

WSU Pullman Housing and Dining Policies

2008-2009

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IMPORTANT - STATEMENT OF UNDERSTANDING

By agreeing to the Housing and Dining Application, I confirm that I have read and understand the terms of the housing and dining contract - which includes the [Housing and Dining Financial Contract](#), the [Housing and Dining Payment Schedule](#), the Housing and Dining Policies, and that I accept the provisions of the contract as now stated or as may be amended throughout the term of this contract.

Review the Housing and Dining Policies for your information and guidance during the year.

Housing Services
Washington State University
PO Box 641726
Pullman, WA 99164-1726

Phone: 509-335-4577
E-mail: housing@wsu.edu

Dining Services Policies

I understand that the WSU CougarCard accesses the Residence Dining Account. The Residence Dining Account is a required part of the Housing and Dining Financial Contract, except in Orton, Rogers and McEachern Halls, and is used to purchase food and non-food items in residence dining facilities, Markets and Espresso Bars. I understand that more information about the Residence Dining Account is available online at www.dining.wsu.edu, which details accounts for students, faculty and staff.

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Residence Dining Account

I understand that the Residence Dining Account can be used at the residence dining facilities (Hillside Café, Northside Café, Southside Café, and Cougar Fitness Café), Markets, and Espresso Bars located around campus. Dining hours and locations are subject to change. Service is limited during non-instructional periods.

All residents receive a 40% discount when they use their RDA in the residence dining facilities (Hillside Café, Northside Café, Southside Café, and Cougar Fitness Café). Residents will receive a 10% discount at Towers Market, Northside Market, Hillside Market and Flix, and at the Espresso Bars located at Bustad, Carpenter Cleveland, Cyber Café, Lighty and Stephenson.

I understand that the Residence Dining Account has two basic components: the overhead charge and Residence Dining Account (RDA) Dollars.

The Overhead Charge. I understand that students living in the University residence hall system pay an overhead cost of \$900 per semester (continuing residents pay the applicable overhead fee according to the Guaranteed Rate). The overhead charge pays for residence dining facility expenses such as mortgage payments, utilities, administration and maintenance.

RDA Dollars. I understand that in addition to the overhead charge each semester (17 weeks), I must select an entry RDA Dollars level for my Residence Dining Account. When I purchase items in the residence dining facilities, Markets, and Espresso Bars with my RDA Dollars, the amount will be electronically deducted from my RDA balance using my CougarCard. Residence Dining Account Levels are:

Level	RDA Dollars
1	\$690
2	\$902
3	\$1060
4	\$1270

I understand that I will make my selection on the Housing and Dining Application and that this is my selection for each semester. I understand that if I run out of RDA Dollars, I may purchase additional RDA Dollars at Housing and Dining Financial Services in Streit-Perham or online at www.livingat.wsu.edu. I understand that I may change my account level during the semester but must do so by the end of the eighth week of classes. I understand that if I have RDA Dollars left over at the end of fall semester the amount will remain in my account for spring semester only if I remain in the residence hall system and purchase an RDA Account. I will still have to pay the overhead cost and choose at least the minimum RDA Dollar level for spring semester. I understand that RDA Dollars will not transfer from spring to summer or fall semester, and there is no refund of unused RDA Dollars.

I understand that the terms of this contract do not provide for special diets unless they can be provided within the regularly served menu in the residence dining facilities. I also understand that no cooking or meal preparation is permitted in any student room except as noted in the "Residence Hall Policies" section of the Housing and Dining Policies.

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Period of Operation

I understand that the residence dining facilities are not open between semesters, or during Thanksgiving Break or Spring Break. Specific schedules will be posted during each semester. Except for these vacations, dining service provided under this contract covers the following periods:

Fall Semester: Breakfast on Sunday, August 17, to breakfast on Saturday, December 20.

Note: One residence dining facility will be open during the fall early housing period (see the Housing and Dining Financial Contract).

Spring Semester: Lunch on Wednesday, January 7, to breakfast on Saturday, May 9.

Limited service and/or locations may be available during these dates.

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Residence Hall Policies

I understand that in order to be eligible to sign a contract with WSU Housing Services, I must be an admitted WSU student and have a high school diploma or equivalent. I agree to abide by all the policies and regulations of Washington State University, including but not limited to, by reference all the policies outlined at www.livingat.wsu.edu, and the Washington State University [Safety Policies and Procedures Manual](#), which address in greater detail policies related to Residence Life, Housing Services, and Dining Services. I further agree and understand that the Director of Residence Life and/or the Director of Housing Services may terminate my residence and dining service privileges if I violate Washington State University policy and regulations, fail to pay my room and board charges, fail to remain as an enrolled WSU student, or if I refuse to obey a valid directive of a Residence Life, Housing Services, or Dining Services staff member.

