours).

Unless otherwise noted no dining services are available on dates in which the campus is closed.

Meal Service Hours and Locations

Current mealtimes and locations are referenced below. These hours and locations are subject to change.

Main Dining

Monday-Friday: Breakfast 7:30a.m. – 10:30a.m.
Lunch 11:00a.m. - 2:00p.m.
Dinner 2:00p.m. - 7:00p.m.
(no dinner hours on Fridays) *Closed weekends*

Mom's Café and Grill

Monday-Thursday: 7:30a.m.-10p.m.
Friday: 7:30a.m.-5p.m. *Closed weekends*

Mary Stuart Rogers Coffee Kiosk

Monday-Friday: 7:30a.m.-2p.m. *Closed weekends*

Pop's Convenience Store

Monday-Thursday: 7:30a.m.-10p.m.
Friday: 7:30a.m.-5p.m. *Closed weekends*

Village Café

Monday-Friday: 5p.m. – 8:00p.m.
Weekends: 10:30-2p.m. (brunch),
5p.m. - 7p.m. (dinner),

*These hours and locations are subject to change. See posted schedules for holiday and break hours.

Policies and Regulations for Use of Meal Plans

1. A CSU Stanislaus ID Card, called a Warrior Card, must be presented to the campus dining cashier for each meal and on demand if requested by a member of University Housing or Campus Dining staff.
2. Assisting in the unauthorized use of a Warrior Card is in violation of the terms and conditions of the license agreement and may result in additional charges, referral to University Judicial Affairs, or revocation of the license agreement.
3. No dishes, trays, or utensils other than "to go" packaging may be taken from or brought into the dining facilities without permission.
4. If a resident loses his or her Warrior Card he or she should go to the University Student Union to get a new card (\$5 replacement fee). The new card should be taken to the Housing and Residential Life for activation.

5. Lost ID cards should be reported to the Warrior Card website (www.warriorcard.com) to stop user access.
6. Residents and guests are required to bus their eating utensils and accompanying trash.
7. "Food fights," "trashing" tables, etc. are not permitted and are subject to student conduct review.
8. Residents must comply with reasonable requests of Campus Dining and University Housing staff while in the dining facilities.

Additional dollars for meal service can be added to the Warrior Card by visiting the Warrior Card website at <http://www.warriorcard.com>. These funds are considered "Warrior Cash" and can be used for resident dining as well as at several other locations on campus and within the local community.

Drugs

The use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs is prohibited. Use and/or possession of these substances conflicts with the academic setting, and threatens the educational intent of the community members at large. Residents are forewarned that the odor of marijuana will create a reasonable presumption of drug use and may result in an investigation by University Police.

Because of the serious nature of such violations and the expected sanctions, allegations of drug use or possession will be referred to University Judicial Affairs. The standard sanction for drug use or possession is eviction from University Housing. A resident whose license has been revoked must move out of his or her assigned space within 72 hours of receipt of sanction. In these instances, all housing fees are NON-REFUNDABLE.

Dishonored Checks

Fees will be assessed for any dishonored checks. A resident is liable under Civil Code, Section 1719 for triple the amount of the check (a minimum of \$100 and a maximum of \$500) if funds necessary to cover the check are not received within 10 days following a written notice. A resident may also have his or her housing license revoked for non-payment of a dishonored check debt.

Electrical Equipment

University Housing facilities have limits on their electrical systems. Overloading the circuits can result in tripped circuit breakers and present a fire hazard. The following guidelines apply to the use of electrical apparatus:

- Items with exposed heating elements are prohibited. This includes, but is not limited to, space heaters, sun lamps, immersion heaters and hot plates.

- Refrigerators for private bedrooms are permitted, provided they do not exceed: 3 cubic feet.
- Appliances such as stereos, radios, desk lamps, computers, TV's, VCR's, sealed-component coffee makers, hair dryers, other electrical hair implements, answering machines and electric blankets are permitted. In apartments, cooking appliances such as crock pots, toasters, toaster ovens, rice steamers, electric grills, and electric frying pans are permitted. These appliances must be directly attached to grounded outlets, and should remain unplugged when not in use.
- Privately owned air conditioners are not permitted. Window fans are discouraged and should never be used unless the resident is present.
- Surge suppressor-equipped, UL approved power cords are highly recommended for computer systems and other valuable electrical equipment. Extension cords or stringing surge protectors together in a series are prohibited.
- International appliances must use electrical converters.
- Irons must be used with ironing boards only and irons should never be left unattended.
- Cooking is limited to the kitchen and is not permitted in bedrooms.
- Multiple outlet plugs that insert into an outlet are not permitted.
- The placement of any material in or around the provided lighting is prohibited. The removal of lights, alteration of the fixtures and the replacement of institutional light bulbs with colored light bulbs are also against University Housing policy.
- Stereo equipment and speakers are expected to be of a size and power that are appropriate for high-density community living.

