

The background of the cover features a repeating pattern of stylized, geometric trees. Each tree is composed of a central vertical stem and a canopy made of several triangular shapes. The colors used are various shades of green, from light to dark, and white. The pattern is arranged in vertical columns, creating a rhythmic, forest-like appearance.

# Ohio University

Housing  
Student  
Handbook  
2018 - 2019

## Contents

<b>Housing &amp; Residence Life Getting Started .....</b>	<b>5</b>
Welcome .....	5
Housing and Residence Life Mission.....	5
Housing and Residence Life Values .....	5
Division of Student Affairs Mission.....	5
Who We Are: Staff Roles and Responsibilities .....	6
Your Building/Complex.....	6
Your Floor Section .....	7
Your Roommate(s) .....	7
<b>Health and Safety.....</b>	<b>8</b>
Appliances .....	8
Building Kitchens, Food Preparation and Clean-Up .....	8
Crisis or Concerns .....	8
Electrical Overloading.....	9
Emergencies – Campus Wide .....	9
Flu Response.....	9
Meningitis.....	9
Pest Control .....	10
Privacy .....	10
Room Inspections - Health & Safety Inspections .....	10
Safety and Security .....	11
Severe Weather Alerts .....	11
<b>Services and Resources .....</b>	<b>12</b>
Bed Loft Information .....	12
Cable .....	12
Laundry .....	12
Lockouts.....	12
Lost Keys.....	13
Mail and Package Delivery .....	13
Maintenance Requests.....	13
Move In.....	13
Move Out.....	13
Personal Property and Responsibility for Loss/Theft/Damage.....	14

Room/Hall Changes .....	14
Room Condition Report.....	14
Room Consolidation .....	15
Room Furnishings .....	15
Telephones .....	15
Temperature.....	15
<b>Resident Expectations .....</b>	<b>16</b>
Housing and Residence Life Community Standards .....	16
Office of Community Standards and Student Responsibility .....	16
Policies and Expectations .....	17
Alcohol.....	17
Air Conditioners.....	17
Animals and Pets .....	17
Bathroom Use.....	17
Bicycles .....	18
Computer and Internet Usage.....	18
Controlled Substances.....	18
Electrical Sources & Appliances .....	18
Failure to Comply .....	19
Fire Safety.....	20
Furniture.....	20
Gambling and Games of Chance .....	20
Games and Sports .....	21
Guests.....	21
Identification .....	21
Illegal Entry and Trespassing.....	21
Keys.....	21
Noise.....	22
Painting Rooms.....	22
Posting Policy.....	22
Room Decoration and Personalization.....	22
Room Use .....	22
Sales and Solicitation.....	23
Sexual Misconduct.....	23

Smoking & Vaping .....	23
Transportation.....	23
Trash .....	24
Vandalism and Theft.....	24
Weapons.....	24
Windows and Screens .....	25
<b>Important Phone Numbers .....</b>	<b>25</b>

# Housing & Residence Life

## Getting Started

### **Welcome**

Welcome to OHIO! As you progress through your college career, you will begin to identify Ohio University as your home. The Student Housing Handbook is designed to serve as a resource and guide to living on campus.

Please remember you are a Bobcat on and off-campus and represent Ohio University in everything that you say and do on a daily basis. This home extends beyond the borders of campus and into the surrounding communities. Get to know the local residents, the local culture, and give back to the community that has welcomed you with open arms. Your actions will be equated with the quality of our institution. You are now representing the first and finest university in the Northwest Territory; discover your promise, and proudly represent your new home in all that you do.

### **Housing and Residence Life Mission**

The mission of the department of Housing and Residence Life is to cultivate development through purposeful and innovative programs, practices, and services provided in a safe and inclusive residential environment.

### **Housing and Residence Life Values**

**Community:** We value fostering a sense of belonging to an environment that offers opportunities to share perspectives, acknowledges interdependence, and provide mutual support and understanding to all.

**Equity:** We value environments that support access, challenge biases, cultivate empathy, and foster respect and fairness for all.

**Wellbeing:** We value environments and resources that contribute towards social, physical, emotional, spiritual, mental, and intellectual development.

**Service:** We value creating excellent experiences through the use of departmental resources, individualized guidance, innovative ideas, and purposeful engagement.

**Learning:** We value environments that support educational opportunities for academic, personal, and professional development.

**Integrity:** We value individual and interpersonal conduct guided by honesty, consistency, transparency, and ethical principles.

### **Division of Student Affairs Mission**

We are. We educate and empower. We foster inclusive communities. We make OHIO strong.

## Who We Are: Staff Roles and Responsibilities

### Housing and Residence Life Staff

The Department of Housing and Residence Life has over 300 staff members committed to making your living environment a community focused on learning, development, and acceptance. Below you will find descriptions of our in-hall staff that are here to help you.

**Resident Assistant (RA):** The Resident Assistant is a student who has completed a selection and training process designed to prepare them for working with students in the residence halls. The RA lives on and manages a floor section of residents. Part of the RA's job is to provide ongoing support for residents. During the academic year, you will interact the most with the other residents on your floor section. Your RA is a great source of information and should be the first individual that you contact with a question or concern.

**Assistant Resident Director (ARD):** The Assistant Resident Director, like an RA, is a student who resides in a residence hall and but does not manage a floor section. The ARD is responsible for assisting the Resident Director/Graduate Resident Director in coordinating administrative functions in the building such as room changes and key inventories. Additionally, the ARD assists in advising the hall council and coordinating hall programming efforts.

**Graduate Resident Director (GRD):** A Graduate Resident Director is a full-time graduate student and a part-time employee responsible for overseeing a hall. The GRD supervises the residence hall staff, works with all residents to establish a positive living environment and a sense of community, and manages crisis situations. A GRD acts in an advisory capacity on personal and academic issues and helps to interpret and uphold university policies. GRDs will post office hours within their hall.

**Resident Director (RD):** A Resident Director is a full-time on-site professional responsible for a hall or complex. The RD supervises the residence hall staff, works with all residents to establish a positive living environment and a sense of community, and manages crisis situations. An RD acts in an advisory capacity on personal and academic issues and helps to interpret and uphold university policies. RDs will post office hours within their hall or complex.

