

# Residence Life Policies

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The Office for Residence Life is committed to providing students with a residential experience that enhances and extends the educational mission of the University by promoting positive opportunities for personal development, and facilitating a strong sense of community responsibility among residents. The Office believes that the development of a successful residential community depends on the willingness of its members to commit themselves to the common good of all and to, at times, compromise individual preferences to maintain fairness and civility.

In keeping with that belief, students are expected to familiarize themselves with and adhere to the following policies, procedures and regulations governing residential living at the University. These policies may be amended during the course of the academic year as the University deems appropriate.

In addition to these policies, the provisions of the Code of Student Conduct and all University policies are in effect at all times in the residence halls and students are expected to comport themselves accordingly. Students in violation of these policies, procedures, and regulations may be subject to action under the Code of Student Conduct. Additionally, the University reserves the right to reassign or temporarily revoke on-campus housing or take other appropriate administrative action as deemed necessary, without a formal hearing, for those students whose conduct is considered disruptive or potentially detrimental to the individual, roommates, and/or others in the residential community.

## I. Administrative Policies

### A. Compliance with Housing Contract

Violations of the Housing Contract or published rules and regulations for residence halls are subject to disciplinary action. Students for whom those contracts are applicable are responsible for understanding their rights and obligations under those contracts and regulations.

## B. Housing Assignments

Housing assignments are the exclusive responsibility of the Office for Residence Life. The Office reserves the right to change or modify housing assignments and fill housing vacancies as necessary. Students may not change assignments without authorization in writing from the Office for Residence Life. Students who change assignments without authorization are subject to a \$100 per day fine. Attempts to fraudulently manipulate the housing assignment process may result in disciplinary action. In order to maintain an assignment, the University housing space must be a student's primary place of residence while classes are in session. Residents who are not living in the space they were assigned or who allow others to occupy the space assigned to them will be subject to disciplinary action and/or termination of their housing contract. Unless otherwise approved, residency in Villanova University on-campus housing is restricted to full-time, undergraduate students taking at least 12 credit hours. The University does not provide family, graduate student or married student housing, except for designated University employees.

## C. Move In/Move Out

Move-In and Move-Out dates and times are established and promulgated by the Office for Residence Life. Students must move-in/move-out in accord with these dates and times. Failure to do so may result in a \$100.00 per day fine. The Office for Residence Life does not permit students to access their residence halls/apartments prior to scheduled move-in dates or remain in their housing assignments beyond scheduled move-out dates unless a University staff or faculty member has officially requested their participation in an approved, University-sponsored and supervised activity. All University policies and the provisions of the housing contract are in effect for all students given permission to arrive early or remain late.

## D. Personal Property

Students are required to remove all personal property and furnishings (e.g., couches, chairs, rugs, electrical appliances) from their room/apartment prior to check-out at the end of each academic year. Items that remain become the property of the University and will be removed. Residents will be assessed a \$50.00 fine (per resident) and a labor charge for the removal and disposal of all personal items remaining after checkout. The University assumes no legal obligation to pay for loss of, or damage to, items of student's personal property occurring on campus or in its buildings or storage areas. It is highly recommended that students insure their own personal property via their family's homeowners insurance or a renters/tenants insurance policy. Personal property must be stored in residence hall rooms/apartments. Students are not permitted to store personal property in hallways, lounges, bathrooms, stairwells, laundry rooms or other common areas. Additionally, personal property may not be stored in exterior areas adjacent to residence halls. Personal property found in these areas is subject to confiscation and disposal.

## E. Residency Requirement and Housing Guarantee

Students admitted to the University as a resident student are required to reside in on-campus housing during the academic year for their first two years of enrollment. First- or second-year students who wish to reside off-campus during the academic year at a residence other than their permanent address must request permission in writing from the Office for Residence Life. To be considered, the request must identify extenuating circumstances. If approved, students will forfeit the three-year housing guarantee and be ineligible to participate in future housing selection processes.