Any damage caused by personal electrical equipment or misuse of the electrical system is the financial responsibility of the resident, including damage of any kind (fire, water, etc.) to the facility and/or other residents' personal belongings. Violations of these guidelines may result in immediate license revocation.

Elevators

Tampering with, misusing, or vandalizing elevators is prohibited. This includes, but is not limited to, forcing doors open, unnecessary use of alarms/emergency phones, accessing elevator controls or control room, entering the elevator shaft or exterior of an elevator. Elevator service may be temporarily or permanently discontinued if elevators are repeatedly abused.

Emergency Telephones

Each suite/apartment is equipped with a phone capable of dialing 9-1-1 in the event of an emergency. These phone lines may call any on-campus 4-digit telephone extension, as well as receiving long-distance calls and incoming local calls (exclusive of collect calls and third party billed). **Residents may request their suite/apartment number from the Housing Office. This information will be provided exclusively to the residents of the unit.**

Energy Conservation

Residents are encouraged to avoid any practice which may harm or hinder the state of California's efforts to conserve energy. Each resident is asked to do his or her part in conserving energy within his or her living space (including turning room lights and appliances off when not in use). Directives of the State of California concerning energy conservation will be enforced. Utilities such as electricity, gas, water, and air conditioning may be limited upon state directives.

Fire Safety

Combustible Material Storage: The storage of combustible materials (gasoline, paint thinner, etc.) within the residential facility, including resident bedrooms, suites and apartments, is not permitted.

Fire Alarm/Drill: Residents and guests must evacuate a residential facility immediately when the fire alarm sounds. Those who do not evacuate are in violation of University policy and State fire code and will be referred to the Housing and/or University judicial processes.

Fire Safety Equipment: Residents are responsible for familiarizing themselves with the evacuation instructions located on the inside of their suite or apartment door. If the instructions are missing or illegible, please contact the Housing Office immediately to have a new one installed. The following misuses of fire safety equipment are considered violations of policy: pulling fire alarms or fire alarm covers when no fire exists, blocking or propping fire doors, blocking fire stairs, tampering with smoke detectors, tampering with alarm horns or bells, misuse or tampering with sprinkler system heads (including, but not limited to, hanging items from sprinkler heads), tampering with fire exit signs and improper use of fire extinguishers or fire hoses.

Note that each suite or apartment common area, as well as each bedroom contains a smoke detector for resident safety. Contact the Housing Office immediately if the smoke detector begins beeping. Under no circumstances should a resident attempt to adjust or repair a smoke detector. This includes changing the batteries. Tampering

with smoke detectors will result in a minimum \$60 repair or replacement fee and disciplinary action.

Open Flame: No open flames are permitted in suites or apartments. This includes, but is not limited to candles, incense, smoking and the burning of any materials or other flame-emitting items. Prior written approval must be obtained from the Head Resident if this policy is incongruent with religious, cultural or spiritual beliefs.

Smoldering Embers: Apparatus such as hookahs, which results in smoldering embers, ash, etc. are not permitted within the housing facilities and grounds.

Portable Heaters: The utilization of portable heaters is not permitted.

Halogen Lamps: Halogen/touchier/desk lamps are not permitted.

Doors: All exterior apartment/suite doors are to be kept closed at all times due to fire safety regulations. At no time are the doors to be propped open or left ajar.

Fee and Payment Information

Residents are responsible for payment of fees for their selected contract period. The fee collection period is July 15, 2011-April 24, 2012. A resident should carefully read the payment information section of this document and submit the required deposit along with his or her signed license materials.

If the resident is assigned to a housing space after the academic year begins, the resident shall be charged a pro-rated fee for the balance of the academic year. Should a resident's account become delinquent, action will be taken to block registration and withhold records. If this debt is referred to a private collection agency, then the resident is responsible for paying any reasonable collection costs.

Deposit

A deposit is required to reserve a bed space. The deposits are as follows:

Summer Session Deposit (\$145.00):

1. Non-refundable processing fee of \$25.00.
2. Security deposit of \$120.00. The security deposit is refunded upon move-out subject to the individual having no outstanding student fees, including: housing damages, past due housing debts or other outstanding university fees.

