

RESIDENCE HALL

PURPOSE

To describe the residence hall policies which apply to all Westfield State University resident students and their guests while present in any of the residence halls.

POLICY

A. Introduction

Residential Life promotes personal development and civic engagement. Successful on-campus living requires that all residents are aware of the impact that their actions and choices can have, not only on themselves but also on other residence hall community members. An important aspect of this process is understanding and abiding by University policies and state and federal laws.

Residents are responsible for what occurs in their assigned rooms/apartments; and also for the collective well-being of their respective communities. Students who violate policies may face student conduct system action, criminal prosecution, administrative room reassignment, loss of housing, service charges and/or other responses based on the nature and severity of the situation.

B. Alcohol and Other Drugs

See "Alcohol and Other Drug Policy" section of the current [Student Handbook](#).

C. Appliances and Electrical Devices

1. Electrical appliances/devices permitted in resident rooms: blenders, clocks, coffee makers with auto shut-off, computers, fans, hair dryers/curlers, humidifiers, irons with auto shut-off, air popcorn poppers, radios, razors; refrigerators (one per resident) bearing the UL seal, operating on up to 2.5 amps and having a capacity up to 4 cubic feet; stereos, TVs. Appliances should be Energy Star rated where available. Any appliance not being used in its intended manner may constitute a health and safety hazard and is subject to confiscation.
2. Electrical appliances/devices prohibited in resident rooms: air conditioners, candle warmers, "George Foreman grills" or similar devices, halogen lamps, heat lamps, heaters, hotplates, hotpots, sandwich makers, toasters, toaster ovens and other cooking devices. To preserve a safe, healthy environment, Residential Life shall confiscate prohibited appliances. Non-approved appliances will be removed

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 2 of 18

REVIEWED: June 2012

immediately upon discovery and disposed of. Repeat violations will lead to sanctions up to and including a loss of housing. Apartment Complex, Lansdowne, University Hall and New Hall residents may have one "George Foreman grill"/sandwich maker and one toaster or toaster oven per apartment in the kitchen area.

3. Residents in traditional halls may not have microwave ovens (except for approved Polarwave units rented through the University). Unapproved microwaves will be confiscated and disposed of. Apartment Complex, Lansdowne Place, University Hall and New Hall residents may have one microwave oven per unit in the kitchen area.
4. Since meal preparation in student bedrooms poses health and safety issues, approved appliances may be used within your room for snack preparation only. Use your hall's kitchen facilities for meal preparation.
5. Extension cords must be UL approved and at least 16 gauge. Never run cords under carpets, through ceiling grids, or over door frames. Never place large/heavy objects on top of cords, crimp cords or overload outlets (more than two items plugged in at once). Use power strips with circuit breakers and do not plug power strips/extension cords into other power strips/extension cords.
6. For safety reasons, students must always be in their rooms when ANY cooking or other potentially hazardous device or appliance is in use.
7. To promote energy conservation, the University strongly encourages the use of CFL and LED light bulbs wherever possible in student supplied lamps and devices.
8. Be careful with laptop computers, as they can cause fires when left unattended sitting on a bed or other flammable items. Whenever possible, set laptops on a hard surface when charging or in use.
9. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.

D. Damage

1. The CLEAR Community Plan is a collaborative effort by Residential Life, residence hall Maintainers and residents to promote respect for our residence and for all who live and work in them. Residents are members of a large and interdependent community, and each persons' actions have an impact on their neighbors and the University. The Plan is designed to make students aware of conduct that is damaging to the community and to remind students that damages and extraordinary cleaning charges should be kept to a minimum. If excessive changes occur in a hall,

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 3 of 18

REVIEWED: June 2012

students are notified of what has taken place and given the opportunity to take responsibility before other steps are taken.