Current residential capacity permits the University to offer students admitted as full-time residents three years of continuous on-campus residency. A fourth year of residency will be provided to those students who were admitted to the University as first-time (non-transfer) students under a special

program that guaranteed an additional year of on-campus housing. Other 4th year students may request housing via a lottery process. Students who transfer to the University are not guaranteed on-campus housing, but may be offered residency on a space available basis. If a student withdraws from university housing for any reason and desires to return, they are no longer guaranteed residency and will be housed on a space-available basis.

## F. Room Changes

Residents interested in changing their housing assignments must obtain and complete a room change request online. In all cases, changes must be approved by Residence Life. In the event that a request is precipitated by a roommate conflict, room changes will normally only be approved after other methods of resolving the conflict have been attempted. Mediation of conflicts may be sought from the Residence Life staff, but every effort should be made by the residents to resolve issues among themselves. If conflict resolution is unsuccessful, the student initiating the request will be granted a room change, subject to availability. Students changing assignments in the absence of authorization may be subject to a \$100 per day fine, reassignment, disciplinary action and/or termination of their housing contracts.

## G. Room Entry

The University reserves the right to enter, search and inspect rooms and all contents of the room without prior permission from residents. Whether the University decides to enter, search and inspect a room will be determined at the sole discretion of University Officials. University Officials include members of the Villanova University Police Department whose presence is requested to assure the safety and welfare of other University Officials entering the room. Situations which may result in the University searching the contents of a room include, but are not limited to: if the University has reason to suspect that an emergency situation exists; if it has reason to suspect a violation of University policy; to determine the well-being of residents; to locate persons or missing property; to complete fire safety inspections; to facilitate maintenance; or to insure that safe and sanitary conditions exist. No community member may install additional locks, latches, or other devices that may impede access by University officials or modify their room locks or combination in any way.

Room inspections will be conducted prior to Fall, Winter and Spring Breaks, and as necessary by University staff or Township personnel or their independent contractors, to ensure that safe and sanitary conditions are being maintained. Students who persist in maintaining unsafe or unsanitary conditions after being asked to correct deficiencies may be subject to disciplinary action and/or loss of their campus residency.

Prohibited or illegal items discovered during these inspections or fire safety inspections will be confiscated, not returned, and turned over to the Villanova Police Department when appropriate.

## H. Room Selection and Assignment Process

First-year college students are assigned to rooms and buildings using a variety of criteria. Upper-class students are provided with the opportunity to participate in a class-specific room selection process that utilizes a computerized, randomly generated number to determine the order in which residence hall rooms and/or apartments are selected for the following academic year. Previous housing assignments, assignment to a “triple”, difficulties with roommates, academic standing, participation in special activities and other factors are not considered when generating selection times. Residence Life reserves the right to override housing selections and address housing concerns, as needed.

The Office for Residence Life normally maintains a waiting list for students who desire on-campus residency, but were admitted to the University as commuters or are not otherwise guaranteed housing. In years where overcrowding is anticipated, a wait list may not be maintained. A housing assignment

made via the waiting list is valid only until the end of the academic year in which it was made. Students who receive on-campus residency via the waiting list are considered “temporary residents” and are not eligible for on-campus housing or participation in the housing selection process for the following year.

## I. Semester Break Periods

Students are not permitted to remain in the residence halls during semester break periods without authorization from the Office for Residence Life.

Requests must be made in accord with Residence Life procedures and must state the reason for the request. The Office for Residence Life reserves the right to approve or deny requests as necessary. Residents who attempt to remain in the halls without authorization are subject to disciplinary action and a fine of \$100.00 per day.

Depending on the length of the break and the demand for housing, students may be permitted to remain in their current housing assignment or may be asked to consolidate into another hall for reasons of safety and security. The schedule for the opening and closing of residence halls during semester break periods shall be determined by the Office for Residence Life.

All University policies and the provisions of the housing contract remain in effect for all students remaining on campus during break periods and senior week.

## J. Terms of Occupancy

In signing a University Housing Contract, students agree to occupy the space they have been assigned on or after the date specified by Residence Life and to vacate their assignment within 24 hours of their last examination for the semester, conclusion of a full-time academic internship, graduation, suspension, withdrawal, leave of absence or other termination of full-time student status. When vacating a residential assignment, students are responsible for returning the space to its original condition.