To see individual names and contact information for the professional staff in the buildings, please visit [www.ohio.edu/housing/hallstaff.cfm](http://www.ohio.edu/housing/hallstaff.cfm).

### Your Building/Complex

There are many ways to get involved in your living community. Attending programs or joining hall council are great ways to meet new people and gain new skills. Hall Council is a self-governing body that enacts change in the living environment of the hall, plans activities and community service, and recommends improvements to the hall. Talk with your RA about the opportunities in your hall or complex.

Each building/complex has a staff office that is open daily from 8:30 pm-10:00 pm and is staffed by RA staff. Also, each building/complex has a GRD or RD office where office hours will be posted. Feel free to stop by office hours or call to make an appointment to meet with your GRD or RD.

## Your Floor Section

Your floor section is your new home for the year, and is comprised of a variety of people from different backgrounds. However, you all share one thing in common: you all share the same living community within the residence hall. During the Mandatory Opening Meeting, hosted by your RA, you and your floor mates will create a community agreement. This document is a list of community expectations the residents of the floor section create collaboratively and for which you will be expected to hold one another accountable.

## Your Roommate(s)

Having to share your bedroom and living space with someone is often an adjustment. Our best advice is to spend plenty of time getting to know your roommate(s), face-to-face, during the first few weeks. Talk to each other about the ground rules for your shared living space and complete the Roommate Agreement. Your RA will be a resource as you complete your Roommate Agreement.

Here are four ways to ensure that you and your roommate have a positive and successful relationship with one another:

- **Communication** entails talking and listening to your roommate(s), especially about issues that will affect your relationship (e.g., borrowing items; study times). It is wise to talk person-to-person with your roommate(s) about any concerns or conflicts as early as possible.
- **Consideration** is another handy attribute for living with other people. The best way to be considerate is to think before you act. Ask yourself how your actions might affect others. Most conflicts occur due to a lack of consideration, but remember these conflicts can be resolved through communication!
- **Compromise** is the foundation of any healthy relationship. If your roommate likes to go to bed and get up early and you prefer to stay up late and sleep in, a little give and take can remedy the situation. Simple compromises can make a tremendous difference.
- **Cooperation** involves roommates working together toward a common goal. It may be something as simple as making sure that the garbage can is not overflowing or that recycling is being done. When roommates agree on common goals, all roommates, mod-mates, or suitemates can work toward ensuring that the goals are met.

If you and your roommate(s) encounter conflicts, your RD/GRD and/or RA can serve as helpful resources in helping resolve roommate conflicts.

# Health and Safety

## **Appliances**

The microwave, which is part of the refrigerator unit, provided by the university has a Safe-T Sensor on the back, which detects burning food. The Safe-T Sensor must remain plugged in at all times. Removal and/or damage to the Safe-T Sensor may result in a monetary fine/fee, along with a conduct referral with the Office of Community Standards and Student Responsibility. If you experience an issue with your Safe-T-Sensor, you should file a work order at [www.ohio.edu/facilities.com](http://www.ohio.edu/facilities.com).

## **Building Kitchens, Food Preparation and Clean-Up**

To limit the likelihood of insects becoming a problem you should not store perishable food items in open containers. Cooking in residence hall rooms is restricted to only those foods that can be heated using the microwave unit, water in hot pots, or popcorn in popcorn makers. Make sure that waste is taken to the dumpster to prevent insects from finding their way into your room.

There are student kitchens in Bryan Hall, Carr-Sowle Complex, Jefferson Hall, Gamertsfelder Hall, Hoover House, James Hall, Tanaka-Luchs Complex, and Voigt Hall. These kitchens are available to students living in those buildings/complexes. Please contact the ARD/GRD/RD in that building to learn more about kitchen access. Each area is subject to regular inspections by Environmental Health and Safety. Any violations of food preparation and clean-up expectations can result in the indefinite closure of kitchens.

## **University Police Department**

The Ohio University Police Department is a police agency tasked with serving the Ohio University community. They are the main contact for emergencies occurring on campus. Program your cell phone speed dial to access the Ohio University Police Department at 740-593-1911. If your cell phone does not identify an “ICE” or “In Case of Emergency” phone number, please take the time to program that number into your cell phone.

## **Crisis or Concerns**

If you have a concern or crisis, contact your RA or RD/GRD immediately. They are trained to assist you or get you connected with the correct resource. Examples of crisis or concern can include but are not limited to roommate conflicts, health problems, severe stress, academic problems, homesickness, depression, suicide ideation or sexual assault.

Each building has a duty phone that is carried by a hall staff member each day from 8:00 PM-8:00 AM., Monday through Thursday. The duty phone is constantly monitored from 8:00 PM on Friday until 8:00 AM on Monday. The phone number for your halls duty phone will be posted in the residence hall. If unable to find a staff member, please call OUPD for emergencies at 740-593-1911. Counseling and Psychological Services also has a counselor on call 24/7. To speak with a counselor, please call 740-593-1616. All calls are confidential.

## Electrical Overloading

Residential facilities vary in their electrical capacity limits. If you find that you have lost power in your room at any time, contact your RA or Facilities Management at 740-593-2911. Try to determine which appliance or piece of equipment is causing the overload, and redistribute some appliances to another circuit.

To prevent electrical fires, Housing and Residence Life prohibits the use of extension cords and outlet splitters, which plug directly into an outlet to create additional outlets. Only surge protectors with an attached cord and an on/off switch may be used to create multiple outlets.

Microfridges and window air conditioner must be plugged directly into separate wall outlets. They may not be plugged into the same outlet.

## Emergencies – Campus Wide

Ohio University has systems in place to respond to emergencies on campus. It is important that you pay close attention to your surroundings and be aware of the following emergency systems.

- Campus Alert System (siren and public announcement)
- Emergency Text Messaging (visit [https://www.ohio.edu/riskandsafety/emergencyprograms/notification\\_system/students.htm](https://www.ohio.edu/riskandsafety/emergencyprograms/notification_system/students.htm) to sign-up)
- Emergency Web Page, [www.ohio.edu/emergency](http://www.ohio.edu/emergency)

## Flu Response

The influenza virus spreads mainly from person to person through coughing or sneezing by people with the virus. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose.

