

**OFFICE OF HOUSING AND RESIDENTIAL LIFE
POLICIES AND REGULATIONS
2008-2009**

Students must abide by all Federal/State Laws as well as Housing policies.

1. ALCOHOL

- A. Possession, usage, sale, distribution, brewing or being in the presence of alcohol anywhere within or on grounds immediately adjacent to the on-campus housing facilities (including Serrano Village, Arrowhead Village, and University Village) is prohibited.
- B. Possessing or using a common source of alcohol (e.g. keg, party ball, trash can, etc.) or participating in an event where a common source is present is prohibited.
- C. Paraphernalia -Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any alcoholic beverage is prohibited.
- D. Violation of other university policies while under the influence of alcohol is a violation.
- E. Inability to exercise care for one's own safety and/or the safety of others (including drawing attention to oneself) due to intoxication is a violation.
- F. Organizing or participating in activities where alcohol is present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

NOTE – Identified items under this policy are subject to confiscation, disposal and/or destruction.

2. ALTERATION OF PREMISES

- A. Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, installing in-line water purification systems, or installing a door or area lock without consent of the Office of Housing and Residential Life is prohibited. All fixtures that are installed become part of the premises and therefore property of Office of Housing and Residential Life.
- B. Tampering with, or removal of blinds, windows or window screens from any part of the building is prohibited
- C. Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings.

3. APPLIANCES

- A. Residents shall not bring or maintain any electrical appliances used for heating or preparation of food other than those containing enclosed heating elements. Toaster and other cooking devices with open heating elements are permissible only in the residential apartments and should be used in kitchen areas only. Grills and/or the materials for such grills are prohibited (e.g. propane, natural gas, wood/charcoal).
- B. All Appliances and extension cords must be UL (Underwriters Laboratory) List-approved for the intended use
- C. Personally owned Mini-fridges are allowed to a maximum of 3.7 cubic feet. A pad must be placed between the refrigerator and the surface it sits on. Mini fridges placed under bed should not come into contact with bedding, blankets and or sheets as it may pose a fire hazard.
- D. Phones and other electrical equipment should be of a frequency other than the 2.4 MHz (Serrano Village only).
- E. Residents are encouraged to bring/use energy efficient appliances while living on campus (e.g. appliances with the "energy star" label).
- F. Microwaves are prohibited in Serrano Village.

4. ASSAULT

Any activity or behavior that results in psychological harm to another community member or guest thereof is prohibited.

NOTE – Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense.

5. BALCONIES

- A. Using one's balcony to store unsightly articles, miscellaneous items, garbage, or university owned/leased furniture is not permitted. Furniture, plants and other items typical to patio use are appropriate.
- B. Using one's balcony as a means of entry/exit, sitting/perching on and/or jumping over balcony railings is prohibited. Residents doing so assume damage charges to balcony area.
- C. Smoking, barbecuing or grilling on one's balcony is prohibited.
- D. All policies under "Cleanliness / Care of Room", "Safety & Security", "Smoking", "Appliances" & "Fire Safety" apply.

6. BATHROOMS

Bathrooms within Serrano Village are designated male or female depending on the suite. The use of opposite sex bathrooms within Serrano Village is prohibited. A public bathroom is available in the first floor by the trash room.