Housing contracts will terminate automatically in the case of authorized withdrawal, academic or disciplinary suspension, participation in student teaching or other mandatory academic field placement assignment, graduation, and/or in the event of marriage. Generally, students will not be released from housing contracts during the academic year. However, students desiring to be released from contractual obligations for other compelling reasons may submit written requests to the Office for Residence Life, which has discretion to permit or deny the request.

For upper-class residents, a fee of \$500 will be charged for early contract release and/or termination occurring prior to May 15. A fee of \$1,000 will be charged for early contract release and/or termination occurring after May 15. This fee will not be charged in the event of an authorized leave or withdrawal from the University for academic, personal, and/or medical reasons. Upon termination of the housing contract, a partial refund of payments made in advance may be granted in the discretion of the University, in accordance with University policies.

Housing contracts are not transferable. If assigned accommodations are destroyed or made unavailable, and the University does not furnish other accommodations the contract shall terminate. All rights and liabilities of the parties involved shall cease and the University may offer fair and reasonable reimbursements for impacted students as appropriate, with the amount to be determined at the discretion of the University.

## II. COMMUNITY POLICIES

### A. Conduct Expectations

Residential students are expected to comport themselves in a manner consistent with the provisions of the Code of Student Conduct and all other University policies contained in the Student Handbook. Additionally, living in community requires sensitivity toward and respect for the needs and identities of others. As the primary enterprise of the University is education, conduct considered appropriate in other settings may be inappropriate or insensitive in a residential community that must be supportive of the educational goals of its constituents.

#### Disruptive Conduct

As residential living is intended to complement a student's academic pursuits, the creation of an "academic atmosphere" in the residence halls is essential to meeting educational goals. Toward that end:

- Conduct which is disruptive to the residential community is prohibited at all times.
- Residents should keep noise in their own rooms, in hallways and in common areas to a minimum and non-intrusive level.
- Residents should maintain the volume of electronic or other devices at a level that does not disturb other residents or any member of the University community. The use of headphones or earphones is encouraged.
- Sound amplification equipment placed in windows for the purpose of directing music into public areas is prohibited. These items may be banned or confiscated if they become cause for complaint or disruption.

To achieve this goal:

- Each residence hall will maintain "Quiet Hours" from 8:00 p.m. to 8:00 a.m., Sunday through Thursday and 11 p.m. to 8 a.m. on weekends.
- During those hours, residents are expected to refrain from any activity which is disruptive to the residential community and to remain particularly sensitive to the needs of fellow residents.
- During exam periods residence hall "Quiet Hours" will be extended to include 24 hours of each reading and exam day.
- When "Quiet Hours" are not in effect, consideration and respect for others should continue to guide a resident's conduct and activities. The Office for Residence Life may address concerns related to disruptive and/or intrusive noise at any time of day.

#### Relational Expectations

Students who choose to reside in the residence halls enter into a voluntary community and, in doing so, are expected to treat one another with "mutual love and respect" in the spirit of St. Augustine. Consistent with the Code of Student Conduct, insensitive, disrespectful, discriminatory, bigoted, racist, harassing, threatening, obscene or violent behavior is considered most offensive, especially among those living together in community. Such behaviors are strictly prohibited and will not be tolerated in the residential community.

As a Catholic and Augustinian University, Villanova University adheres to the Church's teachings with respect to sexual intimacy, specifically, that a genuine and complete expression of love through sexual union requires a commitment to living and sharing of two persons in marriage. Accordingly, violations may be referred to the Dean of Students Office, particularly in those cases that involve disruption to roommates or the residential community.

## B. Health, Safety and Security Expectations

The Office for Residence Life expects all members of the Villanova University community to be active participants in the creation and maintenance of a safe, healthy and secure residential environment.

### Dangerous Practices

The following are defined as particularly dangerous conduct in a residential community. Students found engaging in such conduct may be subject to disciplinary action.

