

# Willamette University Housing Handbook

## Contents

<b>Policy Guide Introduction</b> .....	3
Safety and Security: A Shared Responsibility .....	3
Community Living/Compelling Community Interests.....	3
Health and Safety .....	3
Property, Property Loss, or Damage. ....	3
Serious Disruption of the Educational Environment.....	4
Furthering Educational Pursuits .....	4
<b>Resident Rights and Responsibilities</b> .....	5
<b>Residential Policies</b> .....	7
Alcohol.....	7
Appliances and Prohibited Items .....	8
Bed Bunking and Adjustments .....	9
Building and Campus Security.....	10
Checking in .....	10
Checking out.....	11
Common Spaces .....	11
Compliance.....	12
Controlled Substances.....	12
Damage, Theft, and Loss .....	12
Decorating Your Room .....	13
Dining Centers .....	14
Entry into Residential Rooms .....	14
Fire Safety.....	14
Flying Objects .....	15
FOG Containers .....	15
Gambling .....	16
Guests.....	16
Health and Safety .....	17
Keys. ....	17
Lockouts .....	17
Noise.....	18
Pests and Pesticide Use .....	18
Posting on Campus.....	18
Propping Doors.....	19

Restricted Areas ..... 19

Room Care ..... 19

Sales and Solicitation..... 20

Smoking ..... 20

Sports, Sporting Equipment, Physical Activities..... 20

Weapons..... 20

Windows..... 21

Use of WU Logos and Building Names ..... 21

**Conduct**..... 22

Conduct and Consequences Process..... 22

# Housing Handbook

## Policy Guide Introduction

Updated October 2019

The Willamette University Housing Policy Guide serves as an extension of the Housing Room and Meal Plan Agreement (“Agreement”), the set of terms and conditions that each resident signs before moving into on campus housing. In signing the Agreement, the resident is agreeing to all of the policies outlined in this Policy Guide. Violation of the Policy Guide may result in immediate disciplinary action up to and including cancellation of the Agreement and dismissal from the university. This Policy Guide can be made available in alternative formats. Please contact [housing@willamette.edu](mailto:housing@willamette.edu) or (503) 370-6212.

PLEASE NOTE THAT CHANGES TO THIS GUIDE MAY BE MADE AT ANY TIME AND FOR ANY REASON BY AUTHORIZED WILLAMETTE STAFF. Please review the latest version of this Guide periodically to ensure that you remain in compliance.

### **Safety and Security: A Shared Responsibility**

Students contracted to live on campus agree to take primary responsibility for their own personal safety and security, and to support the safety and security of fellow residents, the buildings, and dining areas. The University and Housing will work cooperatively with students to promote a safe and secure environment, although safety cannot be guaranteed. Students agree to read and abide by security policies and precautions stated in this publication and in all other University publications.

### **Community Living / Compelling Community Interests**

The rationale for most Housing rules are guided by the four “Compelling Community Interest” principles set forth below (see *Judicious Leadership for Residence Hall Living*, Forrest Gathercoal, 1991, Caddo Gap Press). These principles also are generally applied to all individuals with regard to their rights and responsibilities on campus. These Compelling Community Interests are:

#### **Health and Safety**

The University has established Compelling Community Interests with regard to the health and safety of students. Policies and procedures have been developed to help protect students against incidents or behavior that may jeopardize the physical, mental, emotional health and/or safety of either the group or the individual. As such, there is a need to limit certain activities for the common good of the community.

#### **Property, Property Loss, or Damage**

While the campus has a relatively low incidence of crime, it is important to remember that no community can be totally risk-free from incidents that cause property loss and damage. Care and protection of both community and personal property are a shared responsibility.

**Serious Disruption of the Educational Environment**

In order for a large number of people to live together successfully, it is the responsibility of each member of the community to respect the needs and rights of the other members. The establishment and enforcement of rules that foster and encourage a proper campus living environment are necessary to the efficient and successful operation of residence halls. Please remember that you are responsible not only for your own behavior but also for the behavior of your guests. You and your guests must abide by the community standards to protect your rights, as well as the rights of others, in order to make residential living a positive aspect of your college experience.

**Furthering Educational Pursuits**

Often in student government, staff training, and certain student conduct situations, the question is asked, "Why are you here?" Generally, the answer is, "To get a degree." With this basic and fundamental premise, anything not directly or indirectly contributing to the accomplishment of this goal goes against the educational goals of the University and of the housing system. Therefore, Housing has established policies, procedures and programs that support the compelling community interest of "Furthering Educational Pursuits" on campus.

All students are expected to follow all University policies and rules, including but not limited to the Student Code of Conduct ([http://willamette.edu/offices/conduct/student\\_rights/index.html](http://willamette.edu/offices/conduct/student_rights/index.html)) and all applicable federal and state laws.

# Resident Rights and Responsibilities

The following is a list of some of your *rights* - things to which you are entitled as a student living in one of Willamette's on-campus living environments – and your *responsibilities* – things that are expected of you as a member of a residential living unit and community. These rights and responsibilities are aspirational and are not legally binding (unless contained in your Agreement(s)) but they are principles that are meant to complement formal living group and university policies.

STUDENTS HAVE THE RIGHT to as safe and secure a residence hall space as is reasonably practicable; STUDENTS HAVE THE RESPONSIBILITY to keep their room doors and hall doors locked, and to not prop them open or allow strangers into the building.