2. Residents of a building are responsible for damage and vandalism which occurs during the year. Damages are classified as:
 - a. *Personal* - the resident's room and all University furnishings and equipment present in these spaces. Apartment kitchens, living rooms and bathrooms are also considered personal space for billing purposes.
 - b. *Section* - the hallways, lounges, bathrooms etc. shared by residents in a specified area of a building.
 - c. *Common Area* - public areas such as hallways, floor lounges, bathrooms, stairwells, main lounges, lobbies, game rooms, courtyards, and grounds; and all University furnishings and equipment present in these spaces. Personal and common area charges will apply to all residents. Any hall may adopt section charges by a majority vote of the residents of that hall in September of each academic year. This decision may be revisited within the first three weeks of the spring semester if brought up for review via a petition signed by at least 25% of the residents of that hall.
3. At check-in, each resident receives a detailed Room Inventory Form (RIF). Carefully complete the RIF to avoid billing concerns at check-out. The RIF will be reviewed at check-out by the Residential Life staff. Costs for room damages, missing items, and extraordinary cleaning will be billed to residents. Complete and return your RIF within 48 hours of check-in to avoid a \$50 improper check-in charge and possible room damage charges.
4. Common area damages which cannot be attributed to specific persons will be apportioned among all hall residents at the time those charges occurred. Common area charges will be billed to residents during the semester and/or at the end of the semester as needed. Residents can significantly reduce these charges by being vigilant and by reporting cleaning-and damage-related incidents immediately to a staff member.
5. Section damages which cannot be attributed to specific persons will be apportioned among all section residents at the time those charges occurred. Section charges will be billed to residents during the semester and/or at the end of the semester as needed. Residents can significantly reduce these charges by reporting cleaning- and damage-related incidents immediately to a staff member.
6. The Residential Life staff conducts room damage assessments upon checkout, at the end of each semester, and as needed.
7. Routine vs. extraordinary cleaning – Residence hall maintainers are responsible for daily cleaning of public areas, trash removal from designated areas, and routine

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 4 of 18

REVIEWED: June 2012

minor repairs. They are not expected to clean extraordinary messes or student rooms. Where extraordinary cleaning is needed, the individual or building will be assessed a service charge based on the nature of the occurrence.

8. Repairs may be made immediately or on a cyclical basis, depending on the nature and severity. Damage repair fees are applied to those repairs regardless of when this work is completed.
9. Appeals of personal damage charges may be submitted to 'Residential Life, Westfield State University, Westfield, MA 01086, ATT: Damage Appeals.' Please state which charge is being appealed and why. ONLY appeals submitted in writing by the resident being charged, and within 60 days of the billing date will be considered. Common area and section damages may not be appealed, but students may review their hall's itemized common area charges by contacting their Residence Director during the school year or by going to the 'Residential Life' page of the University website after February 1 (for fall semester charges) and July 1 (for spring semester charges).
10. Students responsible for repeated or significant damages face sanctions up to and including immediate loss of housing or University status in addition to restitution.
11. Students responsible for extraordinary cleaning charges face sanctions up to and including immediate loss of housing in addition to restitution; biohazard issues related to bodily waste WILL lead to immediate loss of housing and restitution.
12. Below is a partial list for some common cleaning and damage charges including parts and standard labor charges (all prices are subject to change, and may vary from hall to hall).

BATHROOM:

Sink 250.00

Mirror 100.00

Shower rod 75.00

Shower curtain 17.00

Shower door 150.00-200.00

Soap dispenser 20.00

Sanitary napkin box 42.00

Toilet stall door 150.00-200.00

Toilet paper holder 40.00

Toilet unplug 100.00

Toilet seat 30.00

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 5 of 18

REVIEWED: June 2012

Toilet (tank only) 250.00
Toilet replacement (wall hung) 150.00
Toilet replacement (floor mount) 350.00
Disassemble, take bowl off (unplug) 100.00

FURNITURE:

Barstool 210.00
Bench 250.00
Bunk bed (headboard, footboard, frame) 200.00
Chest of drawers 275.00
Coffee table 200.00
Desk chair 175.00
Desk chair seat or back 45.00
Desk 290.00
Desk bookcase 100.00
End table 175.00
Mattress 90.00
Upholstered 3-seater 1000.00