7. CARE OF APARTMENTS & ROOMS

- A. Upon check-in, Residents shall check his/her unit for any damages and note damages on the "Room Condition Inventory" (RCI). This form must be returned within 24 hours of check-in to the Office of Housing and Residential Life.
 - B. It is the responsibility of all apartment/roommates to keep the apartment/room clean and sanitary throughout the occupancy period. This includes proper care of windows, screens, vents, etc.
 - C. It is the responsibility of all apartment/roommates to keep the apartment/room free of all policy violations.
 - D. Residents are expected to dispose of trash, recyclables & electronic waste to the proper receptacles outside of the building (disposing of personal trash in common areas is prohibited) regularly; maintain reasonable sanitation and safety standards; store food properly; maintain appliances in a clean and safe working condition; and submit "Work Orders" to the Office of Housing and Residential Life for repair of damages to a unit. If in doubt, residents should submit a "Work Order."
 - E. At the end of each quarter residents are required to clean and restore their apartments to the original move-in condition. All residents occupying a room/apartment are all responsible for the common areas; any charges incurred will be split equally between all residents of a unit, should the University be unable to determine responsibility for damages or loss after appropriate investigation.
 - F. The Office of Housing and Residential Life will conduct periodic Health and Safety Inspections throughout the year. Residents will be given notice in advance of these inspections, as they require entry into every student room. Violations of Office of Housing and Residential Life Policies and/or License Agreement are found during such inspections will result in administrative action.
 - G. All policies under "Alteration of Premises" apply.
- NOTE: Violation of this policy is subject to charges.

8. CARE OF COMMON AREAS & PROPERTY

- A. Common areas and property are for the use of residents only, thus they are the responsibility of every resident. This includes, but is not limited to lounges, study rooms, living rooms, lobbies, stairs, recreation areas, kitchens, balconies, pool, laundry rooms, doors, walkways, fire extinguishers, elevators, exits signs, and lights.
 - B. Any malicious damage or acts that result in additional clean up in or around the housing buildings, grounds, other facilities or property is prohibited. Common area damage or clean-up charges not readily assignable to a particular individual may be charged to a group, floor, or hall of residents.
 - C. All furniture and equipment in common areas must remain in its designated common area. Persons found removing furniture or equipment will be subject to disciplinary action and/or applicable costs for repair and replacement.
 - D. Equipment intended for checkout purposes (dollies, games, etc.) must be returned in a timely fashion and in proper working order and/or in the same condition in which the responsible resident received it or financial responsibility for replacement or repair may be imposed.
 - E. Common kitchen areas are to be reasonably maintained by the residents who share the facility. All dishes, foods, and supplies must be removed from the kitchen upon the completion of use. Materials not removed within 24 hours are considered a health hazard and will be disposed.
 - F. Policies "Cleanliness / Care of Rooms & Apartment" apply.
- NOTE: Violation of this policy is subject to charges.

9. COHABITATION

Cohabitation exists when a person who is not assigned to a particular residence hall or apartment uses that room or apartment as if he or she were living there. Cohabitation is not permitted.

Examples of this may include, but are not limited to, accessing the room or apartment while the assigned occupants are not present, utilizing a key to enter a room or apartment to which one is not assigned, keeping clothing and other personal belongings in the residence hall or apartment, sleeping overnight in the room/apartment on a regular basis, and using the bathroom and shower facilities as if they lived in that room/apartment. When a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy as well.

NOTE: Violation of this policy is subject to charges

10. COMMUNITY RESPECT

Interfering with the attempts of others to study is prohibited. Failure to show respect for community members and housing staff is not permitted. Behaviors or actions that interfere with others' normal use of

facilities are prohibited. Community members are expected to comply with all reasonable requests for courtesy, including issues regarding noise, common area space, trash disposal, etc.

11. COMPUTER & INTERNET USE

Computer and internet usage must be in accordance with the terms noted in the University Acceptable Use Policy. The full document can be obtained from the Office of Housing and Residential Life, this policy includes both personal and university owned computers.

12. CONCEALMENT OF VIOLATIONS

Everyone living in the community has the responsibility to take positive measures of a violation of any rules that come to their attention. Concealment of violations negatively affects the entire community and is considered a policy violation.

13. COPYRIGHT MATERIALS

Federal law restricts the use of copyright videos and materials. The showing of commercial videos is limited to individual student units for viewing only by residents of that unit.

14. DANGEROUS BEHAVIOR

Any activity or behavior that can be interpreted as endangering to or harming oneself, any community member or guest thereof is prohibited. This includes, but is not limited to threats of physical harm to any person.