STUDENTS HAVE THE RIGHT to a reasonably peaceful and quiet place in which they can sleep and study; STUDENTS HAVE THE RESPONSIBILITY to observe quiet hours by keeping music, voices and other activities that may cause noise at a reasonable volume. STUDENTS HAVE THE RESPONSIBILITY to remind community members that they expect the same respect.

STUDENTS HAVE THE RIGHT to reasonable expectations of privacy and to the proportionate use of their room, both in terms of space and time, and the right to be free of unwanted guests in the shared space; STUDENTS HAVE THE RESPONSIBILITY to let their roommates know of their wishes and preferences for hours of sleep, study, and visitation, and to work through differences in a peaceful manner within the guidelines established in this policy guide.

STUDENTS HAVE THE RIGHT to safely and respectfully confront another person's behavior which infringes on their rights; STUDENTS HAVE THE RESPONSIBILITY to examine their own behavior when confronted by another and to work toward resolving conflicts.

STUDENTS HAVE THE RIGHT to the assistance of their RAs, ACs, or other University staff members when they need help with reasonably communicated problems; STUDENTS HAVE THE RESPONSIBILITY to notify staff members of problems in a timely manner and to be cooperative with those involved working to resolve problems.

STUDENTS HAVE THE RIGHT to know what behavior is expected in their living group; STUDENTS HAVE THE RESPONSIBILITY to read the information provided by Housing and Willamette, especially the Housing contract and applicable University Policies.

The University staff does not assume the role of campus parent, and students will seldom be told what to do or not do with regard to personal behavior. The obvious exception, as with society at large, is when individual behavior disrupts the legitimate pursuits of others within the residence halls. As residents of Willamette's residence halls, students possess specific individual rights which roommates and community members must respect. These rights carry with them a reciprocal responsibility for students to ensure that these same rights exist for roommates, suitemates, floor mates, and other residents.

Community members may choose to add to the list of rights and responsibilities. It is important that these items and the concept of others' rights and responsibilities be discussed throughout the year. The Housing staff does not, nor can it, guarantee that students will attain these rights at all times. Students share the responsibility. Students can help ensure that everyone's rights will be honored through thoughtful discussion and open communication with roommates, suitemates, floor mates, and other residents.

The Housing staff is committed to offering an environment which will support student academic success and personal growth. Take full advantage of Willamette's living environment by participating shared governance and activities. There are risks associated with programs and activities within the University setting. Please take the time to recognize the voluntary nature of these activities and programs that are offered. The Housing staff hopes all students will invest in their development and growth. This investment will pay off many times over. The staff is available and wants to help students accomplish this goal.

# Residential Policies

## Alcohol

In addition to state and federal laws, Willamette has its own rules regarding the use of alcohol. Additional information about the University's Alcohol Policy can be found online in the Code of Student Conduct: <http://willamette.edu/offices/policies/selected/students/index.html>

**"Possession"** is defined as being on and/or in your person or in your residential space, regardless of your awareness.

### **Persons under 21 years of age are prohibited from:**

- Possessing or consuming alcohol on campus.
- Being in a campus housing space where alcohol is being consumed. The only exception is when the minor's roommate is 21 years of age and consuming in their shared space.
- Possessing empty alcoholic beverage containers.

### **Persons 21 years of age or older may only consume alcohol in a campus housing space when the following conditions are satisfied:**

- A resident of the room is present and is 21 years of age or older.
- No persons under 21 years of age are present, with the exception of any underage residents assigned to that space.
- The unit's entry door is closed.
- Alcohol can only be stored in rooms, including bedrooms and kitchens, if the alcohol is stored and closed in the original container.
- Alcohol should only be transported to and from a student's designated campus housing in the original unopened or screw-on top container.

### **All persons are prohibited from:**

- Providing alcohol to persons under the age of 21.
- Consuming alcohol in common areas of campus, including lounges, hallways, lobbies, restrooms, offices, classrooms, parking lots, and all outside grounds, except when such consumption is approved in advance by designated University officials as specified in the University's Alcohol Policy.
- Possessing, providing, or consuming alcohol from "common" containers, including kegs and wine boxes, except when such containers are approved in advance by designated University officials as specified in the University's Alcohol Policy.
- Possessing or using beer bongs or other similar devices to facilitate rapid consumption of alcohol, or participating in activities that promote rapid consumption of alcohol (for example: drinking games).
- Being intoxicated to a point that independent functioning is compromised. Persons who cannot negotiate their way without assistance or who cannot care for themselves and their basic needs are still responsible for their own health and safety. They will be accountable for any care or attention provided to them by University personnel or other residents while they were intoxicated. This accountability may include conduct action or charges when student behavior prompted the activation of emergency personnel or protocols.

**All persons who choose to provide or consume alcoholic beverages:**

- Must do so responsibly. Furnishing or consumption that precedes or occurs with excessive noise, vandalism, harassment, sickness, excessive messes, or obvious intoxication is in violation of this policy.
- Share responsibility for the safety and welfare of their peers and guests. This responsibility includes, but is not limited to, monitoring alcohol consumption, preventing intoxicated persons from driving, caring for persons who are unable to care for themselves, obtaining professional medical assistance for persons who may have alcohol poisoning, and securing assistance from University personnel whenever appropriate or necessary. Persons who are 21 years of age or older may be implicated when they choose to be in a campus housing space where persons under 21 years of age are consuming alcohol.