I understand that my failure to comply with the policies outlined in the [Housing and Dining Financial Contract](#), and/or failure to complete imposed conduct sanctions may result in my being moved from one residence hall to another or removal from the residence hall system with all applicable fees as stated in the [Housing and Dining Financial Contract](#), and/or loss of dining privileges.

I understand that WSU Housing and Dining Financial Services reserves the right to deny future housing assignments if I have a history of more than one delinquency letter, or more than one notice to vacate, or cleaning or damage charges. I understand that Residence Life and Housing Services reserve the right to deny future housing assignments if I have a history of violating the policies within this contract and/or violating the Washington Administrative Codes as noted in the WSU [Safety Policies and Procedures Manual](#).

I understand that my electronic signature on the Housing and Dining Application constitutes my agreement to abide by the following policies:

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Alcohol

Alcohol may not be possessed and/or consumed in alcohol-free communities and/or by minors. Consumption may only occur in other communities by those aged 21 or over in the privacy of their own room or in the room of another legally aged resident, behind closed doors. Residents who drink illegally and behave irresponsibly may face disciplinary action. Individual residents are held accountable for the actions of all their guests. Open containers of alcoholic beverages are not allowed in any public areas including lobbies, lounges, hallways, stairways, elevators, laundry rooms, study rooms, and restrooms. Bulk alcohol, including "spodies," "party balls," and/or "kegs" in any form or container is not allowed.

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Checking Out of a Residence Hall

Checkouts at the end of fall semester must be completed before the departure of the resident from campus at semester's end. For all contract terminations please refer to your Housing and Dining Financial Contract to obtain our policy on charges and refunds. All residents must verify their intention to terminate their contract by going online to www.livingat.wsu.edu and clicking on the Apply or Update Housing button prior to terminating their contract. A checkout is not valid unless the online termination process is completed correctly (more information is available at http://www.livingat.wsu.edu/hdrl/currentresidents/housingContracts/CR_Terminate.asp), and the requested termination is approved by Housing Services. Failure to receive approval from Housing Services to terminate the contract will result in additional charges.

Withdrawal at any time from a residence hall requires complete adherence to posted checkout procedures and those listed on the Room Inventory Agreement. Failure to turn in keys will result in a fee of \$40 for a room lock change and a \$20 fee for the replacement of the outside door key (\$10 in halls with CougarCard outside door access). Residents must turn keys in to the front desk of their hall during desk hours, and complete and sign the checkout portion of the Room Inventory Agreement.

Failure to comply with the checkout procedures will result in an administrative service charge of \$25, in addition to all other applicable fees and charges.

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Common Area Furniture

Furniture from common areas may only be removed from the designated common area with the permission of the Residential Education Director.

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Computer or Network Use

A high-speed Internet connection is available in all residence hall rooms. Residents making use of this service must comply with the terms of the Network Service Agreement, as it now exists or as it may be amended from time to time. The Network Service Agreement can be found at <http://www.livingat.wsu.edu/hdrl/NetworkAgreement.htm>. Inappropriate use of computers on the WSU network can result in the loss of network privileges.

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Contractual Non-Compliance

Students found in violation of provisions of the contract may be removed from the residence hall system within 24 hours and be held accountable for the remainder of the semester's housing and dining fees.

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Cooking

Cooking in residence halls is restricted to approved cooking equipment listed in under Electrical Appliances in [Housing and Dining Policies](#). Personal microwave ovens are not allowed. All authorized items must be used on a noncombustible surface.

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Distribution of Information

No information of any kind will be distributed by any person, group, or organization not connected with Residence Life, the residence hall government, or an approved all-University event without the approval of the Director of Residence Life.

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Electrical Appliances

The following UL-approved electrical appliances are individually authorized for use in residence hall rooms: blenders; clocks; coffee pots; personal computers, printers, scanners, and related equipment for personal use; DVDs and VCRs; electric blankets or pads; electric toothbrushes; fans; hair dryers and curlers; hot air popcorn poppers; hot pots; humidifiers; irons; radios; rice cookers; sewing machines; shavers; stereos, iPods, MP3s and video game systems; study lamps; small refrigerators and TV sets.

The use of an extension cord as permanent wiring is not permitted. Use of 16-gauge or heavier extension cords with built-in circuit breaker is authorized, as long as they present no

hazard. Persons bringing electrically operated equipment also have the responsibility of protecting such equipment from damage as a result of possible power surges or variations.