15. DRUGS & CONTROLLED SUBSTANCES

- A. Possession, usage, sale, distribution, manufacturing or being in the presence of controlled substances (including paraphernalia for intended or implied use – i.e. pipes, hookahs) of any sort within or on grounds immediately adjacent to the on-campus housing facilities (including Serrano Village, Arrowhead Village, and University Village) is prohibited.
- B. Possessing or using any chemical or other dangerous substances, compound, or container of such substances, which may cause injury or damages in a residence hall or university apartment is prohibited.
- C. Paraphernalia -Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any drugs or controlled substances is prohibited.
- D. Use of prescription medication, cleaning products or fumes other than for their intended and or prescribed purposes is prohibited.
- E. Use of products that resemble or smell like marijuana, including but not limited to beedies, types of herbal cigarettes, hookahs, and types of incense is prohibited.
- F. Violation of other university policies while under the influence of controlled substances is an additional violation.
- G. Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances is a violation.
- H. Organizing or participating in activities where illicit drugs are present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

NOTE – Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.

16. FIRE SAFETY & HAZARDS

- A. Evacuation - All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures, or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.
- B. Fire Reporting & Equipment - Falsely reporting a fire, tampering with or misuse of any fire or reporting equipment (e.g. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, "EXIT" signs, etc.) is prohibited.
- C. Egress - Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation). All hallways, exits, stairwells, doorway, or area that may be deemed an "egress" (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may or have a potential to limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened.
- D. Combustibles - Possessing or storing gasoline, fireworks, combustible chemicals and/or fuel-driven engines/appliances (e.g. motorcycles, mopeds, gas/propane grills, etc.) within residential housing apartments, rooms, balconies, buildings and/or on grounds immediately adjacent to the on-campus housing facilities is prohibited.
- E. Open Flames (Candles) - Candles, incense and/or any type of open flame within residential housing apartments, rooms, balconies, buildings and/or on grounds immediately adjacent to the on-campus

- housing is prohibited. Candles for any purpose (this includes but is not limited to decoration, religious rituals, etc.) are prohibited. If found, such items will be confiscated.
- F. Heat Sources - open-coiled electric or heating appliances including, but not limited to space heaters and sun lamps within residential housing apartments, rooms, balconies or buildings are prohibited. Curling Irons, glue guns, irons, or any other "heat source" equipment must be attended to all times. Leaving such equipment "on" unattended is a violation of this policy.
 - G. Lamps & Lights - Halogen lamps and neon lights are prohibited. Open top lamps, regardless of lamp/bulb type must have a metal screen fully covering light/heat source.
 - H. Plugs & Extension Cords - Extensions cords, multi-plugs, and plug-in air fresheners are not permitted under state fire marshal regulations. Power strips / surge protectors with UL rating are permitted. "Piggy-backing" power strip is not permitted.
 - I. Cooking Equipment - Cooking and/or Cooking Equipment such as toasters, grills, etc. are permitted ONLY in designated kitchen areas. Cooking in residential hall rooms, apartment rooms, or balconies is prohibited. Residents interested in barbecuing should use the Barbecue pits, located within Village Square pool area and adjacent to University Village Community Center. Barbecuing on balconies is prohibited.
 - J. Decorations - All decorations must be non-combustible (e.g. made from fire-proof material) and be UL list-approved for the intended use. Hanging flammable materials on ceilings or exterior doors such as posters, flags, or nets is prohibited. Door decorations should not cover more than 20% of the surface and be limited to nametags and memo boards. Fresh cut trees (i.e. Christmas trees) are prohibited.
 - K. All polices under "Weapons, Firearms, Explosive" & "Appliances" apply
- NOTE – Violation of this policy is subject to criminal charges, fines and/or contract cancellation on first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.

17. FURNITURE

All furnishing provided in the buildings is considered State property and is to remain in students' assigned room and cannot be stored on or off campus. Furniture may not be disassembled. Lofts and/or bed risers may be constructed with Office of Housing and Residential Life approval and with use of proper lofting equipment.