When a violation of the alcohol policy occurs, involved individuals are required to dispose of all alcoholic beverages upon request of University personnel. Guests and residents who are not assigned to the space where the violation occurs may be required to vacate the space upon request of University personnel.

**Appliances and Prohibited Items**

There are many appliances acceptable in the residence halls, provided they operate with an enclosed element and have an automatic shut off. However, due to electrical limitations and fire safety regulations, certain appliances are not allowed.

*Items Prohibited in All Residential Spaces:*

- **Air conditioner (including “swamp coolers”) and space heaters.**
- **Barbecues and grills.**
- **Candles and candle warmers.** Including plug-in air fresheners, deodorizers and similar products.
- **Controlled substances.** For further information please see the *Controlled Substances Policy*.
- **Extension cords.** 16 to 18 AWG, multi-plug adapters, or splitters. For examples please see: <http://willamette.edu/offices/housing/handbook/extension-cord-image.pdf>
- **Fireworks.**
- **Flammable liquids.**
- **Motor or engine powered scooters.** Including but not limited to motor or engine powered vehicles.
- **Halogen lights.**
- **Hoverboards.**
- **Incense.**
- **Lava Lamps.**
- **Microwave ovens.** Only allowed in kitchens.
- **Multi-bulb floor lamps.**
- **Open flame devices.**
- **Pets (except fish).** Refer to Animals on Campus Policy: <http://willamette.edu/offices/policies/selected/all-campus/animals-on-campus/index.html>
- **Waterbeds.**
- **Weapons.**
- **Wireless network routers, access pointers, etc.** Any 2.4Hz cordless, wireless, radio devices (including cordless phones, wireless access points, Apple Airports, and ad-hoc wireless network devices like the PlayStation 3).

\* We do not encourage students to bring televisions since there is no in-room service and reception is

limited. Satellite television is available in community living rooms (except for UAP).

\*\* For information about service and emotional support animals please see:

<http://willamette.edu/offices/accessibility/accommodations/esa-service-animals/index.html>

### Conditionally Allowed Items:

- **Amplified sound instruments. May be stored in room, but not played anywhere in the hall.**
- **Sealed unit hot pot.** Sealed unit coffee pots, hot pots, and popcorn poppers. Must have an automatic shut off.
- **Iron (with automatic shut off).** Only allowed for use in community laundry room.
- **Lamps (non-halogen).** Lamp must be UL approved and multi-bulb floor lamps are not allowed.
- **Microwave ovens.** Are only allowed in apartments and doubles with kitchens. Most community kitchens are equipped with microwave ovens.
- **Toasters and toaster ovens.** Are only allowed in apartments or community kitchens.
- **Refrigerators.** Must be less than 4.8 cubic feet and draw less than 1.5 amps of power. Apartment kitchens are already equipped with full sized refrigerators.
- **Hot plates and rice cookers.** Are only allowed in apartments and community kitchens. Must have an automatic shut off.
- **Storable items.** Toasters, rice cookers, waffle makers, Foreman (or similar items) grills. Must have an automatic shut off.
- **Fish tanks no more than 15 gallons.** May only be used for fish. Refer to Animals on Campus Policy: <http://willamette.edu/offices/policies/selected/all-campus/animals-on-campus/index.html>
- **3-to-2 prong adaptor.** Only Matthews and Belknap residents are permitted to use this adaptor.

### Allowed Items:

- **Desktop fan.**
- **Heavy gauge surge protected power strips (12 or 14 AWG)**

\* Please direct further questions regarding allowed appliances to your RA or to the Housing office.

## Bed Bunking and Adjustments

Raising your bed or bunking beds can increase storage space in your room. You may purchase bed risers and install them yourself if you like. University staff will not install them. However, there are guidelines for bunking and adjusting bed height. The main thing you need to know is that for safety reasons, residents can not adjust the height of their bed, bunk their bed or make other adjustments themselves. To request a change in your bed height, please complete a work request:

<http://willamette.edu/offices/housing-community-life/housing/information/maintenance/maintenance-report/index.html>

- Beds are to remain intact and not taken apart. If a student disassembles their bed, they are financially responsible for all bed parts, for storing the bed parts in their room/suite/apartment and for the cost of reassembling the bed by Facilities Management staff.
- Beds in most residences can be bunked, unbunked, raised or lowered. Rooms that have one set of tall bed ends and one set of short ends may request that their beds be bunked. Work orders to bunk beds will only be completed in the above described rooms. If you would like to request your beds bunked, you will need to complete a waiver and put in a work order. If you contact

Housing, they can help you through the process. For bed adjustments to raise or lower a bed, submit a work request.

- Raising beds off the floor may be unsafe and/or void the manufacturer's warranty. Students need to use supports specifically manufactured for that purpose.
- Lofts are not permitted in student rooms/suites/apartments.