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Elevators

The following actions are prohibited and may result in disciplinary action:

1. Smoking and/or use of alcohol within an elevator.
2. Tampering with, intentional damage, or vandalism to the elevators (prying doors open, etc.).
3. Use of elevator emergency alarms and emergency stops in other than emergency situations.

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Explosives

Any explosives including primers, powder, dynamite caps, firecrackers, and pyrotechnics, as well as ammunition and dangerous chemicals, are prohibited. Toy guns and unauthorized "assassin" games, the purpose of which is to simulate killing others, are prohibited.

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Fire Safety

Compliance with residence hall fire and safety standards is required. All residence hall rooms are subject to national, state, and Washington State University fire codes and standards.

Failure to comply with safety standards will result in fines, penalties, liabilities, conduct and/or legal action, and/or accountability for any resulting damages, and/or eviction. Residents are responsible for properly maintaining the smoke detectors in their room.

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Guests

Except for Washington State University staff, who have access to residence halls at all times while in the performance of their assigned duties, guests are defined as any individuals who are not contracted residents of the specific room or hall in question. Each guest must have a host and be escorted within the building. Guests of the opposite sex are permitted in the halls according to each hall visitation policy. Guests must abide by all policies of the University and residence halls. Hosts are responsible and will be held accountable for the conduct of their guests.

Due to fire codes, no more than 10 persons are allowed in a student room at any time.

Overnight guests of the same sex may stay in the room of the host for a maximum of three consecutive nights, with the approval of the roommate(s) if applicable. Guests of the opposite sex must follow the visitation regulations as outlined in the Washington Administrative Codes.

Note: Washington State University reserves the right to withdraw the privilege of any resident to grant permission to anyone to enter the premises of any residence hall.

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Health and Safety

Any activity deemed to be a threat to the health and safety of students is strictly prohibited. Prohibited activities include, but are not limited to, hanging or sitting outside of residence hall windows, climbing the exterior of University buildings, throwing items out of a window, etc.

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Hypodermic Syringe and Needle Disposal

According to Washington State Health Regulations, all Washington State University students using hypodermic syringes and needles living in the residence halls will be responsible for proper disposal of these objects in "Sharps Containers," which may be obtained from Residential Education Directors.

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Keys

All room and outside door keys are the property of WSU Housing Services. Room and outside door keys must be returned upon checkout of the room. Use of room or outdoor keys by any person other than the student to whom the key is checked out is prohibited. Unauthorized keys obtained from a source other than Residence Life and Housing Services are not acceptable. Residents will be subject to disciplinary and legal action for possession of, or unauthorized use of, keys for any University building. At checkout, residents who do not turn in keys or return keys made by sources other than WSU are subject to possible conduct action, a \$40 fee for a room lock change, and a \$20 fee for the replacement of the outside door key (\$10 in halls with CougarCard outside door access).

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Length and Terms

I agree that the term of the contract is for the **entire academic year** and may only be canceled as set forth herein as stated in the [Housing and Dining Financial Contract](#). Spring semester contract charges begin January 7th. I understand that I am required to vacate my residence hall within 24 hours of my last final exam each semester. I further understand that if I withdraw from Washington State University or cancel this contract per the conditions stated in the [Housing and Dining Financial Contract](#), that I am required to vacate my residence hall within 24 hours. The Directors of Residence Life and/or Housing Services reserve the right to request any resident or nonresident to leave the building at any time.

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Living Group Damages and Cleaning Charges

General damage to WSU property located in living group areas will be charged to the individual or individuals responsible for the damage. If no individual can be identified, then the living group will be charged for the cost of damage and/or cleaning.

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Microfridges

Microfridges that do not exceed maximum refrigerator/freezer capacity of 2.9 cu. ft., microwave capacity of .7 cu. ft., and power consumption of 900 watts are allowed in student rooms. Only one Microfridge per room is allowed. Students, if their assigned hall changes, may not move university-owned Microfridges to their new assigned hall. Maintenance or custodial staff should be contacted to accomplish this task. Microfridge rental is first-come, first served for new residents. The annual rental price is \$155.

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Miscellaneous

I understand that if the University's performance of obligations under this Agreement is materially hampered, interrupted, or interfered with by reason of any fire, casualty, lockout, strike, labor conditions, unavoidable accident, riot, war, imminent risk of serious harm to community health and welfare or other acts of God, or by the enactment, issuance, or operation of any municipal, county, State, or federal law, ordinance or executive, administrative, or judicial regulation, order or decree, or by any local or national emergency, the affected party shall be excused from performance of this Agreement.