DOORS/LOCKS/KEYS:

Door 450.00
Door closer 175.00
Door handle-replace (set) 150.00
Door lock-(complete replacement) 350.00
Door refinish 50.00-100.00
Lock core change:
Single 110.00
Double 120.00
Triple 130.00
Quad 140.00
Apartment/Suite front door lock/key 130.00-160.00
Mailbox key 10.00

FIRE SAFETY:

Exit door alarm 200.00
Exit door sign 200.00-250.00
Fire alarm cover 110.00
Fire extinguisher recharge 60.00

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 6 of 18

REVIEWED: June 2012

Fire extinguisher replace 125.00
Fire extinguisher box cover 35.00-60.00
Heat/smoke detector 90.00-130.00
Malicious/negligent fire alarm 500.00

WINDOW:

Window crank 25.00
Window glass 75.00-500.00
Window screen 25.00-100.00
Window shade roller 16.00-50.00
Window shade chain operated 75.00-250.00
Vertical blind track-minimum 200.00

EXTRAORDINARY CLEANING:

Minimum charge 25.00
After hours-minimum 150.00
Biohazard clean-up-minimum 100.00
Biohazard clean-up—after hours 175.00
Disposal fee-carpet 50.00
Disposal fee-furniture 50.00
Disposal fee-food containers 10.00
Graffiti clean-up (sq. ft.) 30.00

OTHER:

Bulletin board 100.00
Bulletin board content (replace) 25.00
Cable jack box 30.00
Carpet replacement (sq. yd) 50.00
Carpet stain removal 25.00
Ceiling tiles 25.00-50.00
Ceramic wall/floor tile (sq. ft.) 50.00
Closet door 125.00-200.00
Dishwasher 500.00
Elevator damage repairs 500.00-1500.00
Hub 30.00
Hub power supply 10.00
Hub long data cable 15.00

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 7 of 18

REVIEWED: June 2012

Light globe cover 25.00-100.00
Light globe cover-New Hall 90.00-230.00
Mailbox glass 15.00
Mirror-room 30.00
Nail/tack/dart hole-each 15.00
Painting (sq. ft.)-minimum 25.00
Polar wave replacement 450.00
Sheet rock (sq. ft.) 25.00
Sign replacement (varies w/type) 100.00-175.00
Sink gooseneck spout 75.00-100.00
Tape mark-minimum 10.00
Tradesperson after hours (minimum) 150.00
Vending damage (minimum) 200.00
Water fountain 550.00

Note: Bent, damaged or broken keys will be replaced at no cost as long as there is no evidence of abuse.

13. Additional, contractually-mandated charges will be assessed to individuals or residence halls as applicable for service calls on evenings, weekends and holidays.

Labor Charges/Electrician \$175.00 per occurrence
Labor Charges/Carpenter \$150.00 per occurrence
Labor Charges/Heating and Ventilation \$200.00 per occurrence
Labor Charges/Locksmith \$175.00 per occurrence
Labor Charges/Plumber \$200.00 per occurrence

Note: Facilities may change rates to comply with contractual minimums for these services.

E. Entry into Residence Hall Rooms

1. Residential Life conducts health and safety inspections of all residential areas including student bedrooms as needed to ensure that students are living in a safe, sanitary manner and in compliance with the Residential License Agreement. Advance notice of these routine inspections will be given.
2. Maintenance and Facilities and Operations personnel or designees may enter student rooms at any time to perform needed work.
3. University staff may enter a room in emergency or ongoing situations which are believed to present immediate danger to students and/or property.

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 8 of 18

REVIEWED: June 2012

4. The University may authorize an administrative room entry or search based on reasonable grounds for believing that the search will yield evidence that the resident is in violation of University/Residential Life policies.
5. Students should also be aware that search warrants, based upon probable cause that a crime has been/is being committed, are obtained by University personnel as needed.
6. Fire alarms will necessitate a health and safety check of each room to ensure building evacuation. Staff members are obligated to report any University policy violations noted during room checks and unapproved items may be removed from rooms.