- blocking or preventing the use of room doors, hallways, exit doors and stairwells;
- any action which compromises the security of residents including, but not limited to, propping open or otherwise tampering with the locking mechanism of interior or exterior doors;
- constructing any object or modifying the residence hall in any way that may contribute to fire hazard, physical danger or unsafe conditions;
- entering or misusing restricted areas such as roofs, balconies, fire escapes, attics, work rooms or storage areas;
- possession, use or storage of flammable/combustible materials or liquids, or other heat producing materials, combustible liquids, or devices, including outdoor grills;
- individual or group activities that may lead to injury or destruction of property including, but not limited to, ball games and sports played within the hall;
- removal of or damage to exit signs, emergency phones or other safety/security notices or devices;
- tampering or misuse of fire safety equipment such as extinguishers, smoke detectors, alarms and sprinklers;
- projectiles involving gunpowder or other propellants;
- any object or substance thrown with the potential of defacing or damaging personal or University property or causing personal injury or disruption;
- tampering with interior and/or exterior door locks.
- The use of hoverboards is strictly prohibited in the residence halls. Hoverboards may not be used, plugged in or charged in any of our on-campus facilities.

### Electrical Appliances

Because of their potential contribution to accidental fires and unsanitary health conditions and in an effort to conserve energy, the following electrical appliances are restricted or prohibited in all University residences. Students found in violation of these policies will be subject to immediate confiscation and disposal of the appliance(s), and referral for disciplinary action.

- Hot plates, induction cooktops, space heaters and any appliance with an open heating element are prohibited.
- Toaster ovens are permitted in the apartments, but are not permitted in the traditional residence halls.
- All lamps and appliances should be UL approved. Halogen lamps are prohibited.
- Since all residence halls are equipped with window units or central air conditioning, personal or supplemental air conditioning units are not permitted in the residence halls.
- Refrigerators are restricted to one 5-cubic foot unit per residence hall room.
- Extension cords and surge protectors must be UL approved. Extension cords/plugs should not be placed under carpets, tacked or stapled. Major appliances should not be plugged into extension cords.
- Plug adapters should be UL approved and not rated less than 125 volts/15 amperes. Residents should employ the prudent use of surge protectors to protect property from unexpected electrical damage.
- Heavy drawing appliances (irons, hair dryers, televisions, refrigerators, microwaves) should be plugged directly into socket outlets and unplugged when not in use.

## Fire Safety

*Alarms:* Students may not disregard a fire alarm or refuse to evacuate a building in which an alarm is sounding, regardless of its nature (drill, false alarm, or actual alert). Residents who fail to evacuate a building in a voluntary and timely manner will be subject to disciplinary action as outlined in the Code of Student Conduct.

*Candles/Open Flames:* Candles (of any type or form, whether decorative or functional), open flames, potpourri burners and the use of incense, are all prohibited in University residence halls and apartments. The University reserves the right to sanction the residents of a room or apartment where a violation occurs whether or not the residents are present at the time of the violation. Prohibited items will be confiscated and not returned. Violations may result in disciplinary action as outlined in the Code of Student Conduct.

*Equipment:* Tampering with or misuse of fire safety equipment (extinguishers, fire hoses, smoke detectors, alarms, sprinklers, exit signs) is considered to be exceptionally dangerous conduct in a residential community and represents a serious breach of community safety standards. Students found responsible for tampering with or misusing fire safety equipment will be subject to disciplinary action as outlined in the Code of Student Conduct.

When individuals responsible for activating a false fire alarm or damaging a fire extinguisher fail to claim direct responsibility for that behavior, cannot be identified by Residence Life staff and are not identified by the residents of the building in which the vandalism occurred, the administrative measures and/or fines in question may be assessed against the entire hall.

*Decorations:* Due to potential fire hazards, the use of decorations must adhere to the University guidelines. Decorative lights must be UL-Approved and may not be placed on the outside of doors, windows or buildings. It is against policy to leave decorative lights on when no one is present in the room to attend to them. Decorative lights may not be hung from ceilings, nor may they obstruct doors or windows. Decorations should be flame retardant and must not be placed on the exterior of room doors; near or over electrical outlets; on or near light fixtures, fire safety equipment, or radiators or heating vents/units. No live trees, wreaths or garland (treated or untreated) are permitted.