If you think you have the flu, visit Campus Care in Hudson Hall for assessment and treatment. **You should stay in your room, away from class, and away from your friends, until your temperature is normal for 24 hours without the use of medication.**

Severe cases requiring immediate medical attention would show the following symptoms:

- Difficulty breathing or shortness of breath
- Pain or heavy pressure in your chest or abdomen
- Sudden dizziness or near fainting
- Passing out or loss of consciousness
- Confusion
- Severe or persistent vomiting
- Symptoms improve but then return with fever, increased sinus pressure, or worsening cough or shortness of breath

## Meningitis

Bacterial meningitis is an acute bacterial disease. Signs and symptoms of Bacterial Meningitis are sudden onset of fever, intense headache, nausea, and sometimes vomiting, stiff neck, sensitivity to light, and may also involve a rash that begins as clusters of small pricks and develops into purple bruising.

While the susceptibility to the clinical disease is low, bacterial meningitis can progress rapidly and have very serious and sometimes tragic health consequences. **If you have any of these symptoms, please go to Campus Care immediately or call 911 for an ambulance to transport you to the emergency room.**

For information regarding vaccinations, please contact Campus Care at Hudson Health Center at 740.593.1660.

## **Pest Control**

In an effort to prevent widespread pest issues, do not attempt to eradicate the issues on your own. Report pest problems to Environmental Health and Safety through the EHS Pest Report Form at <https://www.ohio.edu/riskandsafety/forms.html> or call 740.593.1666. Additionally, notify your building RD/GRD of the pest issue. To prevent pest issues including ants, wasps, bedbugs, etc., keep food stored in airtight containers and remove trash regularly.

## **Privacy**

The university respects students' right to privacy. However, a university official may enter a student room without permission under the following circumstances:

- During an emergency (e.g. fire alarm)
- To check on the well-being of a resident
- To inspect, maintain and renovate rooms
- To address a nuisance to the community

Failing to respond to a reasonable request by a university official (such as being asked to open your door) will result in a conduct referral to the Office of Community Standards and Student Responsibility.

## **Room Inspections - Health & Safety Inspections**

Every semester, Housing and Residence Life staff will conduct a room inspection to ensure your room meets health and safety standards. Notification will be given, approximately 7 days prior, to let you know when inspections will be conducted.

During the inspections, your room, outlets, wall decorations, and general cleanliness will be assessed. Your personal items will not be searched. Any illegal or prohibited items found may be confiscated at this time. A fee of \$25 may be assessed for confiscated items, along with conduct referrals for any alleged violations of the Student Code of Conduct. **Confiscated items may be claimed at the end of each semester from the building Staff Office. Unclaimed confiscated items will be donated or disposed of 30 days after the end of each semester.**

Commonly confiscated prohibited items include:

- Candles
- Wax warmers (Scentsy, etc.)
- Hot plates, grills, etc.
- Extension cords, outlet splitters (creating more than one outlet from a single outlet)
- Empty alcohol bottles used for decoration (if under the age of 21 or living in a substance free community)
- Halogen, "octopus", torchiere lamps with exposed bulbs
- Multi-plug adapters, such as cube adapters, outlet splitters
- Hover boards

## Safety and Security

Following are guidelines to follow to ensure the safety and security of yourself and your residence hall community.

- Carry your keys at all times and keep your room locked! The majority of thefts on campus are “crimes of opportunity” where items are left unattended and unsecured.
- Never let someone into a residence hall if they do not have a key or do not live there. Holding the door may be polite but it can also lead to increased criminal activity or increased theft.
- Propping of exterior doors is equally dangerous and many doors are equipped with alarms to prevent them from being propped. It is okay to deny someone entry into your hall if they are not escorted by a fellow resident. Do not allow someone entry into your facilities unless they are accompanied by a fellow resident.
- Do not lend your room key to anyone.
- Report lost or stolen key/ID immediately to in-hall staff, Living Learning Center or OUPD.
- If the lock on your door is broken, call Facilities Management at 740.593.2911.
- All students who own a bike are encouraged to register it with OUPD. This is helpful, particularly for instances of theft.
- Lock your door while you are in your room, particularly when you’re not able to observe someone entering through an unlocked door such as when you take a nap or are sleeping at night.
- In suites, work with your suitemate to insure that they, too, follow a reasonable security routine.
- To thwart identity thieves who may pick through your trash or piles of unread mail stacked in a corner, always shred or tear up items with personal information.
- Record the serial numbers on your valuable items and have valuables engraved with identifying information (e.g., computers, bicycles). Should items be stolen, this aids in their return.
- All OU students and employees are required to carry their identification. It is your right to identify who may be requesting access to your room, and for what reason. If they refuse to show their ID card, note their physical characteristics and clothing and immediately call OUPD or 911.
- Help your friends! Be a good neighbor and immediately call OUPD if you observe suspicious persons or activity.

## Severe Weather Alerts

Any type of watch means that the weather conditions are favorable for the formation of an extreme weather event. A warning is issued when a storm is imminent and/or a tornado has been spotted in the surrounding area. If a tornado warning has been issued and you are inside of a residence hall:

- Stay inside and move to the lowest area away from exterior walls and windows
  - Note: do NOT go to the garage, a lobby area, or any other location with windows. Stay inside a hallway without windows or stairwell to the garage, as this is the safest place.
- Close all room windows and doors and wait in an interior corridor/stairwell/room without windows.
- Crouch low with your hands covering the back of your head and neck.
- Do not use elevators.
- Do not leave the shelter area until after the storm is over.
- Remain as calm as possible.

This is the university’s official response protocol. We ask that you do not leave the sheltered area until you are given the all clear to do so by a Housing and Residence Life staff member or another University official.

# Services and Resources

## Bed Loft Information

The only lofts permitted are those provided in rooms by the university or those from BedLoft.com. Please contact [www.bedloft.com](http://www.bedloft.com) for direct ordering of lofts. Disassembling university beds is not permitted. No personally constructed lofts will be permitted and are subject to confiscation.

It is important to note that lofts may be utilized in most, but not all, residence hall rooms. To determine whether your room will accommodate a loft visit <https://www.ohio.edu/housing/amenities.cfm>.

Housing and Residence Life is not responsible for the distribution, care, or pick-up of lofts from BedLoft.com.