F. Facilities

1. *Bicycles/Motorcycles/Mopeds* - Bicycle storage areas are provided in most halls. Bicycles stored in public areas are safety hazards and will be removed. Motorcycles/mopeds belong in designated parking areas only.
2. *Cleanliness* - Residents are responsible for cleaning and keeping their rooms, suites and apartments in a safe and sanitary manner and share responsibility for maintaining common areas such as kitchens, hallways, bathrooms, and lounges. Rooms, suites and apartments should not be decorated or arranged in ways that cause safety issues or extraordinary cleaning (such as chalking or painting walls, affixing permanent additions in rooms, or other similar actions). Trash and recycling materials should be deposited regularly in the designated containers. Extraordinary cleaning charges are assessed to individuals or the hall as needed. During normal maintenance hours these charges vary, depending on the situation. After normal hours, the minimum charge is \$150 per incident.
3. *Cable Television* - Unauthorized connection to or modification of cable lines is illegal and can result in civil, criminal, and/or student conduct action.
4. *Fire Alarms*
 - a. All residence hall occupants must evacuate the building immediately when a fire alarm sounds and remain at least 25 feet from the hall. Exit using the CLOSEST fire door, and learn alternate plans of escape if an exit is blocked, and await instructions from staff regarding an assembly point as needed.
 - b. Any student who fails to evacuate a residence hall during a fire alarm shall be subject to sanctions up to and including loss of housing for repeat violations.

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 9 of 18

REVIEWED: June 2012

- c. Any student found responsible for deliberately causing a false fire alarm or tampering with fire safety equipment is subject to immediate expulsion from the University. This includes covering, affixing items to, or disabling any fire equipment; and damaging fire exit signs or otherwise compromising building evacuation.
- d. A \$500 charge is assessed to any building where an alarm is activated falsely, negligently or maliciously. A \$2000 reward is offered for information leading to the successful apprehension and prosecution of any person (s) responsible for causing a malicious fire or fire alarm.
- e. Students who cause an actual fire or trigger an alarm, either intentionally or through negligence, face sanctions up to and including expulsion from the University and a \$500 service charge plus actual restitution for damages and clean-up.

5. *Fire Safety*

- a. Lighting, heating, decorative, or cooking devices with an open flame or burner are prohibited. This includes all candles (even those without wicks), incense, incense burners, candle warmers, and potpourri pots. Grills used for outdoor cooking must be used at least 25 feet away from all buildings. Candles, incense, incense burners, and non-approved appliances will be disposed of immediately upon discovery. Repeat violations will lead to sanctions up to and including loss of housing.
- b. Residence hall storage of gasoline, kerosene, lighter fluid, liquid propane or any flammable liquid, or machines using flammable liquids, is prohibited. Explosives, fireworks, and/or other hazardous materials may not be stored or used in or around the residence halls.
- c. In all residence halls the bedrooms, living areas, doorways, stairwells, windows and hallways must remain unobstructed. Nothing may be hung in any residence hall windows, doorways, or from the ceiling. At no time should sheets, blankets, or tapestries be hung on residence hall walls. Wall decorations must not cover more than 30% of the wall space and should not be larger than '3X5'. Door decorations must not be affixed within one foot of the top or bottom, or within six inches of the side edges, of any door. Door decorations must not cover any room number, door lock, or handle.
- d. Most residence hall fireplaces are decorative only and not intended for use.
- e. Holiday decorations: Live trees and wreaths are not allowed. Lighted decorations may only be on when a person is in the room. Decorations must be fireproof and