## Food Preparation/Storage/Trash Disposal

Storage and extensive preparation of food in residence halls frequently contributes to electrical overload as well as fire hazard, sanitary and health concerns. As a result, meal preparation in traditional residence halls should be kept to a minimum and students are expected to use the University meal plan as provided. In the interest of controlling pests, all food items kept in residence hall rooms should be kept in tightly-sealed hard plastic containers and trash should be emptied regularly in designated common trash disposal areas.

## Service, Emotional Support and Other Animals

In support of our students, the University has adopted policies that oversee the presence of Service and Emotional Support Animals in the residence halls. The full-text of the policies can be found:

- Service Animal Policy, click [HERE](#)
- Emotional Support Animals in the Residence Halls Policy, click [HERE](#)

For health and safety reasons, animals (including reptiles, fish and birds) that are not approved for service or emotional support are not permitted in the University residence halls or apartments. Residents found in violation of this policy will be subject to a fine of \$50.00 per day and disciplinary action.

## Smoking

All residence halls and apartments are smoke free. Smoking, including electronic or tobacco-free cigarettes and vaping are strictly prohibited in all areas (public areas and student rooms) of these buildings. While the use of smokeless tobacco is not prohibited, individuals who use these products are responsible for proper disposal. In accord with University policy, smoking is permitted outside of residence halls, provided the person is 25 feet from an entrance or exit, air intake duct or window.

## Unauthorized Recording Equipment

As it is an infringement upon the privacy of others, the use of hidden/unauthorized surveillance equipment (e.g., cameras, video cameras, webcams, tape recorders or other similar recording/monitoring devices) is strictly prohibited in the residence halls.

## Water Intrusion and Moisture Control

In order to reduce the possible occurrence of mold, mildew or other fungal growth, it is necessary that you provide appropriate climate control, keep the room/apartment clean and take other measures to prevent the build-up of moisture in your room/apartment.

### Residents:

- Should not open windows while heating/cooling units are operating. This can cause condensation and may contribute to mold growth.
- Should not place bed, large boxes, other furniture, or clothes directly in front of the heating/cooling unit to maximize air flow. Headboards are discouraged because they limit air flow which promotes growth of mold.
- Should not place potted plants or any other source of moisture on or around heating/cooling units.
- Should not set thermostats lower than 72 degrees year-round (please refer to instructions posted on the heating/cooling unit).
- Should not leave wet or damp clothes, towels, or shoes in closets, drawers or under beds.
- Should empty trash on a regular basis.
- Should promptly clean up food and drink spills.

If you see or suspect mold or excess moisture in your room, in your ac/heating unit, or in a common area your residence hall, immediately [submit a work request](#) to Facilities Management and/or contact the Office for Residence Life.

## Wildcards

Residents are responsible for using Wildcards in a manner that does not jeopardize the safety or security of individuals or property. Residents are expected to carry their Wildcards at all times when outside of their rooms and to keep interior room doors locked as appropriate. Residents who become locked out through failure to carry their Wildcard may be assessed a fine per occurrence. Residents of a room may be held accountable for violations of the Code of Student Conduct that occur in their room whether or not they are physically present at the time of the violation. A lost Wildcard should be reported immediately to Public Safety or the Wildcard Office.

## C. Guests and Visitation

The University's policies on guests and visitation are anchored in a concern for residence hall security, the privacy rights of roommates and building residents, and the maintenance of an atmosphere conducive to academic achievement.



The misuse of guest and visitation policies or visitation hours constitutes a violation of the Code of Student Conduct. Such behavior may result in disciplinary action, including reassignment or the revocation of campus residency of all parties involved. The University reserves the right to revoke guest and visitation privileges for individual students and/or rooms/apartments as necessary.