Year-Round, Academic-Year, Fall, Intersession/Spring and Spring Deposits (\$200.00):

1. Non-refundable processing fee of \$40.
2. Security deposit of \$120. The security deposit is refunded upon move-out subject to the individual

having no outstanding student fees, including: housing damages, past due housing debts or other outstanding university fees.

3. Resident activity fee of \$40, used to sponsor educational, social and leadership programs. This fee is refundable to the student upon written request received by the Housing Office within ten day of check-in. Residents who request a refund of this charge are not eligible for participation in community-sponsored events.

Housing Deposit Deferment

A resident with a complete housing application and a FAFSA on file with the University may request to have their housing deposit deferred until a financial aid payout.

Payment Schedules and Amounts

Three standardized payment options are available. These include: One-Payment, Two-Payment or Installment Plan. Residents who choose the Two-Payment or Installment Plan payment option will be charged a mandatory \$10 installment fee per payment starting with the second payment (i.e. 2-payment plan=\$10, 9-payment plan=\$80). This fee has been factored into the payment schedules.

Custom Payment Plans

Payment deferral requests also known as Financial Aid Payment Plans are approved based on the status of a student's 2011-2012 Federal Application for Student Aid (FAFSA) and subsequent financial aid award. If University Housing is unable to verify the award, or if the award is insufficient to cover all housing and university registration fees for the academic year, the payment deferral request may be denied.

Upon receiving a financial aid award, a resident may contact the Housing Accounts Coordinator at (209) 667-3675 to discuss a custom payment plan. If University Housing is able to approve a Financial Aid Payment Plan, the resident will be mailed an agreement that must be completed and returned within 5 business days. Residents under the age of eighteen (18) must have their financial guarantor also sign the Financial Aid Payment Plan Agreement.

Payment Due Dates

University Housing does not issue monthly invoices. It is the responsibility of the resident to pay their Housing fees in accordance with his or her selected payment schedule. All payments are due either on the first (1st) of the month or the specified date and are subject to a \$10 late payment fee if not received by the tenth (10th) of the month or within 10 business days of the specified payment date. Failure to make payment by the specified dates will result in a hold on all CSU Stanislaus records and services. University Housing suggests payments be mailed two

weeks prior to due date. The initial payment deadlines for each contract option are summarized below:

- Summer Session A: April 27, 2011
- Summer Session B: May 6, 2011

- Year-Round A (Current Residents): April 27, 2011
- Year-Round B (New Residents): May 6, 2011

- Academic Year: July 15, 2011
- Fall Term: July 15, 2011
- Intersession/Spring Term: December 2, 2011
- Spring Term: December 22, 2011

Payments may be submitted to University Housing as follows:

Business hours, Monday – Friday, 8 a.m. - 5 p.m.
Mailed to: Cal State Stanislaus
Housing and Residential Life
One University Circle
Turlock, CA 95382

Check/Cash Payments

Do not mail cash. Cash payments can be made at the University Cashiers Office during business hours. Make checks or money orders **payable to CSU Stanislaus Housing**. The resident's name and CSU Stanislaus Identification Number should be printed on the face of the check or money order. The cancelled check is the payment receipt, or the resident may also come to the University Housing office to request a receipt. Due to excessive service charges, University Housing cannot accept international drafts. Payments must be made by a payment instrument drawn at a U.S. bank.

Online Payments

Neither the Housing Office nor the University Cashiers Office accept credit card payments. Individuals who wish to pay by credit card or electronic check may use the University's on-line system (CashNet) to make a deposit or payment.

Electronic Check (ACH) <https://commerce.cashnet.com>
Credit Card* <https://www.cashnetsmartpay.com/>
* Accepted credit cards include: Mastercard, American Express and the Discover Card. A 2.9% convenience fee is assessed by CashNet for all credit card transactions.

Refunds

University Housing will generate a refund in the case of a credit balance, under the following conditions:

1. All future housing charges for the current fee period are paid in full.
2. There are no outstanding housing debts for prior year License.
3. There are no outstanding CSU Stanislaus debts.

4. Payment was not made with a personal check within the last 21 calendar days.
5. Refund is made in the name of the Licensee.
6. Refund is generated in four to six weeks. In the rare case a refund is issued in error, Licensee is required to repay the refund amount.