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 10 of 18

REVIEWED: June 2012

- cannot cover hallways, exits or doors, appliances, or electrical fixtures and they must be removed in a timely manner.
- f. The University reserves the right to remove hazardous materials or devices, or items that are being used in an unsafe manner. Confiscated items are typically disposed of.
 - g. Apartment Complex fire escape doors and stairwells are for emergency purposes only. Violations will lead to sanctions up to and including loss of housing.
 - h. Students must not damage, tamper with, cover or deactivate any fire safety equipment, whether in rooms (heat/smoke detectors, etc.) or common areas (pull stations, exit signs, etc.). Violations will lead to sanctions up to and including expulsion from the University.
 - i. The University may require removal of any item, or establish conditions for its continued presence and use, in the interest of preserving a healthful and safe environment.
6. *Common Areas* – Residence hall common areas include main lobbies, game rooms, student lounges, floor lounges, laundry rooms and other spaces. To preserve a comfortable living environment for all residents, please respect these shared areas. In particular, common area furniture and equipment provided for community use are NOT to be removed for personal use within a room. Students found with such items in their rooms face student conduct action, possible criminal charges for theft of state property, and will be charged a \$100 service charge per item.
7. *Repairs* – Many repairs can be completed by your hall's maintenance staff. If you need a room repair or see a damaged item in a public area, please inform your RD or Maintainer. For major health/safety issues, please inform an RA, RD, Maintainer or Public Safety immediately. Please remember that most facilities and maintainer staff members typically work 'first shift' hours (6am-2pm), so non-emergency requests made later in the day are unlikely to receive attention until the following day at the earliest.
8. *Roofs* – Residence hall roofs, balconies, and exterior landings are not designed for resident use; students found in these areas face a loss of housing.
9. *Room Furniture*
- a. Do not put beds on radiators, cinderblocks, or other furniture. Do not place mattresses on the floor. Waterbeds are not allowed.
 - b. Desk bookshelves must remain affixed to the desktops.

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 11 of 18

REVIEWED: June 2012

- c. Room furniture can only be removed with the RD's prior approval and will be stored in a designated area as space permits.
- d. Do not remove closet doors or stack room furniture unless that furniture is designated to be stackable (New Hall end tables, University Hall dressers).
- e. Students are not allowed to bring large, upholstered furniture made for home use (including futons and beanbag chairs) into the residence halls, as they do not meet strict state-mandated standards for residence hall fire retardance.

G. Guest Policies

1. Definition - a guest is defined as any individual who is not currently assigned as a resident of that particular residence hall room.
2. Residents are responsible for the behavior of their guests. Hosts must ensure that guests abide by all University and residence hall policies. Guests who are not Westfield State University students will be banned from campus and face possible civil/criminal action for policy violations. Guests who are Westfield State University students face loss of guest visitation privileges and possible additional student conduct action as well as possible civil/criminal action for University policy violations.
3. The rights of Westfield State University residents shall take precedence over the rights of guests. Specifically, residents have the right to restrict guest presence in their own rooms, particularly in the case of overnight guests.
4. A guest's stay may not exceed three (3) overnights in any week (Monday-Sunday). An extended pattern of visitation which, in the judgment of Residential Life staff, indicates illegal residence in a building or disrespect for a roommate's rights may lead to immediate removal and/or loss of sign-in privileges for the guest; and disciplinary actions, reassignment to another room, and/or loss of guest hosting privileges for the resident.
5. Guest Sign-In
 - a. Any guest who is not a current Westfield State University student must be signed in and escorted at all times by the host. Failure to follow correct sign-in policy will result in guest removal from campus and guest restrictions for the host.
 - b. Current Westfield State University students must provide a valid University ID upon request of Residential Life staff member or other University official as requested and upon entering a residence hall whenever the desk is staffed.