#### Policies:

1. Guest visits should be of limited duration, regardless of the hour, day or night. For purposes of this policy, a guest is defined as a person who is not the current resident of the room in which they are present. Consideration for roommates and other building residents dictate that visits not infringe on another's rights to privacy, sleep and quiet study space. If the presence of a guest infringes on the rights of the roommate or building residents, then the guest must leave.
2. Roommates must complete and submit to their Resident Assistant a written roommate living agreement that addresses the presence of guests in the room and is consistent with the policies stated above. Failure to comply may result in revocation of guest privileges for residents of the room/apartment.
3. Overnight visits should only occur on a limited and infrequent basis. Overnight visits must be in accord with roommate living agreements and visitation hours and should not exceed two consecutive nights. Visitation to the extent of co-habitation is not permitted and constitutes a violation of the Code of Student Conduct.
4. Residents should accompany non-university visitors, as well as visitors who do not reside in the same residence hall, at all times. Residents may be held personally accountable for damages and/or violations of University policy by their guests.
5. The misuse of bath and shower rooms is strictly prohibited for all residents and guests.
6. For reasons of safety and security, children under the age of sixteen (16) may not be present in University resident hall rooms or common areas for any purpose or period of time unless accompanied by a parent or legal guardian, or as a direct consequence of participation in a recognized University program or activity specifically designed to include children. Children, even those accompanied by a parent or guardian, are not permitted in the residence halls for extended periods of time.

Upper Class Residents: All guests are permitted to visit upper class resident rooms/apartments at all times, provided that the visits are consistent with the roommate living agreement and the policies stated above.

First-Year Resident Visitation Hours: The University has instituted a policy of limited visitation for first-year students in its residence halls to assist new students in their transition from living at home to living in a campus residential community. Guests are permitted to visit student rooms provided that the visits are consistent with the roommate living agreement and the policies stated above. Visiting hours for guests of another sex are limited as follows: Weekdays (Sunday to Thursday) - 10:00 a.m. until midnight; Weekends (Friday and Saturday) - 10:00 a.m. until 2:00 a.m.

Weekday visitation hours will apply during New Student Orientation, Reading Day, and evenings prior to final examinations. Weekend visitation hours will apply on the Sundays prior to Labor Day and Martin Luther King Day.

## D. Use of Facilities

### Elevator Access

Some residence hall elevators are restricted to business use by University employees. Residents with medical or physical need to use an elevator may obtain access by submitting a request to the Office for Residence Life. Misuse of elevator access privileges may result in disciplinary action.

## Furniture and Room Furnishings

Room furnishings provided by the University must remain in rooms and/or apartments at all times. At no time may students remove room furnishings, including but not limited to mattresses and desk chairs, from their rooms.

Temporary removal of furniture is usually not permitted. Requests for exceptions should be submitted in writing to the Office for Residence Life. If exceptions are approved, the resident is responsible for storing and returning the furniture in question.

## Lounge Utilization/Furniture

As residential lounges are provided for the use of all building residents, groups are usually not permitted to reserve those spaces for private or restricted activities. Exceptions may be made when the appropriate Area Coordinator for Residence Management determines that an activity is of potential benefit to the residents of a particular building. Lounge and public area furniture may not be moved into rooms or apartments for personal use. Each resident found with lounge or public area furniture in their room or apartment is subject to disciplinary action and/or a fine of \$50.00 for each occurrence.

## Room Condition/Damage Assessments

The condition of residence hall rooms and campus apartments are assessed by Residence Life staff prior to student occupancy and documented on a Room Condition Form. Students are provided with the opportunity to review the Room Condition Form and may make necessary adjustments for a period of time following check-in. Students who make no changes during the allotted time period agree to the form in its entirety.

During occupancy, personal construction of any kind (i.e., shelves, lofts, platform beds and similar items) is prohibited. Residents may not drill holes or permanently attach any objects to walls, floors, ceilings or doors.

Decorations should be mounted to walls so as to avoid marring painted surfaces when removed. Tape, duct tape, nails, tacks and screws are prohibited, as they damage wall surfaces. Residents may not attach stickers to doors, walls, furniture or windows and may not affix any items to the exterior of room doors and areas adjacent to room doors, including memo boards. Residents may not paint any area of university housing facilities. Unauthorized painting will result in a \$100.00 fine and attendant charges for repainting of the area.