## Building and Campus Security

Safety and security on campus is a shared responsibility between students and the University. The University provides certain security devices and services; students are responsible for making full use of these devices and services to protect themselves and their property from injury or loss. Here are some basic safety and security precautions that students should always follow:

- Always lock room doors- even if it's inconvenient. This is the easiest way to keep personal items safe.
- Be aware of who is on the floor and who is in the building. If there are suspicious persons in the building, contact Campus Safety immediately.
- Ensure that the building door closes and latches upon entering. Do not allow non-residents into the residence halls. Inform Campus Safety if someone has entered the building who does not seem to belong.
- Do not leave items (laptops, tablets, backpacks, coats, purses) unattended in common areas (lounges, study areas, library, etc.).
- Use U locks for bicycles and computer locks for laptops. Campus Safety will provide free U locks for students who register their bikes. Additionally, consider using a cable lock in addition to the U lock.
- Keep accurate records of property. Mark valuable property with name or other identifying information. Record serial numbers, purchase dates, etc. Purchase renter's insurance for belongings.
- Remove valuables from vehicles; store them in the trunk, under the seats or indoors.
- When going to unfamiliar places, go with friends. Let trusted friends know where you will be and when you should be back.
- Campus Safety may provide an escort to and from parking lots and elsewhere on campus if requested.

## Checking in

At check-in during opening fall semester, your RA will provide you with your Room Condition Report (RCR). For your protection, it is essential that you document damages to your room/suite/apartment prior to your occupancy on the . You are responsible for reviewing your RCR with your RA, adding any comments and signing it, within 48 hours of moving in. If you fail to review and sign your RCR, you will be responsible for any undocumented damages. You will be held responsible for any damage or other loss incurred which is in excess of normal wear and tear and which was not documented at check-in, unless it can be verified that another individual is responsible.

Remember, university furniture cannot be moved or switched between rooms. If you have extra furniture in your room, submit a work request to have it removed. In most cases it will need to stay where it is because of inventory and storage issues, but sometimes we can move it.

## Checking out

You are responsible for checking out of your room/suite/apartment with your Housing staff member when you move or leave at the end of your contract/lease period. Occupancy ends 24 hours after your last final exam or commencement for participants. This 24-hour time allowance may vary with the last day of each semester.

You are responsible for returning your room/suite/apartment to its original state and scheduling a time with your RA to inventory your room/suite/apartment. If you do not make an appointment to check out or miss your appointment, you will be charged \$50.00 for improper checkout. Return your key to a Housing staff member when you check out. A student is considered checked out when they have signed their completed RCR and returned their key to the Housing staff member who inspects their room.

Be sure to remove all personal belongings from the room/suite/apartment, hallway, kitchen, laundry and bathroom. Wall and ceiling decorations must also be removed. You need to vacuum and clean the bathroom and kitchen, if you have one. Remember to clean (wipe down) the shelves, drawers, closets, window sills, doors and walls. Failure to follow these recommendations may cost at minimum a \$50.00 cleaning fee, not scheduling a check out time or signing a waiver will cost you \$50.00 for improper check out.

For Kaneko Commons, and University Apartments, the \$300 cleaning deposit is refundable provided the apartment meets all cleaning expectations at check-out and is ready for occupancy by the next student. No partial refunds are given.

A Housing staff member will do an inventory of your common living spaces at check-out. Students are responsible for all damages (beyond normal wear and tear) not previously noted on the RCR. In addition, Facilities Management (maintenance) and Facilities Services (housekeeping) staff will inspect rooms, suites, apartments and common areas after closing for cleanliness, damages beyond normal wear and tear, and missing furnishings. Residents will be assessed for any damages, missing furnishings, extra cleaning charges (including common areas), and the removal/disposal of abandoned furniture, carpet or other personal property not properly stored.

## Common Spaces

Common spaces and lounge areas serve as locations for programs and activities as well as place to relax. Lounge furniture is intended for the use and enjoyment of all residents. Proper care and use of this furniture is everyone's responsibility. University staff are the only people authorized to remove furniture from residential lounges. Furniture that is removed without authorization, damaged, or stolen shall be the financial responsibility of the individuals involved (if known), or the community (if unknown).

Furniture from foyers or lounges **cannot be used** in a student room, suite or apartment. Students who violate this contract/lease term by moving furniture into their room, suite or apartment are responsible for the cost of having a staff member return the furniture to the lounge and may be referred through the conduct process.

Each hall has one of more kitchens or "kitchenettes" for hall community use. These kitchens are for residents of that respective living group. The kitchens may not be reserved or otherwise held off-line by any one group, but are to be shared, with residents being expected to take turns on specific items such as stovetops, ovens, counter space, and sinks. Dishes should be cleaned after use and not left in the common space. Everyone needs to do their own dishes. While it is recognized that some items are

easier to clean after soaking, residents must not leave dishes in common spaces if they are not present. Items left unattended in the kitchen are considered abandoned and will be discarded. Excessive mess or damage may be billed to the entirety of the living group.

Students are welcome to store food in the community refrigerators but do so at their own risk. Items placed in refrigerators must be labeled with the student's name. Unlabeled and expired items may be disposed of and removed.

## Compliance

Students and guests are expected to comply with reasonable requests from University personnel, including Residents Advisors, Area Coordinators, and other Housing staff. Residents and guests are required to identify themselves to University personnel upon request by means of a Willamette ID or other credible photo identification. If students are involved in an incident, they will be confronted by University personnel. During such exchanges, cooperation with staff members is expected.

Additionally, residents and guests are required to provide University personnel with access to their assigned spaces when violations are suspected. This is so that these staff members may ensure the safety and welfare of community members and ensure compliance with University rules and regulations.

## Controlled Substances

Like the alcohol policies, Willamette University has additional policies regarding the use and possession of controlled substances, including but not limited to, tobacco, narcotics and marijuana. All state and federal laws are still in effect as well. Additional information about the University's Controlled Substances Policy can be found online in the Code of Student Conduct:

<http://willamette.edu/offices/policies/selected/students/index.html>

**"Possession"** is defined as being on and/or in your person or in your residential space, regardless of your awareness.