18. GAMBLING

Illegal gambling (i.e. activities played for money, checks, credit or other representative value), anywhere on State property, is prohibited.

19. GATHERINGS

Allowing the presence of more than three guests per assigned resident in a student room or apartment is prohibited.

20. GUESTS

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

Resident: a CSUSB student who has a housing license agreement with the Office of Housing and Residential Life and who is assigned to a specific room or apartment within the Villages (Serrano Village, Arrowhead Village, University Village).

Host: A resident who is entertaining guests.

Guest: Any individual (including a parent, relative, girlfriend/boyfriend, etc.) who is visiting a resident in his/her residence hall, room or apartment. This definition extends to any CSUSB student who is living in another residence hall apartment/room or who may be assigned to another room/apartment within the same building.

Overnight Guest: A guest who is in a room/apartment, other than his/her, own between the hours of midnight and 8:00am.

- A. Guests must be escorted by their hosts at all times.
- B. Hosts are responsible for informing guests on Office of Housing and Residential Life policies. Guests must not infringe on the rights of roommates or other residents and must abide by all Housing and Residential Life policies. Guest(s) failing to do so will be asked to leave immediately and/or banned from Office of Housing and Residential Life property. Hosts are responsible and accountable for the conduct of their guests while in Housing property, immediately adjacent areas (including parking lots), University property, or at a Residence Life-sponsored or supervised events.
- C. Overnight guests are to be temporary and infrequent. All overnight guest(s) must be registered and carry a "Guest Pass." A "Guest Pass" can be obtained between the hours of 8am and 12am at the University Village Community Center. Overnight guests can stay no longer than 3 consecutive days and 2 nights in any given month. Overnight guests must not exceed 10 day/night visits per quarter. The same guidelines that apply to guests apply to overnight guests. A guest pass is not needed for residents of the Villages visiting other residents.
- D. Children 12 years of age or younger are not permitted in the residence halls or university apartments for more than a 24-hour period. Licensee assumes all liability and responsibility for any guests under 18

years of age. For safety and liability reasons, baby-sitting is prohibited within the facilities and immediate area.
NOTE: Violation of this policy is subject to fines and loss of guest privileges.

21. HARASSMENT

Verbal, written, electronic (i.e. "my-space", e-mail, etc.), physical and/or any other types of harassment is prohibited. This is defined as any behavior by any member of the community or guest towards an individual or group, which seriously threatens or alarms a person or group. This shall include but is not limited to posted materials; harassment related to race, gender, sexual orientation, or of a sexual nature; other Title VII claims of unlawful harassment; abusive behavior identified as threats, malicious deeds, intimidation, heckling, badgering, abusive name calling and/or hazing.

22. IDENTIFICATION

Residents and their guests are required to carry and provide appropriate photo identification (e.g. driver's license, school I.D. with Resident Sticker, Guest Pass) upon request by a university staff member performing his/her duty. Failure to present ID; presenting fabricated, falsified, or misrepresentative ID; permitting others to use IDs for the purpose of improperly gaining access to residence hall, apartment, use of equipment, or any other service or facility is prohibited. Please refer to "Guests" policy for information on "Guest Pass".

23. IMPROPER ROOM TRANSFER

Moving into any room or room assignment without written authorization from the Office of Housing and Residential Life, or moving out of any room without following proper checkout procedures is prohibited. Residents who do not have roommates should be prepared to have a roommate move in at any time. "Spreading out" in a vacant space is considered an improper room transfer.
NOTE: Violation of this policy is subject to fines.