Residents are expected to return their rooms/apartments to their original conditions upon departure. Prior to the close of the academic year, students will be provided with detailed information concerning expectations for the condition of their room/apartment and building common areas at the time of departure. After check-out, rooms/apartments will be evaluated against information contained in the Room Condition Form. Occupants will be held individually or jointly responsible for unauthorized changes, damages or missing furniture that were not specified on the original Room Condition Form.

Residents of a building or subsection of a building may be held financially responsible for damages to common areas and equipment (e.g., hallways, lounges, lavatories), when the students responsible for those damages do not claim responsibility and cannot be identified.

## Room Decoration

Students are encouraged to display appropriate room decorations, in collaboration with roommates, to create an environment within the room that represents their personality and interests while being mindful of the impact on roommates, community members, and residential facilities. Room decorations

may not impede or disrupt an educationally purposeful residential environment, and should align with the University's values of mutual love and respect. No decoration should discriminate, intimidate, threaten, harass, or harm others on the basis of race or ethnicity, gender identity or sexual orientation, religion, national origin, socio-economic status, and/or ability, among other identities and experiences.

Additionally, room decorations may not be permanently attached to any furniture, wall, floor, or ceiling. Decorations should be mounted to walls so as to avoid damaging painted surfaces when removed. Tape, duct tape, nails, tacks and screws are prohibited, as they damage wall surfaces. Residents may not attach stickers to doors, walls, floors, ceilings, furniture or windows and may not affix any items to the exterior of room doors and areas adjacent to room doors, including memo boards. Residents may not paint any area of university housing facilities. Room decorations must also be in compliance with all other Residence Life regulations, including the policies on "Fire Safety" and "Windows, Window Screens and Window Displays".

Failure to comply with the Room Decoration policy may result in the student being asked to remove the decoration(s), confiscation of the decoration(s), fees for room damage or cleaning, and/or a disciplinary referral to the Dean of Students Office

#### Windows, Window Screens and Window Displays

Windows should not be blocked under any circumstances. Windows should not be used as a method of access or egress, except in case of emergency. Removal or tampering of window screens from rooms or common areas, or the opening or tampering of security screens, is prohibited. Students in violation of this policy may be fined and/or referred for disciplinary action.

Students may not post, hang, or display signage, flags, decorations, decals, lighting or any other items in, on or around residence hall room windows, window coverings or common area windows. No signage, characters, or symbols may be posted or displayed on windowsills. If students violate this policy, Residence Life will typically inform the student(s) that the material must be removed immediately. Failure to comply with this policy or with directions for removal may result in disciplinary action. The University reserves the right to remove and/or confiscate items that violate this policy at any time.

## E. Publicity and Sales in the Residence Halls

### Publicity

All advertising prepared for distribution or posting in the residence halls must be stamped "Approved for Posting" by the appropriate University department and must be posted in appropriate designated areas within the residence halls.

With the exception of floor/building notifications posted by the resident assistants, advertising or publicity exclusively intended for the residents of an individual building must be approved and stamped for posting by the Coordinator for Residence Management responsible for the area of the campus in which the hall is located.

Advertising or publicity for events open to all residents and/or members of the general campus community must be approved and stamped for posting by the Student Involvement Office.

The University reserves the right to remove all postings that do not comply with this policy.

## Sales and Solicitation (also see Non-Solicitation Policy)

Students and student organizations, including Hall Councils, are not permitted to infringe upon the privacy of residents in University residence halls, apartments and common lounge areas for the purpose of raising funds or generating revenues. In accordance with University policy, all fundraising and revenue generating activities in the residence halls/apartments must be approved by the Office for Residence Life. Hall Councils interested in sponsoring fundraising activities are expected to submit proposals through the appropriate Residence Life staff member. Sales of items using residence hall names, depictions of residence halls or other references to residence halls is strictly prohibited without prior approval of the Office for Residence Life.

Additionally, residents may not operate “for profit” or “not for profit” business ventures from their room or apartment. Exceptions may be made for approved projects or assignments as part of an official academic class or program. Any approved activity may not disrupt, exploit, or infringe upon roommates or hallmates, nor otherwise disrupt, exploit, or infringe upon the community or campus operations. Door-to-door or direct in-person or electronic solicitation to students, faculty or staff is prohibited.