Guests & Visitors

Residents are considered the hosts of their guests and, as such, must accompany their guests at all times while in the University Housing facilities. Problems created by a guest are the responsibility of the hosting resident. A resident is expected to inform his or her guests of all University Housing and CSU Stanislaus policies, and will be held judicially and financially accountable for his or her guests' actions.

Although any guest can be denied permission to stay by a roommate, roommates should consider allowing reasonable accommodation to guests in promotion of a harmonious living environment. Residents who deny their roommates permission to have a guest should have specific reasons why the guest has been denied permission to visit.

The policy for day and overnight guests is referenced in the section below. These are the official guidelines of the community and are fully enforceable by housing administration at all times. Upon check-in the Resident Advisor will work with all roommates to create a Roommate Agreement. This agreement can include day and overnight guest provisions adapted upon the mutual agreement of the roommates. In the event the agreement is violated residents are held to the policy referenced below.

Additional restrictions may apply during certain times of the year when heightened security is necessary to protect the housing facilities and its residents (city-wide events or campus events that greatly affect the housing facilities and surrounding area and events which create crowd control/security concerns). Residents are expected to comply with temporary policy additions during these times.

Residents may have personal guests and visitors in accordance with these guidelines:

1. Residents are responsible for the behavior of their guests.
2. Residents are subject to disciplinary action for guest misconduct and are liable for any damages caused by the guest. A guest is defined as a resident or non-resident who is not assigned to a particular suite or apartment.
3. Between 8:00a.m. and when quiet hours start, a resident may have up to three visitors at any one

time, not to exceed 10 people per suite or apartment, including suitemates.

4. Guests must be accompanied by a resident at all times. At no time should a resident give his or her keys to a guest.
5. Non-resident California State University, Stanislaus students in violation of University Housing or University policies will be referred to University Judicial Affairs.

Overnight Guests

1. Prior to inviting an overnight guest, residents must discuss the situation with their roommates (both bedroom and suite/apartment-mates) to obtain approval.
2. Non-resident guests (someone not a resident of the Village) become an overnight guest when quiet hours begin.
3. Residents are limited to one overnight, non-resident guest per evening.
4. **Residents may only have an overnight guest for a total of three nights in any two-week period.**
5. Anyone under the age of 18 is not permitted as an overnight guest, unless the resident has a written exception from the Director of Housing.
6. Overnight guests are not permitted during final exam periods.
7. Residents who host guests without the approval of roommates, suitemates, and apartment-mates or who are in violation of any of these overnight guest policies may be referred to the University Housing conduct system and will be charged a guest fee of \$35 for each night of unapproved residence.

Non-Approved Guests

From time to time, the Director of Housing and Residential Life or designee may declare certain individuals non-approved guests. These are guests or former residents who, because of their disruptive or destructive behavior, are not permitted within University Housing. Residents who invite or knowingly permit non-approved persons or guests are subject to disciplinary action.

Harassment and Assault

Harassment of any kind will not be tolerated. Any form of activity, whether covert or overt, that creates a significantly uncomfortable, threatening or harassing environment for any housing resident or guest will be handled through University Judicial Affairs and may be grounds for immediate disciplinary action, revocation of the Housing License Agreement, and criminal prosecution. Such activities could include, but are not limited to, physical actions, verbal remarks, and written

materials that create a hostile living environment as evaluated by a reasonable person.

Additional information regarding physical harassment, sexual harassment, verbal harassment and associated forms of assault can be read in the University Harassment Policies and Procedures located on the University website.

Health and Safety Inspections

Regular health, wellness and safety inspections are performed by housing staff. Corrections of health and safety violations requested by University housing staff must be completed within 48 hours of the inspection and notification. Residents are expected to give reasonable care to their rooms and furnishings, maintaining sanitary conditions acceptable to the University.

License Agreement

Upon submittal of his or her Housing License Agreement a resident agrees to comply with the terms, rate tables, and policies and regulations as outlined in the Housing License Agreement, Resident Handbook, Housing Administrative Policies and Procedures, and University Housing website. Violations of these documents may result in a referral to the University Housing conduct process, the campus Judicial Affairs Office and/or the revocation of the Housing License Agreement.

Lockouts

If a resident should be locked out of his or her room, the resident will be assisted within a reasonable amount of time. Housing staff will not open a door unless a resident has first come to the Housing Office for identity verification and record the lockout transaction. Please note that an excess of two lockouts per semester will warrant escalating lockout service charges.