Cinder-blocks used to construct a make-shift loft are prohibited because they are unsafe and cause damage to floors. Students may purchase plastic bed risers to allow for more space under a bed. These should be no higher than 12 inches. All requests to bunk beds should be made through Facilities Management.

## Cable

All residence hall rooms have been wired for HD digital cable television access. Students need to bring a coaxial cable and a TV with an integrated QAM tuner to take full advantage of this service. Most HD or digital TVs sold after 2006 have an integrated digital QAM tuner--check your owner's manual for details.

For the entire channel lineup, program guide, or to report any problems check out CATVision online at [www.ohio.edu/catvision](http://www.ohio.edu/catvision).

## Laundry

Residents have access to laundry facilities on each Green. Several halls have washers and dryers located in the hall for these residents. Laundry rooms and centers will support Bobcat Cash and Coin. Laundry Centers are located below Dougan House on South Green, Gamertsfelder Hall on East Green, and Treudley Hall on West Green. To ensure efficiency and longevity, do not overload machines.

## Lockouts

If you are locked out of your room, contact a Housing and Residence Life staff member in your building or complex to assist you. If you cannot find a RA, ARD, GRD or RD to assist you during the hours of 8:00AM-10:00PM Monday-Sunday, you can visit the Living Learning Center on South Green to checkout a Loaner Key.

If your lockout occurs on a Monday-Friday between the hours of 8:00 PM-8:00 AM, contact your building/complex duty phone. Additionally, if you are locked out at any time, on a weekend day, call your building/complex duty phone.

A fee of \$10 will be charged to your student account for each lockout instance, regardless of the time the lock out occurs. Students picking up a loaner key from the Living Learning Center will not be assessed a charge.

## Lost Keys

If you lose your keys, you will need to stop by the Living Learning Center to pick up temporary keys. After 8:00PM or on weekends, please contact the RA on duty to receive a temporary/loaner key. If you do not find your keys within three days from when you receive a temporary key, you will be assessed \$95.00 for the room key and \$10.00 for the exterior key. The charge will be added to your student account. You are responsible for returning your keys when you move out of a building.

Failure to return keys will result in a replacement cost and the changing of the lock mechanism on your room, the cost of which is \$95.00 for the room key and \$10.00 for the exterior key.

## Mail and Package Delivery

United States Postal Service Mail is delivered to each of the three mailrooms located on each green.

East Green Mailroom: Jefferson Hall

South Green Mailroom: Mackinnon Hall

West Green Mailroom: Ryors Hall

Students must present their OHIO ID to pick up their packages. Students may pick up their packages from the mailrooms during the designated office hours. Students can only sign for their own packages. They are not permitted to sign for anyone else.

Some private carriers (e.g., FedEx, UPS) deliver directly to your room and may require a signature in order to leave a package. It is recommended that you DO NOT sign for packages that are not your own, and that you contact the carrier and instruct them to not allow anyone but you to sign. **By signing for someone else's packages you have become liable for the item and the quality in which it was received.** The university is not responsible for these packages and processes.

## Maintenance Requests

Throughout the year you may notice that your room needs some basic maintenance (light bulb burnt out, window won't shut, etc.). To submit a request, please visit the Facilities Maintenance Request website at <https://www.ohio.edu/facilities/requests/>. If the request is an emergency (water leak or flood), please call Facilities Management at 740-593-2911 and notify a Housing and Residence Life staff member.

## Move In

Students must check into their building or complex in order to receive their keys. All residents are required to attend their Mandatory Opening Meetings during Move In weekend.

**By signing your online Room Condition Report, you have agreed that you will leave your room in the condition in which it was received.** Although the university understands that regular wear and tear will occur, you should immediately report any vandalism or damages to your RA, RD or GRD.

## Move Out

Residents are expected to move out within 24 hours of their last final or by the by the official closing time, whichever comes first. When moving out of a room, students must officially check out with a staff member. This includes clearing the room of all personal items, defrosting the fridge/freezer, wiping down furniture, and sweeping and cleaning the floors. Additionally, students must schedule a room inspection with a Housing and Residence Life staff

member in order to review and sign their online RCR, and return all keys issued by Ohio University. RAs cannot determine if a student will be charged for damages within their room at checkout.

After your departure from your residence hall room, the room is assessed by your RD or GRD for damages and/or cleaning needs. This assessment is based on a personal, visual inspection of your room after you leave and the RCR that you completed and signed when you moved in and out of your room. Any bills for cleaning or damage will be added to your student account. Failure to follow these steps can result in an improper checkout and a charge of \$50.00.

### **Personal Property and Responsibility for Loss/Theft/Damage**

Any belongings that are not university furnished or that you bring from home are considered your personal property. Please note that Ohio University neither insures nor is responsible for loss, theft or damage to the personal property belonging to students, faculty or staff. This includes damage caused by facility malfunctions such as a water leak.

Students are strongly encouraged to purchase renters insurance or check with your family's homeowner's policy regarding coverage off premises.

### **Room/Hall Changes**

Housing and Residence Life permits students to change their room with the assistance of their RD, GRD, or ARD. Students must log on to their MyHousing Portal and click on Request a Room Change. It is recommended that students be as specific as possible in their reason for request, along with specifying a particular area of campus or building style that they prefer for their new space. **Availability of vacancies cannot be guaranteed.**

After a room change is approved, students can only check-in to the new room between the hours of 8:30PM-10:00PM on Friday, Saturday, or Sunday by going to the building/complex staff office. Once a student has checked into a room, they must be fully checked out of their old room by Sunday night of the same weekend. You are not to move without having the room change approved. Failure to gain this approval before moving will result in a cancellation of the move and/or a fine.

A room change freeze will be in effect Tuesday through Thursday of the opening of each semester. Students who are reassigned or make a room change to a different style of room will be credited or re-billed for the difference. Credits or re-billings are prorated on a daily basis. Additionally, a room change freeze will be in effect for approximately the last three weeks of each semester.

### **Room Condition Report**

A Housing and Residence Life staff member inspected the condition of your room and recorded this information on your online Room Condition Report (RCR) prior to move-in. During move in, you will be given an opportunity to review the RCR online and record any additional information that should be noted. **Any damages that may occur between move-in and move-out will be your responsibility and the shared responsibility of your roommates.** If you wish to take responsibility for damages please contact your GRD/RD to complete a Damage Responsibility Form.

