

# Residential and Commuter Life Policies

These policies complement the *Code of Student Rights and Responsibilities* and the *Residential and Commuter Life Contractual Terms and Conditions* by clarifying and expanding on important information regarding living on campus. Understanding and complying with these documents is the expectation and responsibility of all students living in university housing. These policies are designed for any student who resides on campus and any of their guests. Violations of these policies or policies contained in the aforementioned documents may result in disciplinary actions including sanctions, fines, contract cancellation, or removal from the university.

1. **ALCOHOLIC BEVERAGES:** See the *Code of Student Rights and Responsibilities*, Appendix A for all alcoholic beverages policies.
2. **COMMUNITY LIVING**
  - a. Students are expected to conduct themselves in a manner that is conducive to community living. This includes demonstrating respect for people of all genders, ages, races, religious preferences, sexual orientation, and ethnic groups. Any act or threat that submits a member of the University community to physical, mental, or emotional pain is prohibited.
  - b. Furniture in lobbies and common areas must remain in those areas and are not to be taken to student rooms.
  - c. Furniture provided by the University inside bedrooms must remain inside those spaces and are not to be placed in hallways or other common areas.
  - d. Personal items are prohibited from being left in common areas. This pertains, but is not limited to blankets, pillows, clothes, shoes, or garbage of any kind.
  - e. Indoor furniture may not be placed outside at on-campus houses and/or apartments.
3. **DAMAGES**
  - a. The student shall use the premises and personal property and furnishings of the University in a careful and proper manner. Students are responsible for the condition of their room and its contents as well as common areas. Students will be charged for individual or group damage that occurs. When deliberate or accidental damage is not assigned to an individual or group, all residents of that living space (unit, wing, floor, etc.) will share equal responsibility for the repair costs, and damage charges will be assessed to those student(s).
  - b. Missing or damaged furniture from the student's assigned space will be charged back in full to the student's account.
  - c. Throwing or dropping any items out of windows or from stairs is prohibited. Throwing items at windows or campus property is also prohibited.
  - d. Students are responsible for their own belongings when on campus. The University is not liable for damages caused to any personal items on campus and will not reimburse students for damaged property from theft, natural disasters, facilities issues, or otherwise. The University recommends students look into renter's insurance.
4. **DRUGS AND ILLEGAL SUBSTANCES:** See the *Code of Student Rights and Responsibilities*, Appendix B for all drugs and illegal substances policies.
5. **ELECTRICAL FIXTURES**
  - a. Students may not remove or alter electrical fixtures or hardware.

- b. The use of double and multi-socket extension cords are all strictly prohibited. Power strips that are UL (Underwriters Laboratories) approved and have a circuit breaker button in addition to an on/off switch may be used.

## **6. FAILURE TO COMPLY**

- a. All residents are required to comply with the directions of Residential and Commuter Life Staff members, professional and student staff alike, acting in accordance with performing their duties.
- b. All residents are required to comply with meeting requests from any member of the Residential and Commuter Life Staff.
- c. Failure to comply may result in disciplinary actions including sanctions, fines, contract cancellation, or removal from the University.

## **7. KEYS**

- a. Each student is issued the appropriate keys when they check-in. Keys are the responsibility of the student and are not to be given to others for use. A student is required to return all keys issued to them. A charge may be assessed for any key needing to be replaced.
- b. When a lost or broken key necessitates changing one or more room locks, the student may be responsible for the cost of the lock and key replacement.
- c. It is a violation of state law and University policy to duplicate keys to any lock on University property.
- d. Students may not lend their brass keys or access cards (student ID cards) to others for any period of time.

## **8. PAINTING OR WALLPAPER**

- a. Students are not permitted to paint their rooms. Hall murals are also not permitted.
- b. Students in houses or apartments may not paint any part of their residence; room, living space, kitchen, etc.
- c. Students in any residential space are prohibited from installing wallpaper, including “peel & stick” wallpaper.

## **9. LIVING SPACE MODIFICATION**

- a. Students may not make any modifications to their living spaces or University-provided furniture unless approved by the Residential and Commuter life. This includes but is not limited to:
  - i. Painting
  - ii. Wallpapering
  - iii. Television wall fixtures (“mounting”)
  - iv. Permanent yard work
  - v. Carpeting
  - vi. Hanging permanent shelving
  - vii. Drilling into walls, ceilings, cabinets, furniture, etc.
  - viii. Construction or demolition of any kind

## **10. PETS**

- a. The only pets allowed in Campus Housing without prior approval are fish in small tanks. Students living in residence halls may have a total of 1 tank per bedroom that is 1 gallon or less. Students living in on-campus houses or apartments may have a total of 1 tank per house/apartment that is 5 gallons or less.