24. KEYS & LOCKS

- A. Each Licensee is issued a key and/or keycard to his/her unit and mailbox. All keys and key cards remain the property of the Office of Housing and Residential Life. Each licensee is responsible for his/her keys. Should a key be lost/missing/stolen, licensee is required to report lost/missing/stolen key to the Office of Housing and Residential Life within 24 hours of it being lost/missing. A non-refundable charge will be assessed for any replacement key(s) issued to the Licensee during occupancy and/or any key(s) lost or not returned upon Licensee's checkout.
- B. Under no circumstances should a licensee duplicate, sell, transfer or lend his/her key to another individual. Permitting others to use a room key for purpose of improperly gaining access to a residence hall, apartment, or any other building or facility is prohibited.
- C. The installation of any door or area lock other than those provided by the university is prohibited.
- D. Bypassing or tampering with the electronic locking mechanisms for any door is prohibited.

25. LEWD CONDUCT

Lewd, indecent, or obscene behaviors, whether through conduct or expression, which are not civil or respectful and which breach the peace, within or on grounds immediately adjacent to the on-campus housing facilities (including Serrano Village, Arrowhead Village, and University Village) or at any housing related function are not permitted.

26. NON-COMPLIANCE

Failing to comply with a University staff member's reasonable request while performing his or her duty is prohibited. This includes, but is not limited to providing false information or failing to provide information to a staff member, interfering with staff while they are performing their duties, failing to complete assigned sanctions, and being uncooperative or verbally abusive to staff.

27. PETS

The harboring, feeding, or possession of any animal in or around the housing facilities is prohibited, including "visiting" pets. This includes gerbils, rats, hamsters, snakes, turtles, lizards, or any other contained animal. Exceptions are made for service dogs (as defined by California Law) and freshwater fish with a 10-gallon tank limit.

NOTE: Violation of this policy is subject to clean-up/sanitation charges.

28. POOL USE

There are two pools located in the Villages. One is located behind the UV Community Center and the other behind the Village Square. The pools are for the use of residents and their guests only. Pool hours are from 8:00 am to 10:00pm.

29. POSTING

All materials to be posted must be submitted and approved by the Office of Housing and Residential Life. Those wishing to post in Office of Housing and Residential Life property should refer to the "OHRL posting policy." Public display of "obscene matter" as defined in the California Penal Code, Section 311, is prohibited anywhere on campus, including the housing facility. The Office of Housing and Residential Life reserves the right to remove from public view any signs or objects deemed to others or prejudicial to the overall goals of the University. This includes but is not limited to offensive or alcohol/drug-related materials. "Public display" and "public view" includes, but is not limited to external apartment door, balcony, windows facing out, and/or hallway bulletin boards.

30. PROJECTILES

Throwing, dropping, or projecting objects from a window, roof or balcony including but not limited to bottles, cans, garbage, or water is prohibited.

31. QUIET HOURS & NOISE

- A. All students must abide by Quiet Hours. Quiet Hours are from 10pm – 8am Sunday through Thursday and 12:00am (midnight) – 8:00am on Friday and Saturday. During quiet hours, sound from a room or apartment should not be audible outside the unit door nor in adjacent rooms.
- B. 24-hour quiet hours are in effect during finals week. 24-hour quiet hours will begin the 8am on the Saturday preceding Finals Week and go through 8pm the Friday of Finals Week.
- C. All students must abide by Courtesy Hours. Courtesy Hours are in effect at all times. They refer to one's ability to occupy one's unit for the purpose of studying, sleeping, or engaging in activities in an atmosphere where peace and quiet take precedence over other activities. Engaging in unreasonably loud activities, which are defined as:
 - 1. A level of noise which may be deemed an undue disturbance by another member of the community or
 - 2. Creating noise, including but not limited to voice, musical instruments (guitar, amps, drums, etc.), and stereos – which is audible outside of one's room during quiet hours, either inside or outside the residence halls are prohibited.

32. SAFETY & SECURITY

- A. Providing access to buildings, rooms or apartments to those other than residents, staff, or attended guests by any means including, but not limited to, the following: failing to lock or secure doors, propping exit/entrance doors, or allowing a person entrance into a building and leaving them unattended in a public area is not permitted.
- B. Failure to abide by any security procedures established by the Office of Housing and Residential Life, such as guest check-in, is prohibited.
- C. Blocking egress of windows and/or doors by trash, boxes, bicycles, etc. is prohibited.
- D. All policies under "Keys & Locks", "Trespassing & Restricted Access" apply.