## Room Consolidation

As part of the statewide energy conservation initiative and in order to renovate the residence halls across campus, one or more residence halls may be placed off line within a given year. Students will be given notice over the summer or at move-in if they will be affected by this policy. The following situations may occur:

**Under-Assigned Rooms:** You may experience a period of time without a roommate (if you reside in a double, triple, or quad). It is important to be aware of your options if you find yourself in this situation:

- You may select another roommate to fill the vacancy within your room, or the vacancy will be reassigned during the room change process;
- You may move out of your room and into another vacancy within your building;

If a student resides in room that is not at full capacity, they must keep that room “move-in ready.” This means that the room is adequately prepared for someone to move in at any given moment. This includes keeping all items off and away the desk, bed, and closet space. Housing and Residence Life staff will conduct regular checks to make sure that these spaces are open. Any space that is not deemed “move-in ready” may be subject to a fine and potential conduct referral. Please note, you cannot refuse a roommate. Please contact your Assistant Resident Director for help requesting a room change if you are not interested in accepting a new roommate.

**Closure of a Residence Hall:** Although rare, halls can be closed if they reach an insufficient capacity (50% or less occupancy). This decision is only made if there are enough vacancies across campus to provide housing for these students. Students affected by this closure will be given first choice of rooms during the room change process of the following semester.

## Room Furnishings

Each residential room includes built-in or stand-alone drawers and cabinets. Additionally, each room contains a desk, desk chair, bed, bed safety rail (for rooms with bunked beds) and mattress, for each resident. Each room contains two trash cans and one refrigerator/microwave unit (no personal refrigerators or microwaves are allowed). Room furniture or furnishing may not be removed from the room or from one room to another which includes quads and suites. Removal of furniture may result in room residents being charged for the replacement of missing items.

## Telephones

The university does not provide telephones in student rooms. Students that wish to have a landline phone are encouraged to utilize a VOIP phone solution (e.g. Vonage, MagicJack). The student will need to provide the phone and pay any associated service fees.

## Temperature

Some of the residence halls on campus are part of a heating/cooling system powered in part by chilled water and steam circulating through the buildings. Once outside temperatures begin to decrease in the late fall, OHIO’s Facilities Management department turns off the chilled water and turns on the steam system that controls heating. The opposite occurs in spring. Please be aware that this may limit temperature control in residence hall rooms.

### *Rooms with Window Air Unit*

If your room gets really warm in the winter, we suggest that you, if able, open another window. *Do not* run your air conditioner and leave your window open simultaneously as this may cause your AC unit to freeze. If your room is really cold in the winter, check the heating vent on the bottom portion of the heating unit in your room. If the vent

is covered or blocked then air will not be able to properly circulate in your room. Move items away from vent. Vents should be kept clear for a minimum of 1.5-2 feet around the vent. This allows the heating system to properly “breathe”. Supplies are available in staff offices to help seal any area around your window that might allow cold air in.

#### *Rooms with Central Air Units*

Some rooms are equipped with central air systems. These units provide residents with the ability to set the temperature within a given range. To help ensure proper function of these units, keep air unit vents clear of obstructions at all times (see above).

#### *Rooms without any Air Units*

No personal window units are allowed in rooms that do not already come equipped with a unit. Housing and Residence Life and Facilities Management are unable, due to existing electrical constraints, to install air conditioning units into rooms that do not currently have them.

If temperature issues persist after you have properly clear the area around the vent, submit a maintenance request at the Facilities Management website, <https://www.ohio.edu/facilities>.

# Resident Expectations

## **Housing and Residence Life Community Standards**

There are several other guidelines set forth by the Department of Housing and Residence Life, which include but are not limited to the content included in our housing contract, specialized living experience expectations and contracts, the Housing and Residence Life website and verbal and/or written instructions from University staff. The following policies listed below are not inclusive of all policies within the Student Code of Conduct, but rather focus on residential communities and expectations within the residence halls.

## **Office of Community Standards and Student Responsibility**

The Office of Community Standards and Student Responsibility administers the Ohio University Student Code of Conduct and the processing of policy violations. The Student Code of Conduct emphasizes the university’s obligation to promote your personal freedom, maturity, and responsibility. Students are strongly encouraged to ask questions pertaining to the code of conduct if they encounter any uncertainty regarding university rules and regulations. Questions or concerns may be directed to Housing and Residence Life staff or the Office of Community Standards and Student Responsibility. As a student, you accept the responsibility to abide by all university rules and regulations. For more details, refer to the Office of Community Standards and Student Responsibility website <http://www.ohio.edu/communitystandards/>.

## Policies and Expectations

### Alcohol

- Possession or consumption of alcoholic beverages by anyone under the age of 21 is prohibited
- Manufacturing and/or selling of alcoholic beverages is prohibited
- Providing alcohol to individuals under the age of 21 is prohibited
- Residents under the age of 21 are prohibited from hosting an event with alcohol in their room, even if guests are over the age of 21.
- Possession of common source alcohol containers (e.g. kegs, party balls) is prohibited.
- Possession or display of alcoholic paraphernalia (e.g. beer funnels, beer bong, beer pong tables) is prohibited
- Residents of legal drinking age are prohibited from consuming alcohol in the presence of underage guests, but are not prohibited from consuming alcohol in the presence of underage students who live in the room
- Possession or consumption of alcohol, regardless of age in a community space (e.g. lounges, mod spaces, hallways, community centers, courtyards, etc.) is prohibited
- Students present in a room, suite, apartment or general vicinity that contains alcohol will be documented and go through the Community Standards process
- Possession of empty alcohol bottles, including those used as decorative items, by anyone under the age of 21 is prohibited
- Parents may not supply alcohol or consume alcohol within a residence hall if their student is under 21
- Residents who are of legal drinking age still being responsible for their actions and the manner in which they present themselves while under the influence of alcohol

For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>

### Air Conditioners

Ohio University prohibits the installation of personal air conditioners (both window and floor/free standing models).