Mail Services

Resident mail is delivered to the Housing Office Monday-Friday (holidays excluded) and is generally available in resident mailboxes each afternoon. All vendors, product, and service deliveries requested by residents are processed through the University Mail Room (postal service) or University Shipping and Receiving (FedEx, UPS, etc.) Packages not claimed within seven days of initial notification will be returned to sender. All residents must show picture ID and sign for their packages.

Mail will not be delivered between December 23, 2010 and January 2, 2011 since the University, including the Housing Office will be closed. Please make other personal arrangements with the US Post Office and/or delivery services if you need to receive mail and/or packages during this time period.

Motor Vehicles

Motorcycles, mopeds or other gasoline-powered vehicles cannot be stored inside the University Housing complex, including resident suites and apartments, complex entrances, patios, or courtyards. Such vehicles must be parked in designated areas and have an appropriate campus parking permit.

Noise and Quiet Hours

University Housing is an extension of the larger academic community which exists at CSU Stanislaus and the Turlock living community as a whole. As such residents are expected to exhibit good citizenship to their fellow residents, the university community and the citizens of Turlock. To support this mission it is requested that members of the residential community hold noise to a reasonable level which does not disrupt everyday living. Within a suite or apartment, residents may agree to extend quiet hours.

Audible Amplification

Residents may use stereos, musical instruments and other sources of audible amplification (electrical or otherwise) within their suites and apartments. Headphones are recommended when using equipment that may be disruptive to others. With the exception of University Housing sponsored or approved events noise, music, or other activities on university housing grounds should not be so loud as to disrupt other residents. University Housing staff may request that stereos or other devices that pose a repeated disruption be turned off and/or removed from housing facilities.

Quiet Hours

- Sunday – Thursday: 11:00p.m. until 8:00a.m.
- Friday and Saturday nights: 1:00a.m. until 8:00a.m.
- Finals week: 24 hours a day

During quiet hours noise should not be heard between suites or apartments, between bedrooms, or between the common areas and the bedrooms. Quiet hours apply to the entire complex, including the grounds. During quiet hours noise, conversations, or music from the grounds should not be heard by residents or disturb residents in their bedrooms, suites or apartments.

Courtesy Hours

Any resident may request that another resident or group of residents cease an activity that is interfering with his or her ability to study, rest, or quietly enjoy the community. When requested to be quieter in one of these situations, a resident must comply. Radios, stereos, or televisions which, can be heard in other rooms or outside the unit may be considered too loud.

Final Exam Periods

In order to support students' academic success, during final exam periods, quiet hours are extended to twenty-four (24) hours per day. Extended quiet hour conditions begin at the conclusion of the last scheduled class and continue through the last scheduled final.

Between the hours of 9:00a.m.-9:00p.m. each day during finals week residents may engage in quiet recreational activities in the pool, basketball courts, and volleyball courts. However, if these activities become disruptive, residents may be asked to stop the activity.

Online Social Networks

While Housing Staff do not monitor online social networks, students will be held accountable for postings, depictions or descriptions which violate University and/or Housing policies.

When using such online networks residents should be aware that these are public access forums and set appropriate access controls as permitted by the host network.

Oral Representation Policy

To avoid any misunderstanding concerning the License Agreement, residents are advised that University Housing does not enter into any oral agreements or make or rely on any oral representation concerning license agreements. The entire License Agreement is expressed in writing. The License Agreement supersedes any understanding that may have been understood verbally, and neither the Licensee nor University Housing are relying on any oral agreement or representation or any understanding of fact or law that is not expressed in writing.

Paid Waiting List

In the event University Housing reaches full occupancy, a limited number of deposits will be receipted as a "paid waiting list." If University Housing is unable to accommodate a student on the paid waiting list, a full refund, less the \$40 processing fee will be refunded to the student's permanent address.

A student may submit a written request to the Housing Office at anytime requesting to be removed from the paid waiting list. Residents assigned to a temporary housing space will receive a pro-rated refund if a permanent assignment cannot be arranged. Students who do not want to be on the paid waiting list should indicate so on their License Agreement Form.

Parking

Residents are responsible for purchasing and displaying parking permits according to campus policy. Permits must be displayed within three days of the first term day and may be purchased from the University Cashiers

Office. Residents parked in restricted locations are subject to ticketing, including all fire zones, unloading zones, etc.

Parties

A party in a University Housing facility is defined as a gathering in which there are between six to ten people in the suite/apartment. Parties with over ten people are prohibited. Violators of this will be subject to sanctions ranging from loss of party privileges to revocation of their housing license. Parties are absolutely prohibited when 24-hour quiet hours are in effect.