- Repeated failures to present ID as requested will lead to more stringent sanctions up to and including loss of housing.
- c. Except for specially approved programs or circumstances, no guest under the age of 16 years of age will be permitted to be signed into a residence hall without the presence of their parent or guardian.
 - d. Any guest who is under 16 or 17 years old must provide a valid ID and a document indicating date of birth (these may be the same document) and an emergency phone number as well as a completed authorization form for the visit from a parent or guardian – this form is available on the Residential Life webpage. University staff members may call to confirm authorization for a visit. Underage guests who violate University policies will be required to leave and face parental notification.
 - e. Any guest 18 years of age and older must provide a valid picture identification upon request of a University staff member and a document indicating date of birth (these may be the same document). Failure to provide valid identification will result in immediate guest removal.
 - f. A resident may sign in up to two guests at any one time.
 - g. At any time, each traditional room or apartment is limited to a maximum of three (3) times the number of residents present.
6. Commuters are welcome to visit the residence halls under these guidelines.
 7. Guest policies may be changed at specially designated times such as Spring Weekend and others as identified by the Vice President, Student Affairs.

H. Keys and Residence Hall Access

1. Residence hall access keys and cards belong to the University and are assigned to residents for their personal use only. You are responsible for carrying your assigned keys and ID card at all times. Keys and ID cards are not to be loaned to anyone for any reason.
2. Lost keys - Report to your RD immediately so a lock change can be done. Students will be charged for a lock change for any keys that are lost or not returned.
3. Lockouts - Call Public Safety (x5262). The lockout service charge is \$15.
4. Unauthorized possession or use of a University key or ID not officially issued to you, duplication of any University key or ID, or loaning of a University key or ID issued to

you or any other person is a major offense and will result in suspension from housing or the University.

I. Occupancy Issues

1. Eligibility - Full-time (at least 12 credits) Westfield State University undergraduate Day students have first priority for on-campus housing. Bills must be paid in full.
2. Commuter students who go on exchange shall be commuter students when they return. Commuters may request on-campus housing at any time and are accommodated as space permits.
3. The Residential License Agreement (RLA) applies to both the **fall and spring** semesters; it sets forth the terms and conditions for living in the residence halls. It explains room assignment, billing, withdrawal and refund procedures, lists policies and outlines meal plan information. A signed Agreement is required of all residents; an electronic confirmation of your completion of these forms and a copy of the documents will be returned for your reference. Room Reservation Deposits are non-refundable. Students who seek to leave housing before the end of the academic year are subject to a Cancellation Fee.
4. Check-In/Check-Out Procedures
 - a. Upon arrival, check in to your assigned room with a Residential Life staff member. This requires you to complete and sign a Room Inventory Form (RIF) and return it to the RA/RD. You will also receive your living area and mailbox keys. When you leave housing or change rooms/buildings, check out with an RA or RD, sign your RIF and return the keys. Failure to return your RIF within one week of check-in will result in a \$50 improper check-in charge and will result in the assumption that the room was in completely satisfactory condition upon arrival.
 - b. Failure to properly check in or out of a room will lead to a \$50 fee plus applicable lock changes/key changes.
 - c. To avoid charges, empty all drawers and closets, remove carpets, furniture, and personal belongings, and clean your room before leaving. Room cleaning fees start at \$25. A per item removal charge will be assessed for large items such as carpets and furniture.
 - d. No refund can be considered or processed until a resident has officially checked out of his/her assigned space. Any check-out done after regular business hours (Monday-Friday, 9:00a.m.-5:00 p.m.) will be processed as being effective on the next regular business day.

- e. Students no longer in housing who do not retrieve personal belongings within one week of departure will be charged for packing, storage and/or shipping of items. The University may also, at its option, dispose of or donate to charity any unclaimed items.

5. Room Changes

- a. Successful roommate relationships are an important learning component of the residential student experience and a responsibility shared by the roommates.
- b. Room changes requested in response to roommate conflicts are generally considered only after other options and educational processes have been explored.
- c. Students requesting to be re-assigned may be asked to take an active role in determining which available space is likely to be most successful for them.
- d. While individual needs weigh heavily in all decisions regarding room requests, the needs of the campus residential community-at-large and the integrity of the room allocation process are also key considerations.
- e. All room changes must be approved AND scheduled in advance with designated Residential Life professional staff members.
- f. When a student moves out of a room, it is the responsibility of the remaining resident (s) to rearrange furniture and storage space to accommodate a newly assigned roommate in anticipation of his/her arrival.
- g. All housing sign-up and room change processes and timeliness occur at the discretion of Residential Life and are subject to change.
- h. Students must not reside in on-campus spaces other than the ones to which they are assigned, and for which they are issued keys.
- i. All room assignments are subject to change by Residential Life at any time.
- j. In case of serious roommate conflicts in which residents are unable to resolve the situation, Residential Life will intervene and may, at its discretion, move any or all students involved in the interest of resolving the immediate conflict and preserving an appropriate living/learning environment.
- k. See also: Residential License Agreement and Terms & Conditions