33. SEXUAL ASSAULT

Sexual Assault, sexual battery, or rape of a community member or guest thereof is prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. NOTE - Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense.

34. SMOKING

Interfering with the safe and clean environment of others is prohibited. This includes smoking cigars, cigarettes, pipes, or fragrant cigarettes, which are only permitted outdoors (e.g. no smoking indoors, including balconies), no less than 25 feet from any building. Smoking in breezeways between buildings is prohibited. Cigarette butts must be properly disposed of in supplied ashtrays outside all buildings. Hookahs are prohibited.

35. SOLICITING AND SALES

Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions and/or solicitation of any nature within residential housing apartments, rooms, balconies, buildings and/or on grounds immediately adjacent to the on-campus housing facilities (including Serrano Village, Arrowhead Village, and University Village) without the expressed authorization of the Associate Director for Residential Education is prohibited.

36. SPORTS RELATED ACTIVITIES

- A. Riding bicycles, skateboards, roller blades, scooters, skates, etc. within any housing facility, including hallways and lobbies is not permitted.
- B. Playing any physical games in a common area (lounge, lobby, hallway) is prohibited. This includes, but is not limited to, the use of Frisbees, balls, water guns, darts, bicycles, skateboards, roller blades or inappropriate use of a laser pointer.

37. THEFT

Theft of University property, or to other property on University grounds, willfully or negligently caused by a resident or guest is prohibited

NOTE – Violation of this policy is subject to criminal charges and fines

38. TRESPASSING & RESTRICTED ACCESS

- A. Entry and usage of Serrano Village, Arrowhead Village, and University Village area/adjacent area, facilities, residence halls, buildings, equipment and services is reserved and limited to licensees and other persons specifically authorized by the Office of Housing and Residential Life. Entry by unauthorized individuals will be considered trespassing.
- B. All persons entering any housing area or facility must carry and present photo identification and/or a guest pass to a University Staff member upon request (Please refer to “Identification” policy). Persons failing to provide appropriate documentation will not be permitted to enter the housing area/adjacent area, may be considered as trespassing and asked to leave.
- C. Unauthorized entry into an apartment, room or building other than the one assigned is prohibited. Unauthorized entry into an office or any of its affiliates (i.e. Village Square, UV Community Center, pool area, etc.) beyond posted hours is prohibited.
- D. Unauthorized presence on rooftops, overhang, ledge, or areas marked for restricted access for any reason including sunbathing, stargazing, or walking is prohibited.
- E. Use of restrooms intended for specific genders must be followed; failure to do so is a violation of policy.
- F. No resident or guest may sleep in the lounges, living rooms (without approval of roommates), lobbies, or other public area unless it is in conjunction with an official hall sponsored event and approved in writing by the Coordinator of the area.

39. VANDALISM

Damages to University property, or to other property on University grounds, willfully or negligently caused by a resident or guest is prohibited or. All policies under room “care of room & apartment” and “care of common areas & property” apply.

40. WEAPONS, FIREARMS, EXPLOSIVES

- A. Possession or usage of any weapon deemed by campus authorities to be deadly is prohibited. This includes, but is not limited to: ammunition, firearms, explosive devices, highly combustible materials of any kind, metal-tipped darts, switchblade knives, bows and arrows, BB guns, air guns, pellet guns, paint guns, martial arts weapon, dirks, daggers, machetes, slingshots, weapons commonly known as blackjacks, sand clubs, billy clubs, and metal knuckles. Metal pipes, bards, razors with unguarded edge or any knife being used for a purpose other than preparation of food are also considered deadly weapons and are prohibited.
- B. Possession, remodeling, or usage of any item resembling a real weapon, firearm, or explosive is prohibited.

NOTE – Violation of this policy is subject to criminal charges and/or contract cancellation of first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.