**"Controlled substances"** are defined as illegal drugs and misused legal drugs, both over-the-counter and prescription.

### Residents and guests are prohibited from:

- Manufacturing, distributing, selling, using, or possessing for illicit purposes, illegal drugs, narcotics, misuse of legal drugs or controlled substances.
- Being under the influence of controlled substances in campus housing.
- Being in a campus housing space where controlled substances are being used, manufactured, and/or sold.
- Possessing drug paraphernalia that is intended for use with controlled substances. Drug paraphernalia includes but is not limited to pipes, water pipes, and bongs. The University may seize drug and tobacco paraphernalia upon evidence that it has been used with illegal substances.
- Using medical marijuana in campus housing. Residents that qualify for medical marijuana may be eligible to move off-campus. You can apply through the Residency Waiver process.
- Possessing tobacco products when under 18 years of age.

## Damages, Theft, and Loss

The University is not liable for any damages, theft, or loss to personal items within the residence hall. Student rooms/suites/apartments and the furnishings provided in them are to be used in the manner for which they are designed. If you lose or damage University property, even accidentally, you will be billed for the cost of replacement or repair. Residents are responsible for the actions of any guests they invite to campus and for any costs they incur.

Individual room/suite/apartment damage beyond normal wear and tear is the responsibility of the occupant(s). You need to report damages or maintenance needs promptly so repairs can be made promptly.

Because all residents share responsibility for damage, vandalism (including graffiti), theft or loss to public areas of their building, an entire living group or floor/wing may be charged for repair, replacement or cleaning in public areas of the building (in excess of normal wear and tear) when the person(s) responsible is unknown. In such cases, Housing staff may determine whether or not the damages incurred will be the responsibility of residents/the community or not, and if so, the charge may be split among all the residents of the community. All residents living in a community at the end of each semester will be billed for charges split among the residents. Refer to Section J. *Responsibility for Damage / Loss / Maintenance Requests*, Section K. *Smoking*, and Section L. *Charges* of the Housing Agreement. Refer to Section M. *Smoking* and Section N. *Charges* of the Apartment Lease Agreement.

If you are aware of others damaging property, ask them to stop and notify a University staff member immediately. Damage, vandalism, theft and the resulting charges may be reduced when everyone in a community works to ensure that residents and guests respect others' property.

## Decorating Your Room

Decorations and furniture may be added if it does not create a health or fire hazard. However, all current, university provided furnishings must remain in the room/suite/apartment.

- If you want to hang items on the wall, use painter's tape ("blue" tape) or command hooks. No other type of tape or adhesive is permitted. Using adhesive on walls should be done at one's own risk, and students are responsible for any damages upon removal that occur as a result. Do not use staples, push pins, screws, or large nails as they may damage the walls. Do not hang items from or stick items to the ceiling as this may cause damage and interfere with the sprinkler system. Sidewalk chalk may not be used inside residence halls (on cement/brick walls or floors). Tape cannot be applied to furniture or carpet due to the sticky residue that is left behind.

### *Personal Space Painting*

Residents are not permitted to paint their rooms/suites/apartments. Students who violate this contract/lease term are responsible for the cost of repainting the space and may be subject to disciplinary action. With advanced planning and permission, students may submit a proposal to paint selected common areas in their residence hall. Examples: hallway murals or graphics. Residents interested in a paint project should talk with their Area Coordinator.

## Dining Centers

You may not remove dishware and utensils from the dining halls for your personal use. Removal is considered theft; replacement increases the cost of meal plans. Individual or community damage charges may be assessed in response to stolen dishes or removal of dishes left in campus housing. Dirty dishes, especially in community living areas are considered a health hazard.

## Entry into residential rooms

It is the University's policy to respect your right to maximum privacy in your room/suite/ apartment. When possible, notice is given prior to entering your room/suite/apartment for routine maintenance and inspection. However, your signature on your contract/lease authorizes Facilities Management (maintenance), University personnel and their authorized designee(s) enter your room/suite/apartment to complete any work order that is submitted.

You will not reasonably withhold consent to Willamette University or its designee to enter your residence in order to inspect the premises or make reasonable or agreed-upon repairs or improvements or treat for pests.

University personnel and their authorized designee(s) may enter your residence without notice for an emergency, maintenance work, fire safety inspections (conducted at least twice a year), fire drills, ensuring compliance with health standards, or if there is reasonable cause to believe there have been violations of University policy, state or federal law.

A note should be left if your residence has been entered. Your residence may be entered during semester and spring breaks without prior notice by University personnel when they are conducting building inspections and doing maintenance work.

## Fire Safety

### *Burning and Open Flames*

Fire poses a serious risk to life and property. In addition to disciplinary action, residents and guests can be held responsible for criminal and financial liability for creating fire hazards. Residents and guests are prohibited from burning anything or using an open flame in campus housing. This includes but is not limited to candles, oil lamps, and incense. Many of our fire safety policies are also backed by state law.

### *Fire Safety Equipment, Fire Alarms*

All persons are prohibited from disabling and/or tampering with fire safety equipment (including, but not limited to, fire extinguishers, smoke detectors, and sprinklers) or causing a false fire alarm to be sounded or reported. All persons must evacuate the building when an alarm is sounded. Those who do not exit may be referred through the conduct process and/or incur an administrative charge.