Personal Property

The University is not liable, directly or indirectly, for the personal property of residents and guests due to loss by theft, damage by fire, damage by water, or any other cause. Residents are encouraged to purchase personal insurance, such as a renter's policy, to cover such incidents. To secure personal property, residents are urged to keep bedroom, suite, and apartment doors locked at all times.

Pets

The health of residents is important to the community. For this reason, fish in aquariums (limited to 5 gallons) are the only pets allowed in suites or apartments. All other aquarium pets such as, but not limited to, turtles, spiders, snakes, and frogs are prohibited. Special accommodations will be made for residents with a documented disability which requires a service animal. Pre-arrangements with the campus Disability Services Office, as well as University Housing are required.

Pool and Spa

University Housing pools and the spa are not supervised by a lifeguard, and are used at the personal risk of residents and guests. Pools are closed daily during the established quiet hours to allow time for the pool filters to cycle through and to promote a calm and restful environment for studying, sleeping, etc. During finals week, residents may use the pool daily from 9:00a.m. to 9:00p.m. for recreation.

Posting Policy

According to the University Posting Policy, materials may only be posted on approved kiosks and bulletin boards. Posting on trees, lamp posts, phones, benches, buildings, or any other permanent structure not specifically designated for posting is prohibited. The Director of Housing Residential Life or designee(s) must approve any posting within University Housing facilities.

Only University Housing staff or authorized housing organizations may post within University Housing facilities. Posting violations will be removed. People

found posting in violation of the policy may be sanctioned. Private gatherings in University Housing facilities MAY NOT be advertised to the public. It is the responsibility of residents to read all postings. Residents will be held responsible for posted information. A copy of the complete campus Posting Policy may be found at the CSU Stanislaus University Police Department.

Recreational Equipment / Sports

Riding a bicycle, scooter, skateboarding or roller-skating/blading is prohibited inside the Housing complex. Frisbee, catch, and other such low-impact/low-risk games are permitted in designated areas (i.e., Village III great lawn).

Bicycles may be stored in designated storage racks, bedrooms, and if agreed upon by all roommates within common areas of suites, or apartments. They cannot be stored in stairwells, under trees or in exterior common areas. Bicycles found in these areas will be moved by University Housing. There is a \$50 fee to have a housing padlock removed. All residents may obtain a bike license by contacting the University Police Department.

Resident Responsibilities/ Community Standards

Residents are assigned a Resident Advisor upon Check-In. The role of a Resident Advisor (RA) is to assist students in their adjustment to living in campus housing, provide peer support and to enforce University and Housing policies. Although your RA will serve as a vital resource for you and is available to assist in a variety of ways, his or her role is to help you resolve conflicts, not to solve them for you. This is especially the case in the event of roommate conflict.

In such an instance your RA can help to mediate a meaningful discussion where all roommates will have the opportunity to share concerns and jointly problem-solve. Housing policy does not attempt to define every acceptable and/or unacceptable form of behavior. In situations, not covered by special policies, residents are expected to use common sense and conduct themselves in a mature and responsible manner at all times.

Right of Entry

University Housing staff shall reserve the right to enter the premises occupied by residents for the purposes of emergency, health, safety, maintenance, management of applicable rules and regulations, or for any other lawful purpose. University Housing shall exercise these rights reasonably and with respect for each resident's right to be free from unreasonable searches and intrusion into study or privacy.

Room/Apartment Assignments

Room placement is based on the date the Housing Office received a complete housing application. A complete housing application consists of the following:

- 1) Complete online application, including all e-signatures
- 2) Deposit paid or deferment approved
- 3) Financial guarantor form on-file with the Housing Office

Roommate Search and Selection Rounds:

Placement Round #1:

Complete Applications Received by 3p.m., March 18, 2011

- **Roommate Search:** 9:00a.m., March 21, 2011 to 4:00p.m., Friday, April 8, 2011.
- **Room Selection:** 9:00a.m., Monday, April 11, 2011 to 4:00p.m., Friday, April 22, 2011

Placement Round #2:

Complete Applications Received by 3:00p.m., Monday, June 13, 2011

- **Roommate Search:** 9:00a.m., Wednesday, June 14, 2011 to 4:00p.m., Wednesday, June 29, 2011
- **Room Selection:** 9:00a.m., Thursday, June 30, 2011 to 4:00p.m., Thursday, July 7, 2011

Complete applications received after 3:00p.m., Monday, June 13, 2011 will be placed by Housing and Residential Life. Requests for roommates and/or a specific room can be submitted for consideration, but are not guaranteed.

