

# WSU Pullman Housing Policies

## Summer Advantage 2009

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### ***IMPORTANT - STATEMENT OF UNDERSTANDING***

By electronically signing and submitting the Summer Housing Application, I confirm that I have read, understand and agree to the terms of the summer housing contract - which includes the

[Housing Financial Contract](#) and the Housing Policies as now stated or as may be amended throughout the term of this contract.

Review the Housing Policies for your information and guidance during the summer.

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

Phone: 509-335-4577  
E-mail: [housing@wsu.edu](mailto:housing@wsu.edu)

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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, or be participating in a WSU-sponsored event or program. 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](http://www.livingat.wsu.edu), and the Washington State University [Safety Policies and Procedures Manual](#), which address in greater detail policies related to Residence Life and Housing Services. I further agree and understand that the Director of Residence Life and/or the Director of Housing Services may terminate my residence service privileges if I violate Washington State University policy and regulations, fail to pay my room charges, or if I refuse to obey a valid directive of a Residence Life or Housing Services staff member. The failure to comply with lawful directions of university officials acting in performance of their duties and/or the resident's failure to identify himself/herself to these persons when requested to do so is a violation of the WSU Standards of Conduct for Students at WAC 54-26-207. All violations of the WSU Standards of Conduct for Students will be reported to the Office of Student Conduct.

I understand that my failure to comply with the policies outlined in the [Housing 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 Financial Contract](#).

I understand that WSU Housing 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 Code provisions, and the

WSU [Safety Policies and Procedures Manual](#) (SPPM) to include SPPM Chapter 60.00, Fire Safety.

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

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## **Alcohol**

Alcoholic beverages may not be possessed and/or consumed in alcohol-free communities and/or by minors. Consumption of alcoholic beverages 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 the contracted summer period must be completed before the departure of the resident from campus. For all contract terminations please refer to your [Housing Financial Contract](#) to obtain our policy on charges and refunds.

Termination of a residence hall contract at any time 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**

Violations of these policies may result in contract termination and financial liability for the remainder of the summer's housing fees.

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## **Cooking**

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

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## **Distribution of Information**

Signs, posters, placards, banners, handbills, flyers, announcements, and similar materials may be placed in University buildings only as permitted by WAC 504-34-140.

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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.

Extension cords must have three wires, three prongs and at least 16 gauge wire. A multiple outlet strip can be safely used if it meets following specifications: minimum of 16 gauge wire, groundwire with an extra prong on the plug (3 wires, 3 prongs), and contains a built-in circuit breaker. 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 conduct is prohibited and may result in disciplinary action:

1. Smoking and/or use of alcoholic beverages 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 but not limited to, primers, powder, dynamite caps, firecrackers, and pyrotechnics, as well as ammunition and dangerous chemicals, are prohibited in the residence halls. Toy guns and "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 may result in student conduct sanctions, early contract termination, and/or legal action. Property damage and personal injury resulting from a resident's noncompliance with fire and safety standards may result in personal liability for damages and injuries. Residents are responsible for properly maintaining the smoke detectors in their room. Removal of batteries from smoke detectors is prohibited.

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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 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 may stay in the room of the host for a maximum of three consecutive nights, with the approval of the roommate(s) if applicable.

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. Information regarding persons believed to be or have been in possession of, or to have engaged in the unauthorized use of, keys for any University building will be forwarded to the WSU Police

Department and Office of Student Conduct. At checkout, residents who do not turn in keys or return keys made by sources other than WSU will be referred to the Office of Student Conduct and be subject to 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 summer period to which I have agreed in completing my Summer Housing Application, and may only be canceled as set forth herein and as stated in the [Housing Financial Contract](#). I understand that I am required to vacate my residence hall at the end of the period to which I agreed in completing my Summer Housing Application unless I extend the contract and rental period with approval from Housing Services. 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 or cleaning of WSU property located in living group areas will be charged to the individual or individuals responsible for the damage or required cleaning. If no individual(s) 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.

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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 University shall be excused from performance of this Agreement.

I understand that the services 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 adheres 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 or the use of a trained dog guide or service animal by a person with a disability, marital status, sexual orientation (to include gender identity), status as a Vietnam-era or disabled veteran, military status or status as an honorably discharged 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 Policies, send us e-mail at [housing@wsu.edu](mailto: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 or fuel 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.

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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. Trained guide dog or service animals are the only exception to this policy.

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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.

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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 and residences, at any time (and the right to use unassigned space in the residence halls).

Changing rooms is prohibited until the Residential Education Director has granted permission.

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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.

When conditions permit, student residents will be given advanced notice of planned staff entry dates and times.

A student's failure to follow applicable fire/ life/health safety directives may result in conduct action, cancellation of his or her housing contract, and imposition of all applicable fees as stated in the [Housing 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 or lofted without prior approval and use of 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](#) (SPPM) to include SPPM Chapter 60.00, Fire Safety.

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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. For emergency situations requiring police, medical or fire 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 in the residence halls. This includes students involved in a WSU registered student organization who can only distribute information, with appropriate permission and a signed release form, in the common area lobby of each hall.

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## **Signs, Pictures, Posters**

Students are reminded that they are required to comply with WSU Executive Policy (EP) 15 [http://www.wsu.edu/~forms/HTML/EPM/EP15\\_Discrimination\\_and\\_Sexual\\_Harassment.htm](http://www.wsu.edu/~forms/HTML/EPM/EP15_Discrimination_and_Sexual_Harassment.htm), Policy Prohibiting Discrimination and Sexual Harassment, and the Student Conduct Code, which includes provisions regarding discrimination and harassment. Students are also reminded that some materials when posted on doors or displayed in windows could result in violations of EP 15 and the Student Conduct Code.

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## **Smoking**

Smoking is prohibited in residence halls. Smokers must smoke outside of their residence hall and at least 25 feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited. Smokers must comply with SPPM 70.12 and RCW 70.160.

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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 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 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 similar activities are prohibited in, and in the areas adjacent to, residence hall buildings. All types of raids on rooms, halls or hall members are prohibited.

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## **Weapons, Ammunitions and Pyrotechnics**

Weapons, ammunition, or pyrotechnics of any kind including air guns, knives, lasers, Tasers, fireworks, shotguns, rifles, pistols, pellet guns, stun guns, paintball guns, slingshots, crossbows, bows 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. Violations of this provision will be reported to the WSU Police Department and the Office of Student Conduct.

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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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