1. Students may not tamper with, disable, cover or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Students who tamper with fire equipment may face disciplinary action, a monetary fine, or both. Students may not hang items from the sprinkler heads, cages covering the sprinkler heads, or

pipes associated with sprinklers.

2. Willamette is a smoke-free campus. Smoking of any kind (e.g. cigarettes, hookahs, smokeless apparatus such as electronic cigarettes, vaporizers, etc.) in any residence space is strictly prohibited. See the Smoke Free Policy for more information.
3. Students may not use or possess candles, incense, vape devices, e-cigarettes and any other object that smolders or produces an open flame inside of residence halls (for any purpose, including ceremonial, decorative, or burning purposes). If you are in need of a religious and/or spiritual accommodation, please contact the Housing office at [housing@willamette.edu](mailto:housing@willamette.edu)
4. Hall fire doors MUST be closed at all times unless they are held open by magnets that are connected to the fire alarm system. These doors must be free of obstruction and able to close should the fire alarm sound.
5. Students may not plug power strips or extension cords into other power strips or extension cords. Please refer to the [“Appliances and Prohibited Items”](#) section of this handbook for other prohibited items.
6. Hallways must remain clear of all items that pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, and trash.
7. Residents and their guests are not allowed to sleep in public or common areas.
8. Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.
9. Fog, smoke, and haze machines are prohibited.
10. When a fire alarm is activated, all persons inside a residential or dining facility are required to leave the building immediately, even if it is believed to be a drill or false alarm. Failure to respond to a fire alarm or to Housing staff requests during an evacuation may result in University disciplinary action and/or municipal fines. University officials may refer residents to the Oregon State Police for investigation and prosecution through the District Attorney’s Office if they appear to be engaged in any of the following activities: Pranks or false fire alarms that violate any fire safety policy, attempted arson, or arson. In addition, they are subject to immediate housing removal and other University disciplinary action, including fines and restitution.
11. Any fire equipment that requires maintenance should be reported immediately to a Housing staff member.
12. The use of barbecues or open flame cooking devices is prohibited within campus housing, including on balconies and porches. Possession of barbecues, propane or charcoal is prohibited. When available, residents are permitted to use community barbecues on the outside grounds away from buildings. Propane must be stored in Campus Safety.

## Flying Objects

All persons are prohibited from throwing, dumping, or projecting anything from windows, porches, balconies, or inside the residential buildings. Drone use is not permitted within residential facilities. For specifics regarding drones, please see the university drones policy:

<http://willamette.edu/offices/service-center/scheduling-and-events/guidelines/drones/index.html>

## FOG Containers

In support of sustainability efforts, containers and liners are being provided for all apartment kitchens and residential student kitchens to collect Fats, Oil, and Grease (FOG) from food preparation and kitchen clean up. FOG is found in such things as meat fats, food scraps, lard/shortening, baking goods, butter/margarine, cooking oil, sauces and dairy products.

### *Why should I care about FOG?*

Residential households contribute FOG build-up in the sewer lines because of the amount of grease washed into the plumbing system, usually through the kitchen sink. Sewer lines are at major risk of sewer backup if residents don't properly dispose of FOG.

### *What can I do?*

The easiest way to solve the grease problem is to keep FOG out of the sewer system in the first place and follow the easy disposal tips listed below.

- Never pour grease, fats, or oil down the sink or garbage disposal.
- Pour FOG into jars, cans, and plastic tubs (Careful, the liquid may be hot!) or containers which are being provided for residential kitchens. Let contents cool and solidify. When the container is full, throw away with the trash.
- Mix cooking oil with an absorbent material such as cat litter or coffee grounds, place in a lidded container for disposal with the trash.
- For greasy pans, pour off the grease into a container and use a paper towel to wipe out the remaining grease in the pan prior to washing it.
- Containers and liners will be distributed to apartment kitchens and residential kitchens at opening. Extra containers and liners are available at Housing.

## **Gambling**

Gambling with money, services, or items of value is prohibited in campus housing.

## **Guests**

Guests of Willamette residential community members are welcome, provided they follow all policies of the University. The guest policy recognizes the right to privacy and the proportionate use of the room, both in terms of space and time, and the right of residents to be free of unwanted guests in their rooms. The policy also acknowledges the privilege of residential students to have guests in their space. It is imperative for the safety of the community and the guest that all of the below policies be followed by hosts and their guests:

- Guests must be escorted at all times.
- Escort Policy does not apply during Community Hours, for students visiting within their assigned Area. The University reserves the right to ask a guest to leave at any point.
- All Willamette University policies apply to all guests.
- Residents are responsible and accountable for the conduct of their guests while on Willamette University property and at sponsored events.
- Guests must carry a valid form of identification and provide it upon request of a University official.
- Residents are responsible for gaining permission from their roommate or apartment-mate for a guest to visit in advance of the guest's arrival.
- Overnight guests are welcome for two consecutive nights/three consecutive days in a given month.

Residents must escort their guests in and out of their buildings at all times. The purpose of the Escort Policy is to ensure the safety and security of the residential community. This policy is designed to give students control of common areas to ensure safety and protection of the residential facilities. To accomplish this, guests must be escorted at all times (excluding bathrooms). Guests include non-

Willamette community members as well as students who do not reside within the building which they are visiting.