### Animals and Pets

- All animals, with the exception of fish, are prohibited in residence halls. This prohibition includes frogs, turtles, geckos and other tank dwelling animals.
- Possession of fish tanks over 10 gallons is prohibited.
- No animals are allowed to “visit” residence halls at any time.
- The prohibition of pets in residence halls does not apply to a student with a disability that requires the use of a service or approved assistance animal. Students with service or assistance animals should contact Accessibility Services for accommodations at 740-593-2620. Assistance animals should not be brought into the residence halls until the approval process is complete.

### Bathroom Use

- Only one person is allowed in a bathroom stall or shower stall at any time.
- Any incidents of more than one person in a bathroom stall or shower stall, at any time, will be reported to the Office of Equity and Civils Rights Compliance.
- Be respectful of space: throw away trash, clean up after yourself, report any issues to hall staff or RCS.

## Bicycles

- Bicycles may not be stored in public areas, such as mods, lounges, stairwells, entrances/exits, building handrails, or other undesigned areas. They can be stored in your room or on a bicycle racks. **Any bicycles found in these areas are subject to removal.**
- Bicycles should be registered with the Ohio University Police Department at 135 Scott Quad; you will need to fill out a description and serial number of the bicycle in order to register. OUPD or authorized personnel may remove bikes that are located in unapproved areas.
- Do not store bikes outside on bike racks over winter or summer break. Bikes must be removed from bike rooms or bike racks over the summer.

## Computer and Internet Usage

- Ohio University provides wireless coverage in all residence hall rooms.
- Any wireless device installed by a student that interferes with the Ohio University's wireless network will have its network port disabled and the owner of the device will be asked to remove the device. **Repeated violations could result in the loss of internet privileges and a conduct referral.**
- Items emitting a wireless signal (printers, game consoles, etc.) should have wireless broadcasting set to Off.
- If you experience issues using the wireless network in your room, please contact the Office of Information Technology at 740-593-1222.
- Peer-to-Peer (P2P) Programs: Ohio University may restrict the use of peer-to-peer (P2P) file-sharing on the campus network (e.g. Bittorrent) P2P software may only be used for legal sharing of non-copyrighted material. All other uses of P2P software will result in the loss of network privileges. Unless you are certain that you are using the software legitimately, it is important that you remove the P2P software from your computer before connecting to the Ohio University network. Many of these programs will share copyrighted files without your knowledge. If these programs are not removed, those computers will be automatically removed from the network.

## Controlled Substances

- Use, presence of, possession, manufacture, sale, or distribution of illegal drugs, controlled substances, and/or natural or synthetic compounds is prohibited. In these situations, Ohio University Police will be contacted.
- Prescription drugs taken outside of their intended use or by anyone other than the patient are prohibited.
- Non-prescription drugs taken outside their intended use as identified on the packaging or as directed are prohibited.
- Possession of drug-related paraphernalia (e.g. bong, pipes, syringes, scales, grinders) is prohibited.
- Students present in a room, suite, apartment or general vicinity that contains controlled substances may be found in violation of the policy.

For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>

## Electrical Sources & Appliances

### Adaptors and Extension Cords

- Multi-plug adaptors, such as cube adaptors, outlet splitters, unfused plug strips or any other similar device are prohibited.

- A 3-prong (grounded) electrical item or cord being plugged into a 2-prong outlet are prohibited (e.g. a hairdryer with a 3-prong cord must be plugged into a 3-prong outlet). Extension cords are also prohibited.
- Multi-plug adapters with surge protection are permissible.
- Extension cords are prohibited.
- Electrical cords cannot be run under carpeting, pinched in doors or placed under piles of clothes; doing so may allow excessive heat build-up or may damage the wire's insulation and cause short circuiting.

#### **Appliances/Devices**

- Appliances exceeding 1,000 watts are prohibited.
- Possession or use of unapproved electrical devices is prohibited. Prohibited electrical equipment and appliances include electrical heating devices (e.g. space heaters), toaster ovens, toasters, grills, sandwich makers, food dehydrators, woks, waffle irons, bread makers, personal refrigerator, personal microwave, hot plates, heating coils, electrical skillets, electric griddle, crock-pots, and rice cookers.
- Please do not leave permitted electrical equipment/appliances unattended while in use. Appliances with exposed elements (e.g. coils) are prohibited.
- Limit the use of duct tape to hanging plastic on windows during winter months; duct tape cannot be used to hang wires around a room, as a residue is left behind. Duct tape residue present at move out could result in a charge for removal.
- Never tamper with university wiring by removing or replacing light fixtures or electrical outlets. Do not wire any appliance or equipment directly to the university wiring. All electrical equipment and appliances must be in good repair. The plugs and insulation on the wires must be intact, motor clean, and guards in place. All electrical appliances used in the residence halls must be U.L. listed.

#### **Lighting**

- Halogen, octopus, and upward facing lamps with exposed bulbs are prohibited.
- Decorative or holiday lights exceeding 25 feet in length are prohibited
- Connecting more than two light strands together is prohibited.

#### **Wall Outlets**

- Air conditioners, microfridge unit and power strips/surge protectors must be plugged in directly to a wall outlet. Only one of these appliances can be plugged in to an outlet at a time. This is necessary so that the outlet does not exceed its capacity.
- Some residence hall rooms have a light fixture over the dresser with a two-prong outlet built in. No more than one appliance can be plugged into these light fixtures at a time.

### **Failure to Comply**

Failure to comply with legitimate directives of university officials (including Housing and Residence Life staff), law enforcement, or emergency personnel in the performance of their duties (e.g. failure to identify one's self when so requested) is a violation of the Student Code of Conduct.

For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>

## Fire Safety

Due to fire safety, the following activities and items are **prohibited**.

- Starting a fire, activating a fire alarm without due cause, or falsely reporting a fire to University or emergency response officials
- Tampering, destroying, damaging, covering, or misusing emergency or safety equipment (e.g. smoke/heat detectors, microwave Safe-T Sensor, fire extinguishers, or sprinkler heads). Report any suspected problem with your smoke detector or other fire safety equipment to the Office of Environmental Health and Safety (740-593-1666) or to your Housing and Residence Life staff.
- Failure to evacuate or re-entering into a building without authorization by University or emergency response officials during a fire alarm or drill
- Possession, storing, manufacturing, distributing or using explosives, flammable liquids, open flame sources (e.g. candles, incense), live cut trees, or hazardous substances
- Smoking or vaping
- Failure to monitor cooking food or take precautionary steps while cooking (e.g. opening windows)
- Blocking the egress (exit) of hallways, stairwells, and doors is prohibited.
- Using the elevator
- Propping open any doors including but not limited to mod, stairway or bedroom doors.
- Wall decorations covering more than 25% of the wall
- Curtains on windows in student rooms are acceptable, however, curtains used for other applications are not acceptable.
- No items or cords are allowed to be attached to or hang from the ceiling.