Housing and Residential Life reserves the right to review and approve or deny all self-select room and roommate requests.

Inability by University Housing to honor assignment preferences will not void this License Agreement.

Roommate assignments are made for same gender only. All roommate assignments are made according to gender. Any assignment made after the initial move-in period (at the beginning of each semester) will require a 24-hour waiting period in order for University Housing to give the current occupant(s) proper notification. Every resident is assigned to a specific room, and must occupy only the assigned room.

Consolidation may be necessary as a result of spaces not being occupied. Should this occur residents will be given an option of choosing their own space before one is assigned. University Housing reserves the right to change a resident's assignment within the housing facilities with a 24-hour notice for reasons of health, student welfare, administrative necessity, or as a result of an administrative or maintenance action. Residents are

responsible for any additional charges resulting from re-assignment.

Any resident who is assigned a move-out date due to room/apartment change, cancellation or administrative necessity must move by the date and time specified by the Director, Residential Life Coordinator or designee. A resident who fails to move out by the date and time specified will be charged \$100 per day liquidated damages in addition to regular room and board fees.

Room and Roommate Changes

Whenever possible housing staff seeks to meet roommate and room requests, unfortunately it is not always possible to give everyone his or her first choice. Room placement is subject to availability, as well as several other factors.

The housing staff reserves the right to make assignments and changes as necessary. No room or roommate changes may occur during the first two weeks of each semester.

To assist in the communication process, a roommate agreement for each bedroom, suite and/or apartment is prepared. Assigned Resident Advisors (RAs) will work with suite/apartment roommates on their Community Living Agreement during orientation week. The agreements will be kept on file with the Head Resident. University Housing staff is available to assist residents with issues that may arise, but are not intended to solve community living problems for residents. Residents are expected to communicate openly and honestly with one another and make a genuine effort to resolve their own issues before going to the RA. If the residents and RA cannot resolve the situation, the residents will be referred to the Head Resident.

Room transfers must be approved by the Resident Director. Residents wishing to transfer rooms must:

- 1) First speak with your designated Resident Advisor regarding your current room placement
- 2) Second, consult the Head Resident if your Resident Advisor has been unable to resolve the matter through mediation with you and your roommates
- 3) Gain approval for a room transfer and complete the Room Transfer Form.
- 4) Check out of your room within the designated timeline by completing your Room Condition Report and submitting your keys within the designated timeline.
- 5) Complete and submit a Room Condition Report for your new room within 48-hours of the approval time, otherwise it is assumed your new room was in perfect condition upon check-in.

Roofs

Residents are not permitted on the roofs of any residential facility. Authorized University Housing staff or the University Police Department must do retrieval of articles from any roof.

Security/Door Propping

Residents receive keys that open facility gates, their bedroom, suite or apartment doors and mailboxes. Residents are encouraged to lock their doors at all times and to not hold the entrance/exit gates open for unknown persons. A resident MUST not prop any door or gate at anytime due to safety and security concerns. Propped doors allow uninvited people to enter the housing facility and breach the safety of each resident's person and property. Doors found propped should be un-propped and reported to the RA on duty or the Housing Office immediately.

Smoking

In accordance with Executive Order W-42-93 issued by the Governor of California in February 1993 and the campus Smoking Regulations enacted September 2003, all smoking inside state-owned buildings and leased space, including all residence facilities, student apartments, student rooms, patios and stairwells is prohibited. Individuals who do smoke must do so outside. As a courtesy to other members of the community, smokers should move away from any windows or doors to prevent the impact of second hand smoke to other residents. In the event a smoker causes concern or discomfort for another resident, it is expected that the smoker will move to an alternate location. Individuals who are smoking must properly and safely discard any trash, such as cigarette butts, ashes or matches, which result from their smoking.

Smoking and chewing tobacco are not permitted in any public areas of the housing facilities including the Community Center, Village Café, elevators, swimming pools and surrounding deck areas.

Solicitation/Sales/Advertising/Deliveries

As part of the greater CSU Stanislaus community, the Housing Office encourages individuals or organizations wishing to sell, solicit, or advertise products or services to do so through the avenues outlined in the campus *Posting Guidelines*. As CSU Stanislaus students, all housing residents may take advantage of marketing opportunities while on campus. However, solicitation, sales, and advertising either verbal or printed is not permitted in the housing facilities, except by University Housing staff or as authorized by University Housing. This includes, but is not limited to, the residential areas, resident mailboxes, and University Housing grounds.