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 15 of 18

REVIEWED: June 2012

6. Vacation periods and semester breaks - All residence halls are closed during official University recess periods and may not be entered at these times without prior Residential Life approval. Residents are to vacate the residence halls within 24 hours of their last final exam or by closing on the last day of finals, whichever comes first. Interim housing may be available during periods when the halls are closed. Associated fees, contract terms, and restrictions will be at the discretion of Residential Life.
7. All residents except those in the Apartment Complex, Lansdowne Place and New Hall must purchase a University meal plan. Exemptions from the meal plan will be considered for students providing legitimate medical documentation. Meal plan exemption forms may be obtained at Residential Life. Only completed forms received at Residential Life before the semester begins or within the first two weeks of classes will be considered. Be advised that the food service staff can make special accommodations for a variety of dietary needs.
8. Under-Capacity Rooms, Suites, and Apartments – The University, at its option, may choose to do any of the following regarding residents living in undercapacity rooms: 1) place a student in the empty space; 2) have students in partially full rooms move in together; 3) allow students living in undercapacity rooms to pay a “deluxe fee” to retain the room at its current, reduced capacity for the remainder of the semester. Students living in suites or apartments are responsible for maintaining those accommodations at full occupancy and may be required, at the University’s discretion, to consolidate within their existing apartment, move out of their apartment/suite to other on-campus accommodations or to pay an additional, prorated “deluxe fee” based on the number of vacancies. This provision is in place based on the popularity of apartments/suites and on the difficulty faced by the University in making student assignments into these type of housing.
9. Depending on the availability of housing and current waiting list procedures, there is no guarantee that a student who is suspended from housing will be able to return to campus to live after his/her suspension is complete.
10. On-campus living is a privilege, not an entitlement. Residents who demonstrate an inability to coexist with other residents in a residence hall room, section or community are subject to having their on-campus living privileges revoked for future academic years; and also face administrative reassignment and/or student conduct charges during the current academic year. Examples of such behavior include, but are not limited to: significant incidents of vandalism, threats toward or harassment of students or University employees in the residential setting, and other serious policy violations; or a persistent pattern of violating University and residence hall policies.
11. While residence hall suites and apartments may be co-ed, all bedrooms must be single-gender.

Westfield State University

Policy concerning:

APPROVED:

J. Personal Belongings

You are responsible for your belongings. Except as required by law, the University does not assume responsibility for loss of, or damage to, personal articles by fire, theft, or other causes. Residents are encouraged to acquire property insurance coverage.

K. Pets

No pets of any kind are allowed in the residence halls (except for approved service or assistance animals). Repeat violations will lead to sanctions up to and including loss of housing. Depending on the situation, residents will be held responsible for removing the pet; and for any costs associated with the care or removal of a pet.

L. Posting Policy

1. All posters, notices, petitions, and other publicity must be approved at the Office of Residential Life prior to residence hall posting. Approved items will then be posted in the halls by the Residential Life staff in appropriate areas. Posters may not be placed on windows, painted surfaces, or stairwells. Students/groups/organizations must be clearly identified on any postings. Items posted improperly will be discarded.
2. Individuals and groups wishing to advertise events or services that may be of interest to on-campus residents should contact the Office of Residential Life for permission. The Executive Director of Residential Services and Campus Life (or designee) reserves the right to refuse permission to advertise for those events or services that promote the use of alcohol or are insensitive to members of the campus community. Approved items will be then posted in the halls by the Residential Life staff in appropriate areas.