In the event of a fire alarm, please evacuate to your Evacuation Recovery Point. This is where the most up-to-date information about the situation will be shared with residents in the event of an emergency. Look for information about your recovery point in your building or ask your RA.

## Furniture

- Any University-issued furniture in your room may not be removed and should not be moved between rooms in a suite. Removing furniture from the room could result in a fine.
- Disassembling University furniture is not permitted.
- Furniture is provided for residence hall public areas (e.g. lobbies, lounges, mod areas, rec rooms) for the use of all residents in the building/complex. It is important to take care of the furniture so it can be enjoyed by all residents of the building. Furniture must remain in these areas and may not be moved into student rooms.
- Furniture removed from the common spaces is considered theft of university property, which could result in criminal and/or university conduct charges.
- Your residence hall community may be billed if public area furnishings are vandalized or stolen. If you notice missing furnishings or damages please contact a Housing and Residence Life staff member.

## Gambling and Games of Chance

Under Ohio law, when a person pays to play a game of chance (including poker) in hopes of winning a prize, the game qualifies as illegal gambling, unless the tournament organizers meet specific criteria and follow specific rules contained in the Ohio Revised Code. Please see the RD/GRD of your building/complex for more information.

For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>

## Games and Sports

- Physical recreational activities (i.e. ball playing, bicycle/skateboard/scooter riding, water gun/water balloon fights) in residential buildings and on South Green catwalks are prohibited.
- Outdoor activities near building entrances/exits, windows and vehicles are prohibited.
- Recreational use of green spaces is permitted with concern for those walking through the areas.

## Guests

- Unescorted guests are prohibited. Guests must be escorted at all times while in the hall, even to the bathroom or to another room.
- Residents are personally and financially responsible for any violations of Housing and Residence Life policy caused by their guests.
- Guests must utilize bathrooms designated for their gender.
- Allowing guests to use resident keys or access devices is prohibited.
- Overnight guests in a room should not be more than two times the standard occupancy for that room.
- Failing to provide adequate notification to roommates regarding overnight guests is prohibited.
- Guests may stay overnight no more than three nights in a given seven-day period with permission from your roommate.
- Only the students assigned to a room are allowed to live in that room.
- Gatherings with more than three times the designated occupancy of a residence hall room is prohibited.
- All roommates must grant permission for a guest to be in your room.
- You may not sublet your Housing and Residence Life room.
- Parents are considered “guests” and must adhere to the same conditions listed above.

### Guest Policy Exceptions

Voigt Hall: Voigt is an all-female hall; no male guests are allowed to stay overnight because there is no male bathroom equipped with a shower. However, on Halloween weekend, Dads/Parents Weekend, and Sibs Weekend, males are allowed to remain overnight if one floor section bathroom is designated a male bathroom for the duration of the weekend. This must be agreed upon by the hall.

## Identification

- Failure of students and guests to present proper University or government issued identification to University staff (including RAs) upon request is prohibited.
- Lending or borrowing an OU student identification or government issued identification is prohibited.
- Knowingly supplying false or misleading identification information is prohibited.

For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>

## Illegal Entry and Trespassing

- Unauthorized entry into any living space or restricted access areas of residential communities (e.g. mechanical rooms, roofs, closed buildings, housekeeping closets, storage areas) is prohibited.
- Permitting unknown persons into residential communities is prohibited.
- Propping or inhibiting locking mechanisms of exterior doors is prohibited.
- Entry or attempted entry when residential buildings are closed is prohibited.

## Keys

- Unauthorized use, possession, or duplication of keys and keycards is prohibited.

- Switching and/or borrowing keys or keycards is prohibited.
- Throwing keys or access devices out of your window is prohibited
- Failure to immediately report lost keys or keycards to the Living Learning Center is prohibited.

## **Noise**

Residents must keep noise at an acceptable and courteous level all hours of the day. Unacceptable noise levels are defined as any noise that can be heard outside of the residence hall or exterior community spaces. This includes, but is not limited to: yelling, pounding on walls, windows and floors, amplified sound, playing musical instruments, and bass from subwoofers. Noise that interferes with the study or sleep of others is prohibited. Failing to comply with quiet hours is prohibited. Quiet hours are defined as: 10:00pm to 10:00am Sunday-Thursday, 12:00am to 10:00am Friday-Saturday and 24 hours during the week of finals.

Quiet study halls require students to sign a contract stating that they will adhere to the 24-hour quiet policy at all times. Failure to abide by this policy may result in removal from that community.

## **Painting Rooms**

Painting of residence hall rooms is not permitted. It is not permitted to paint in a room in an effort to fix or improve. This kind of activity needs to be completed by facilities.

## **Posting Policy**

Promotion of non-residence hall events will be limited to an activity sponsored or co-sponsored by an Ohio University registered student organization and/or Ohio University department. All unauthorized and unapproved signs will be removed. No material may be distributed door to door. Non-compliance with this posting policy may result in the loss of posting privileges.

## **Room Decoration and Personalization**

You are encouraged to personalize your room to make it feel like home but please take into account these safety concerns:

- You may decorate your room with posters, but only 25% of your wall space can be covered with posters or tapestries due to fire safety concerns. Tapestries or other items may not be suspended from the ceiling.
- Only 3M Command Products are recommended for use, however, these can still cause damage to some walls. Follow product directions in order to avoid damages. Damage may result in a monetary fee/fine assessed to the student.
- Do not put holes in the wall or furnishings.
- No candles are allowed (lit or unlit). Tart/candle warmers are also not allowed.

Although you are encouraged to personalize your room it is also important to remember that you are now living within a residential community. Certain items or displays that you may find funny or appropriate may offend your roommates or your floor mates. Thus, it is important to communicate with your roommate/s throughout your stay together.