Authorized vendors must have written permission in hand from the Director of University Housing or designee. No door-to-door solicitation is permitted, although University Housing programs sponsored by University Housing staff or approved residential organizations may be promoted door-to-door. Any requests for exceptions must be submitted in writing to the University Housing Office.

Special Considerations

University Housing is committed to meeting the needs of students with special needs to the best of its ability. Some housing suites and apartments are accessible to students in wheelchairs (including bathrooms), and specially adapted rooms are available for students who are hearing and visually impaired or use wheelchairs. Special considerations include:

- Disabilities such as mobility impairment, vision or hearing impairments (where physical accommodation or building adaptation may be required),
- Disabilities requiring a live-in attendant
- Medical concerns (including allergies)

Note: If you self-identify as someone who requires assistance for safe exiting from a residence during an emergency, University Housing will notify the Turlock Fire Department and University Police Department so that assistance may be given when needed. For more information, please contact the Housing Office at (209) 667-3675.

Storage

Storage is limited to the closets located in resident rooms or common areas. The storage of any materials (boxes, furniture, etc.) in common areas of the residential facilities is not permitted. University Housing does not provide storage facilities for residents.

Theft

Respect for the property of the University and others in the community is valued. The theft, conversion, damage or destruction of any University or others' property is prohibited.

Trash Removal

Residents are responsible for disposing of their individual bedroom, suite or apartment trash in the trash receptacles located outside the gates in designated areas. Residents are expected to properly discard trash on a regular basis and must do so when vacating their unit for longer than a forty-eight (48) hour period of time. Trash may not be left on balconies or in front of resident suites or apartments. Residents may not place individual room trash in restrooms or common area trash cans. Additionally,

residents may not remove common area trash cans from their original locations.

Unauthorized Use of Facilities

Residents are not allowed to sit on the window ledge or balcony ledge of any residential facility. Storage of any materials on ledges or balconies is prohibited. Residents shall not alter the structure of these areas. Objects thrown from windows of buildings can cause severe injury or damage; therefore, **nothing** may ever be thrown or hung/suspended from a window or set on a window ledge. Residents who permit any item (liquid or solid) to fall, drop, or be thrown from any University Housing facility window will be in violation of policy. Window screens are not to be removed. Residents will be charged if screens are removed, missing, or damaged. Residents are prohibited from climbing in or out of a window except in case of fire.

Residents are not permitted to operate a private business on any area of University Housing property or use the campus mailing address, Ethernet connection, or telephone for that purpose.

Unauthorized Entry

Residents are not allowed in any other bedroom, suite, or apartment unless invited by the official occupant of that specific apartment, suite or bedroom. Residents are not permitted in attics or mechanical rooms, on the roofs, or ledges of any property of University Housing.

Waterbeds

Waterbeds are not permitted in any University Housing facility.

Weights/Exercise Equipment

Weight lifting equipment is permitted in bedrooms, as well as common areas of suites and apartments (with roommate agreement) only if the total weight of any freestanding item does not exceed 25 lbs. Weight or exercise equipment may not be attached to the ceilings, doors, walls, and/or any structure within University Housing facilities.

Weapons/Dangerous Items

Possession of weapons and explosives, including, but not limited to fireworks, firearms, live ammunition, BB guns, paintball guns, air pellet guns, toxic substances, highly flammable substances and any knife having a blade longer than two and one half inches is prohibited from use or storage in the residence suites, or apartments. Possession of these items may result in revocation of the license agreement. Kitchen equipment used for any other

purpose than for cooking will be considered an abuse of the weapons policy and is subject to disciplinary action.

Housing Holiday Closure

Housing fees for the academic year contract do not include the dates the campus is closed. With the exception of residents on year-round license agreements all residents must vacate the housing facilities during the period of Sunday, December 18, 2011 through Sunday, January 1, 2012.

Residents must depart no later than 3:00p.m., Sunday, December 18, 2011, and may return starting at 11:00a.m., Monday, January 2, 2012.

Residents do not have to remove their personal belongings during the period, but should take proper security precautions to protect their valuables, as University Housing assumes no liability for residents' personal items.

Housing staff will conduct a final check in advance of the closure to ensure that proper security measures are in place and that all garbage has been properly discarded. All garbage removed by housing staff will be subject to a disposal fee of \$25 per bag.