I understand that the services including RDA Dollars provided by this contract are not transferable to any other person. I understand that if I transfer the services in any way or collude to provide such services to an unauthorized person, I may be summarily suspended from further use of the services of the unused portion of the contract without refund.

WSU Housing Services provides reasonable accommodation to individuals with disabilities. WSU requires a 2-week notification for accommodation requests. Requests should be directed to Housing Services. TDD users: WA Relay Service 1-800-833-6388.

Washington State University subscribes to the principles and laws of the state of Washington and the federal government, including applicable Executive Orders, pertaining to civil rights, equal opportunity and affirmative action. Washington State University policy prohibits discrimination on the basis of race, sex, including sexual harassment, religion, age, color, creed, national or ethnic origin, physical, mental, or sensory disability marital status, sexual orientation, and status as a Vietnam-era or disabled veteran in the recruitment and admission of students, the recruitment, employment, and retention of faculty and staff, and the operation of all university programs, activities, and services. Evidence of practices that are inconsistent with this policy should be reported to the Director, Center for Human Rights, 225 French Administration Building (1022), phone 509-555-8288.

If you have questions about your Housing and Dining Policies, send us e-mail at housing@wsu.edu.

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Motorcycles, Mopeds, and Bicycles

Motorcycles, mopeds, and other gasoline-powered machines, including gas, may not be taken into the residence hall at any time. Any gas-powered vehicle found in a residence hall will be removed. The owner (resident) will be assessed a removal charge. WSU Housing Services accepts no responsibility or liability for damage done during removal or storage. Bicycles may be parked either in bicycle racks or in student rooms with the consent of the roommate. Bicycles parked in or near any other part of the residence hall may be removed without notice.

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Noise

Residents and guests must abide by all courtesy hours and quiet hours. All halls have quiet hours Sunday through Thursday, 9:00 p.m. to 9:00 a.m., and Friday and Saturday, midnight to 10:00 a.m. Residents have the option of holding an all-hall vote to expand the times for quiet hours. Residents must comply with requests to be quiet when asked.

At the end of each semester, all residence halls revert to increased quiet hours as follows: Closed Week-20 hours of quiet each day; and Finals Week-24 hours of quiet each day.

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Pets

Due to Washington Administrative Codes, as well as health and sanitation issues and the possibility of other residents' allergic reaction, pets are not permitted to be kept, fed, or harbored in the residence halls. Water-filled aquariums of no more than 30-gallon capacity may be maintained for fish only. Snakes, turtles, and lizards are not allowed, even if housed in aquariums. Individuals housing pets will be subject to conduct action.

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Refrigerators

Small refrigerators, which do not exceed maximum capacity 4.5 cu. ft., 115 volts, 60 cycle AC, 230 watts, two amps when running, and are UL-approved, may be used in student rooms. Only one refrigerator per student is allowed. The annual rental price is \$50.

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Roof Access

Residents are not permitted on hall roofs or ledges at any time.

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Room Assignment and Changes

Special room assignments within a living group follow priority systems that are developed by the individual residence hall. General room assignments are made on the basis of contractual deadlines and in the order applications and deposits to Washington State University are received. Not meeting such deadlines decreases the likelihood of receiving the room of choice.

Housing Services reserves the right to reassign individuals to different areas, rooms, residences, and dining centers, at any time (and the right to use unassigned space in the residence halls). When a resident vacates a double room, the remaining resident must expect to receive another assigned roommate, move into another double room, or pay for the room as a single/double. Refusal to accept another roommate will result in prorated charges for a single/double room from the date the vacancy occurred.

Changing rooms is prohibited until the Residential Education Director has granted permission. Room change requests will not normally be accepted during the last fifteen (15) calendar days of each semester.

Spring semester transfers must be completed before departing campus at the end of Fall semester. Storage of belongings during semester break may be required.

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Room Entry

Washington State University reserves the right to make periodic room inspections. Authorized staff may exercise the contractual right to enter a resident's room. Rooms may be entered under the following conditions:

1. To provide room maintenance inspection, repair service, or fire/life/health safety inspection and protection.
2. For emergency situations that require entering the student room.
3. To maintain an environment that facilitates the scholarship of other residents (e.g., unattended stereo, alarm clock, telephone, etc.).
4. To ensure that room-closing procedures have been followed for a break period.
5. To provide for sanitation as needed.

A student's failure to follow applicable fire/ life/health safety directives may result in conduct action, cancellation of his or her housing and dining contract, and imposition of all applicable fees as stated in the [Housing and Dining Financial Contract](#).