M. Quiet Hours/Courtesy Hours

1. Campus-wide quiet hours are:

Sunday - Thursday	9:00p.m. - 9:00a.m.
Friday - Saturday	11:00p.m. - 9:00a.m.

Quiet hours on weekend nights are set by the City of Westfield Noise Ordinance. All other times are "consideration hours" when students should respect the needs of others. The rights of students to study and rest take precedence over all other considerations.

1. If you have a concern about noise, first attempt to resolve the matter yourself with the student involved. If you still need assistance, contact a residence hall staff member or Public Safety.
2. The following are always violations of quiet/consideration hours:

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 17 of 18

REVIEWED: June 2012

- a. Use of sound equipment (stereos, amplifiers, subwoofers, musical instruments, air horns, etc.) which can reasonably be expected to inhibit residents' study or sleep;
 - b. Participation in sports activities in or near the residence halls;
 - c. Shouting or playing stereos out of the windows;
 - d. Disruptive gatherings in rooms, hallways, or lounges.
3. Immediately preceding and during final exams, quiet hours are in effect 24 hours a day. Quiet hours violations during this crucial period can result in removal from University housing for the remainder of the semester.
 4. Repeated quiet hours violations indicate that a resident is unwilling or unable to respect the needs of others. Such situations negatively affect the educational environment and shall result in a written warning, probation, administrative room reassignment, or loss of housing for repeat violations. In addition, students may be required to remove equipment when its use has been disruptive to the environment.

N. Safety and Security

1. To maintain a safe environment, common doors that provide access to residential areas are locked at all times. These doors can be opened with your University ID card. Other entrance doors are typically locked and alarmed at all times unless otherwise specified in your hall. Exterior doors should never be propped open; violators will be subject to sanctions. Public Safety, Residential Life and other staff members provide coverage for each hall as assigned. For the protection of the community, students are expected to present their valid University ID with the current semester's sticker upon entering a residence hall whenever the desk is staffed or as requested.
2. Sports - Due to potential danger to people and property, athletic activities are prohibited inside or within 25 feet of a residence hall (includes courtyards and parking lots).
3. Weapons – Possession, storage, or use of any weapon or other similar potentially dangerous or illegal device is prohibited on the University campus. Having a weapon or similar potentially dangerous devices in the residence halls, regardless of whether or not the weapon is considered by the owner to be a decorative toy, sporting, or collectible item, is a major offense.
4. Windows/screens - For safety reasons, dropping/throwing objects from windows, leaning out of windows, entering or exiting a hall through a window, and placing

Westfield State University

Policy concerning:

APPROVED:

Section: Administrative

Number: 0590

Page: Page 18 of 18

REVIEWED: June 2012

yourself or property outside a window, on a window sill or building ledge are prohibited. Screens must remain in place at all times or a \$50 screen replacement service charge will be assessed.

5. Students who create a significant health and safety hazard in or near a residence hall, either intentionally or through negligence, demonstrate a lack of appropriate concern for the well-being of other residents and face sanctions up to and including loss of housing.

O. Smoke Free/Tobacco Free Campus

Smoking and/or the use of tobacco products will not be permitted on any University property or University leased property including buildings, grounds, walkways, parking lots, wooded areas and all other property owned or operated by the University. The only exception to this prohibition is that the smoking of cigarettes only may be allowed in designated areas approved by the University President and marked by appropriate signage (See Smoke Free/Tobacco Free Campus Policy).

P. Solicitation

Commercial activities, solicitations or advertisements are prohibited in or near University residence halls.

REVIEW

Policy changes: Changes or updates in Residential Life policies and procedures shall be implemented after written communication from the Director of Residential Life or the Vice President, Student Affairs. Hall Councils may also choose to strengthen a policy by majority vote of the Council and approval by the Director of Residential Life but may not weaken or change its intent. All policies shall be reviewed annually by the Vice President, Student Affairs and any changes must be approved by the University President.