## **Room Use**

- Unauthorized or unapproved room changes are prohibited. All room changes must be approved by the ARD or RD/GRD of the building or complex.
- Anyone living in or occupying a space that is not assigned to the room is prohibited.

- Actively seeking and/or operating any aspect of a business from your residence hall room or anywhere inside a residence hall is prohibited.

## **Sales and Solicitation**

- Soliciting in residential communities is prohibited. Should you observe sales or solicitation occurring in your hall, please contact a Housing and Residence Life staff member or the Ohio University Police Department (593-1911).
- Individuals or outside agencies, businesses, or product events are prohibited from using rooms, the buildings or adjacent grounds for any commercial purpose or business, unless written permission has been granted from Housing and Residence Life

## **Sexual Misconduct**

Sexual misconduct, abuse, harassment, exploitation, intimidation, stalking, or coercion is prohibited.

*For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>*

## **Smoking & Vaping**

Smoking and vaping of any kind, including e-cigarettes (e.g. JUUL), is prohibited in residence halls, in entryways, on South Green Catwalks, or within 25 feet of residential facilities.

OHIO is a smoke and tobacco free campus. This policy encourages a green and clean environment, prepares our students for other tobacco-free environments in their future, and can be a source of OHIO pride in supporting a major wellness initiative.

The use of tobacco or smoking products is defined as all nicotine, tobacco-derived or containing products, and plant based products including, but not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah-smoked products, and oral tobacco (spit and spit less, smokeless, chew, snuff).

The physical location of a smoke and tobacco-free campus is defined as facilities, property and grounds used to carry out the mission of the university. This will also extend to sidewalks adjacent to university buildings and grounds in keeping with the city policy of property owners' responsibility for sidewalks. Smoking and tobacco use in personal vehicles on university property will not be allowed.

*For more information see the Tobacco-Free Initiative page <https://www.ohio.edu/tobacco-free/policy/index.cfm>*

## **Transportation**

- Unauthorized motorized vehicles outside of any designated parking zones are prohibited.
- Maintenance of motorized vehicles in residential communities is prohibited.
- Motor vehicles in unauthorized parking zones will be towed at owner's expense.
- Motorcycles (including mopeds and scooters) are allowed only on streets. They are not permitted on residential greens, in university garages, or in the residence halls. They must be registered with Parking Services and parked in designated motorcycle parking areas.

## **Trash**

- Leftover foods, food waste, and food containers should be disposed of in your room trash, NOT in the lounge, mod, or bathroom trash receptacles.
- Bathroom sinks and mop sinks should NEVER be used for disposal of food scraps. These wastes will create plumbing and sanitation problems. Likewise, toilets should not be used for scrap disposal.
- It is your responsibility to keep your room clean and to take your trash to the dumpster on a regular basis. Room trash containing food waste should be removed to a trash dumpster daily. Leaving personal trash in hallways, common areas, bathrooms, mods, etc. is prohibited.

## **Vandalism and Theft**

Willful destruction, defacement, or theft of any public or private property is prohibited. When damages occur to common space facilities, an investigation will occur and the responsible individual(s) will be billed; conduct action is also possible depending on the situation. When damage occurs outside of a student room which cannot be attributed to the responsible individual(s), all students in the hall, floor section, mod or suite may be held responsible for the cost of the repair. Should you become aware of those responsible for the damage, contact your RA, RD or GRD.

## **Weapons**

The following is a guideline of items that are banned from the residence halls and surrounding areas and are subject to further investigation by the Department of Housing and Residence Life and/or the Ohio University Police Department. This list is not all encompassing, and Housing and Residence Life reserves the right to deem non-listed items as weapons.

### **Guns**

Any hazardous or deadly weapon and/or an object that utilizes compressed air in its mechanisms; this includes, but is not limited to: airsoft guns, paintball guns, BB guns, stun guns/tasers, tear gas guns, handguns, shotguns, rifles, semi-automatic weapons, and/or assault weapons.

### **Explosives**

Any weapon or object that utilizes a substance that can be made to explode and/or cause hazardous or deadly consequences; this includes, but is not limited to: chemical and dry ice bombs, fireworks, ammunition, grenades, gasoline, bottle bombs, propane, and/or other objects containing toxic or noxious substances.

### **Knives and Other Weapons**

Any weapon or object including, but not limited to the following: knives with blades over 3 inches long, (except standard kitchen utensils that are exclusively used in food preparation); hunting knives, swords, spears, bows and arrows, daggers, dirks, stiletto knives, machetes, axes, hatchets, switchblades, clubs, and/or batons.

### **Non-Weapons Clause**

Any object not mentioned above used to intimidate, threaten, harm, and/or provide force can be considered a weapon under the Ohio University Student Code of Conduct. This determination is made by Ohio University Police Department, Housing and Residence Life, and/or the Office of Community Standards and Student Responsibility.

### **Souvenir or Non-Active Weapons**

Any object mentioned above considered as “inactive,” meaning that the item does not have harmful capabilities, or any realistic replicas or souvenirs of the above-mentioned items are prohibited within the residence hall.

To abide by the State of Ohio Revised Code, *any legally registered weapons* may be stored in a locked personal vehicle only. Ohio University Police Department or Housing and Residence Life does not provide storage for any type of weapons at any time.

For more information consult the Code of Conduct <http://www.ohio.edu/communitystandards/code/index.cfm>

### **Windows and Screens**

The following actions in regards to your windows and screens are prohibited:

- Obscuring or blocking windows
- Throwing, dropping, projecting, or hanging anything from the window
- Use of windows as an entrance or an exit, except in an emergency
- Tampering or removal of window screens, latches, or apparatus
- Opening windows while running the AC system
- Not having a screen in an open window

<b>Important Phone Numbers</b>	
<b>Agency/Office</b>	
Housing and Residence Life	740-593-4090
OUPD	740-593-1911
Safe-T-Patrol	740-593-4040
Athens Police Department	740-593-6606
O'Bleness Hospital	740-593-5551
Campus Care (Hudson)	740-593-1660
Counseling and Psychological Services	740-593-1616
Facilities Management	740-593-2911
Office of Community Standards	740-593-2629