## Health and Safety

In accordance with law, residents must keep their space reasonably clean and free from health, safety and fire hazards. This responsibility extends to common spaces as well. Health and safety inspections are conducted at least twice during the academic year for health and safety violations. Contract violations will be noted as well. A Housing staff member along with another member of the WU staff will enter each room to look for violations. Residents will get notice of these inspections, but may not receive the actual date or time that it will take place.

Fire safety is a big concern. Residents shall not tamper with or decrease the effectiveness of provided fire safety equipment. Nothing may cover, attach to, or hang from smoke detectors, fire alarms and sprinkler heads. This includes tapestries or flags hung from the ceiling. Residents shall not modify door closures in any way. Please refer to the ["Fire Safety"](#) section of this handbook for more information about fire safety.

Information regarding your living space on campus can be found in the Terms and Conditions you received when you signed your housing agreement.

## Keys

At check-in you are issued a key to your room/apartment. You are responsible for your key until check-out. Most keys are picked up at the Housing Office or Service Center at check-in and returned to your Housing staff member at check-out. If you lose your room/apartment key, contact Housing, located in the Matthews Success Hub, to order a lock change and new keys. If you lose your key or do not return it at check-out, it is your responsibility to pay for the lock to be changed to ensure the security of the next resident (**\$100**). Sorority residents check their keys out from and report lost keys to their Sorority House Director.

For the security of all campus residents, students may not lend their key or Compass Card to anyone. The unauthorized possession, use, reproduction or sale of keys to University facilities is a violation of the Standards of Conduct and is prohibited.

## Lockouts

It is important that all residents keep their doors locked. If residents lose their key, it should be reported as soon as possible. Residents should carry their keys and ID at all times. If you are locked out you have a couple of choices. First, try to find your roommate. This is your quickest, least expensive option. Second, depending on the time of day, call the RA on Call or Campus Safety.

Students living on campus get two free lockouts per academic year. Additional lockouts are charged at \$20.00 each.

You may be asked by staff if you have your keys with you each time you request a lock out. Please answer honestly, so we can make sure that our halls are as secure as possible.

## Noise

Residents and guests are mutually bound to a 24-hour courtesy policy that is in effect at all times. Under this policy, residents and guests agree to the following:

- All residents have a right to study or sleep in their own room without unreasonable interference from noise.
- Residents and guests are responsible for anticipating when noise from their space may be disturbing others and adjusting noise levels accordingly.
- Residents who are affected by noise are responsible for contacting the source and requesting the source to reduce the noise.
- Residents and guests are required to respond to any request to reduce any noise at any time.

While residents are encouraged to use these principles to resolve noise concerns informally, there may be times when staff assistance is required. Residents are encouraged to contact their RA or AC whenever the issue cannot be resolved informally.

### *Additional Noise Policies:*

- Quiet Hours denotes the time when noises, such as music and voices, must be kept to a low level and contained within each residential space. In general, noises should not be detectable two doors down or twenty feet, whichever is closest.
- Quiet Hours are Sunday through Thursday, from 10 p.m. to 8 a.m., and Friday and Saturday, from midnight to 10 a.m. Quiet Hours may be more or less restrictive, especially during final exam periods, holidays, and breaks; adjustments will be advertised.

To ensure a healthy living and study environment, University personnel may address and document noise concerns without receiving a complaint from a resident and without issuing a noise warning. When a violation of the noise policy occurs, guests and residents who are not assigned to the space where the violation occurs may be required to vacate the space upon request of University personnel.

## Pests and Pesticide Use

Communities everywhere deal with unwanted pests in residential spaces. Willamette is no exception. Residents should not attempt to trap or treat the area themselves as the use of personal traps or poisons can actually impede University efforts and create a safety issue for residents and staff. The steps to take will depend on the type and severity of the pest in residence. To minimize pests in the residences, please keep all food in sealed containers, keep beverages closed, and take empty cans and bottles to the recycling area. Please refer to the Housing Pest Protocol for more information: <http://willamette.edu/offices/housing/housing/information/maintenance/pest-protocol/index.html>

## Posting on Campus

Posters to be put up in residence halls must be approved by Housing. Unapproved or improperly posted advertisements will be removed.

Guidelines for posters to receive approval

- Event must be sponsored by a University club or department.
- Willamette contact information, including name and either an email or phone number.
- Date, time and location of event must be displayed.
- Posters must include the below University Access Statement without modification:

- If you require disability accommodation for this event, contact the Office of Equity, Diversity, and Inclusion at 503-370-6195
- A general guideline for poster numbers is:
  - 19 = one per building
  - Or:
    - 11 = one per Westside/Cornerstone community
    - 17 = one per Eastside community
    - 9 = one per Kaneko community

Approved posters will be stamped by Housing and placed in RA boxes. RAs must put all approved posters up; students will not be granted access to hang posters.

Housing reserves the right to limit the postings in the residential facilities.

## Propping Doors

All persons are prohibited from propping exterior doors (fire safety doors) in violation of fire codes. Safety is a responsibility shared by all members of the campus housing community. A propped door allows anyone access and endangers the welfare and safety of all community members and their property. Residents and their guests may in violation of the Standards of Conduct for any action that jeopardizes the safety of others. **All persons are prohibited from propping an exterior door.**

Residents are allowed to keep their assigned room or apartment doors open, only if one or more person assigned to the room is present. If no person assigned to the room is present, the door should be closed and locked. Housing strongly advises all residents to keep their doors locked at all times to prevent theft, damage, and/or loss.