Other residents will not be permitted entry to a resident's room unless the resident is present and gives his or her consent.

The authorized Washington State University staff members who may enter a student's room are administrative staff members, Residential Education Director, Residence Life paraprofessionals, and maintenance, custodial, and inspection personnel.

A university official may not consent to a search of a student's room by the police or other government officials. However, WSU may permit a search pursuant to a warrant or where warrantless entry is lawful.

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Room Modifications

Students may not modify existing structures in the residence hall room without approval of residence hall and fire safety officials. Beds may not be bunked without approved WSU equipment. Tape, nails, screws, or tacks on or in the walls, furniture, or fixtures are prohibited. Additional room modification and fire safety information may be found in the [WSU SAFETY POLICIES AND PROCEDURES MANUAL](#).

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Security

The maintenance of a safe and secure residence hall environment is everyone's responsibility. To this end, the admittance of unauthorized persons to residence halls is prohibited. Residents should always lock their room doors to ensure personal safety and security of their property. To

enhance the safety and security of all hall residents, residents' property as well as university property, WSU Police, or security personnel, will conduct patrols of the residence halls on a periodic basis. Officers are fully commissioned and have the same authority as other law enforcement officers. For emergency situations requiring police, medical or fire/first aid response, call 9-1-1. For non-emergency assistance, call the WSU Police Department at 335-8548.

Living areas of all residence halls are locked 24 hours per day, with the exception of McEachern.

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Selling and Solicitations

Door to door selling and soliciting is not permitted. This includes students involved in a WSU registered student organization who can only solicit information, with appropriate permission and a signed release form, in the common area lobby of each hall.

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Signs, Pictures, Posters

Pictures and other materials that are considered obscene and/or contribute to a hostile environment on a discriminatory basis are not to be displayed outside of student rooms, on the outside of student doors, or in windows that may be visible outside the student room.

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Smoking

The residence halls are considered non-smoking. Smokers must smoke outside of their Residence Hall in accordance with state law.

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Sports in Hallway

Playing any type of sports in residence hall hallways is strictly prohibited.

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Summer Storage

Residents who have signed housing and dining contracts for the following year may store limited amounts of approved personal belongings during the summer in designated hall storage areas. WSU assumes no responsibility for these stored belongings. Stored items must comply

with WSU fire regulations. Items left in storage for more than 60 days after a student terminates his or her housing and dining contact will be disposed of in accordance with law.

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Telephone Usage and Charges

The telephone lines in residence hall rooms are operated by Washington State University. The resident, if needed, must supply hearing-impaired devices. Residents are responsible for any damages to telephone equipment. Residents are not allowed to bill a third party call to a University phone number. Residents are personally responsible for their long distance charges. Residents who accept a collect call will be liable for the cost of the call plus a surcharge for each call accepted. In order to make long distance calls, residents must have a calling card from a long distance carrier or a personal authorization code provided by WSU Information Technology.

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Trash

Residents are responsible for taking out their own personal trash. Personal trash must not be placed in the trashcans or recycling bins in common areas (lounges, bathrooms, etc.); personal trash must be taken to the dumpster outside the hall. Personal trash must never be placed in the hallway outside a resident's room, nor may trash be swept into the hallway.

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Waterbeds

Residents wishing to install waterbeds must present evidence prior to installation that they have waterbed liability protection in an amount of at least \$50,000. Bunk waterbeds are not permitted.

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Water fights, Snowball fights, and Raids

Water fights, snowball fights, and raids on other halls, or members of other halls, are prohibited.

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Weapons

Weapons or ammunition of any kind including air guns, knives, lasers, shotguns, rifles, pistols, pellet guns, stunguns, paintball guns, slingshots, crossbows, bow and arrows, or martial arts tools

may not be stored or used in the residence halls. Any weapons or ammunition must be stored with the WSU Police.

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Web Cameras, Camera Phones and Video Recording Devices

Any unauthorized use of technology and/or electronic devices to make a video, audio, or photographic recording of any student in the residence halls without his/her prior knowledge or without his/her effective consent is prohibited. Such behavior may result in conduct action.

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Window Violations

For reasons of health and safety, nothing is to be thrown or hung out of any residence hall window. Outside wires for Internet connections, radios and television sets are not allowed. Individuals are not allowed to lean out of windows or sit on windowsills or remove screens. Speaking or yelling out of windows for the purpose of communicating to others is prohibited. Such behavior may result in conduct action against those involved and those responsible for the room in question.

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