## Restricted Areas

All persons are prohibited from roofs, building and window ledges, balconies, attics, mechanical rooms, and other off-limit areas for safety reasons. All persons are prohibited from using alarmed doors except in the event of a building evacuation or emergency. Residents and guests are prohibited from entering other residential spaces not assigned to them without invitation by a resident of that space.

## Room Care

You are expected to maintain your space so that all furnishings provided at check-in are in the same condition at check-out. University staff inspects rooms/apartments before students arrive and complete a Room Condition Report (RCR). The RCR serves as the official record of the space's condition, including furniture, at check in and check out. During check in, each student is responsible for verifying the information, signing the form and returning it to their RA. At check out, each student must set up an appointment with their RA or sign a damage waiver and go through the same process. In addition, violation of University policies regarding the care of your personal space can result in disciplinary action, even as severe as removal from campus housing.

Students are responsible for the upkeep of their own rooms/suites and private/semi-private bathrooms and are expected to keep them in an orderly, safe and sanitary condition. Students are responsible for taking out their trash and recycling to a central collection area on a regular basis to avoid pests, odors and additional facilities charges. Students in under-assigned rooms/suites are expected to keep the open side

clear and ready for occupancy at all times.

Fines and repair costs will be assessed for any alterations or damages beyond normal wear-and-tear that occurs under reasonable conditions of use. We want students to feel at home in their rooms and make their communities their own. Adhering to policies regarding room personalization paired with the goal of creating a safe, clean, space will nurture an environment conducive to the educational process.

## **Sales and Solicitation**

All persons are prohibited from engaging in commercial enterprises, sales, or solicitations in campus housing. Residents who encounter salespersons or solicitors in campus housing are encouraged to contact Campus Safety to escort the person from the building.

## **Smoking**

Willamette University is a smoke-free campus. Smoking any substance on campus, in any form, is prohibited in all University-owned or leased housing, including student housing facilities and any property occupied by any fraternity or sorority officially recognized by the university. Smoking is defined as inhaling, exhaling, burning, possessing, or carrying any lighted or heated smoking instrument or material. Smoking instruments include, but are not limited to, cigars, cigarettes, pipes, electronic cigarettes/vaping devices, bongos, bubblers/water-pipes, hookahs, or other devices intended to simulate smoking. This includes evidence of smoking such as ash, cigarette butts or filters, or cigar stubs. Because of damage to facilities by smoke, smoking in University-owned or leased housing may result in a fine up to \$300.

In addition to university policy regarding smoking at Willamette, students must abide by all state and federal laws regarding smoking and the use of tobacco or other substances. For additional information regarding Willamette's campus smoke free policy, please visit:

[http://willamette.edu/offices/policies/selected/all\\_campus/smoke-free/policy/index.html](http://willamette.edu/offices/policies/selected/all_campus/smoke-free/policy/index.html)

## **Sports, Sporting Equipment, Physical Activities**

Residents and their guests are free to use courtyard areas for sports and physical games if done so responsibly and in observance of noise and other University policies. University personnel reserve the right to restrict or redirect such activities when safety to persons or property may be compromised. If damage occurs to windows or other property as a result of such activities, responsible parties are expected to report the damage and pay for repairs or replacement. All persons are prohibited from using sporting equipment, throwing objects, or engaging in physical games within campus housing. Roller blades, skateboards, and bikes, which may be used for point-to-point transportation in designated areas on campus, shall not be used for transport within campus housing. They must be carried or walked through hallways and corridors.

## **Weapons**

All persons are prohibited from possessing weapons or hazardous materials while on campus. All persons are prohibited from brandishing or displaying any item as a weapon or using any item in a threatening manner. Legal firearms and other weapons used for sport shall only be kept on campus at the Campus Safety office with prior approval from the Director of Campus Safety. Please contact Campus Safety for details.

## Windows

Because it is important for emergency personnel to have a clean “line of sight” and custodial staff to do their work uninhibited, all windows in residence halls, including, but not limited to, front doors, rooms, and lounges, must be kept clean of all postings. Postings include, but are not limited to signage, paper, tape, stickers, and “window clings”. Requests for exceptions to this policy can be requested by writing to [housing@willamette.edu](mailto:housing@willamette.edu).

## Use of WU Logos and Building Names

The University's name, symbols and identity, including Residence hall and facility names, are the property of Willamette University. Therefore, use of Willamette University, its symbols or the names of a residence on t-shirts, posters or other materials must be approved by the Area Coordinator. Refer to the Willamette website for more information on brand standards:

<http://willamette.edu/offices/comm/index.html>

# Conduct

Many times, the first experience that a student has away from home and living on their own is when they go to college. Please remember that as a community of learners and as a community of adults, Willamette University expects that students will monitor their own behavior as well as the behavior their guests. You are expected to make responsible and reasonable decisions that are appropriate for academic-focused, community living.

## **Conduct and Consequences Process**

Students are strongly encouraged to take all University rules and regulations seriously. Consequences for violating a policy may range from a warning to expulsion from the University or removal from campus housing. If you have been involved in an incident, the evidence will be documented by a member of the University community. This report will be received by Student Affairs staff and you may be charged with a violation of the standards of conduct. When you are charged, you will be referred through the University's conduct process.