- b. Emotional Support Animals (ESAs) must be applied for and approved by the Personalized Learning Center (PLC) as a housing accommodation before being brought into your on-campus home.
- c. Service animals do not need to be applied for and may be brought onto campus without any prior approval. Though it is not required, students are encouraged to inform the PLC and the office of Residential and Commuter Life of their animal.
- d. If you come across an animal on campus, it should be reported to your Area Coordinator and/or Campus Safety.
- e. Animal items such as food, bedding, tanks, cages, toys, etc. are also prohibited from campus housing unless there is an approved animal in that space.
- f. Guests are not permitted to bring pets inside any building, including all campus housing.
- g. Pet sitting is not permitted.

## **11. PHYSICAL VIOLENCE OR HARASSMENT**

- a. Harassment of or violence toward any individual or group is prohibited. Please refer to additional information located in the *Code of Student Rights and Responsibilities*.

## **12. PROHIBITED ITEMS**

- a. The following personal items are prohibited in the Residence Halls
  - i. Air Conditioning Units (unless provided and installed by Campus Operations staff)
  - ii. Appliances with an exposed heating element including hot plates, candle warmers, toasters, toaster ovens, space heaters, George Foreman's, air fryers, drip coffee pots, etc.
    - 1. Note that wax warmers that use standard light bulbs rather than hot plates are permitted.
  - iii. Candles (burnt or unburnt wick), incense, oil lamps, lighters, propane, and other fire accelerants
  - iv. Extension Cords.
  - v. Lava lamps.
  - vi. Electric scooters.
  - vii. Halogen lamps unless they are equipped with a protective screen.
  - viii. Hazardous Materials - Materials which are hazardous to the health and safety of residents are not permitted in Residence Halls. These include, but are not limited to, chemicals, gasoline, kerosene, tiki torch oil, propane tanks, as well as containers which have been used for storing these substances.
  - ix. Explosives, including, but not limited to fireworks.
  - x. Knives with blades longer than three inches. The only exception are kitchen knives. However, any kitchen knife being used for purposes other than cooking may be confiscated.
  - xi. Weapons of any kind, even if used as decoration.

## **13. NOISE**

- a. Quiet hours are in effect every evening from 10:00 p.m. to 9:00 a.m. during the week and 12:00 a.m. (midnight) – 9:00 a.m. on the weekends across campus housing. At other times, students are expected to exercise good judgment and consideration of other students regarding noise level.
- b. Noise is defined as sound particularly sustained and readily audible in the private living spaces of other residents.

- c. Devices designed to amplify sound to extreme levels (amplifiers, subwoofers, etc.) are prohibited.
- d. All campus housing units have 24-hour courtesy hours. That is, any loud noise or distraction may not be compatible with a proper hall environment or community living. Residents may always request that another student lower an inappropriate noise level.
- e. 24-hour quiet hours shall be in effect during reading days and throughout all of finals week each semester.
- f. Students in on-campus houses and apartments need to be respectful of non-university residents and university residents around them. Students in these spaces can still be sanctioned for disturbing the peace via noise.

#### **14. RESTROOM FACILITIES**

- a. All restroom facilities are designated by gender. Designated restrooms or shower facilities are not to be used by members of the opposite gender.
- b. Guests may use gender neutral restrooms on the ground floor of residence halls when needed rather than community restrooms on the residential floors.
- c. Campus Operations cleaning staff will need to close community restrooms periodically to perform cleaning duties. At this time, students may not use the facilities.
- d. Trash cans found in restrooms are for menstruation products, wipes, toilet paper, or other small, restroom-related items. Students are prohibited from placing bedroom trash into restroom trash cans (see trash removal policy for more information).
- e. "Flushable wipes", or wipes of any kind, must be thrown away in a trash can and are not permitted to be flushed down the toilet.

#### **15. ROOM AND/OR ROOMMATE CHANGES**

- a. Students must work with their hall staff if a room or roommate change is desired. Room changes will be made only if no other reasonable alternatives are available. Final approval for all changes is given by the Director of Residential and Commuter Life. Students who move without going through proper channels will be fined, must return to their original room immediately, and will be taken through the student conduct process.
- b. Room change requests must be made in writing by the student to be considered.
- c. Students may live in a single room if approved for one by the PLC as a housing accommodation due to a documented medical need.
- d. A student who no longer wishes to live with their roommate will be the student who moves out of the room.

#### **16. ROOM FURNISHING AND DECORATIONS**

- a. Appliances – students are allowed to bring refrigerators and microwaves within the specified sizes contained in the "What to Bring" information available on the Marian University housing website.
- b. Students may not drape decorations across the ceiling or cover the ceiling in any way.
- c. Room Decorations – Students are not permitted to put any holes in Residence Hall room surfaces, including walls, door, and furniture. This includes the use of nail, pins, thumbtacks, etc. If a student uses any adhesive material, they are expected to remove any residue completely prior to checking out. Please be aware that products may damage painted or wood surfaces and the responsible student will be charged for any such damage that occurs.

- i. Christmas Lights – Christmas lights may be used for decorative purposes in student rooms. Lights are limited to the indoor style and are to be kept to a minimum. Please exercise caution and care by not using extension cords and turning off lights when you depart your room.
  - ii. Christmas Trees – Students may decorate with artificial trees only. Real trees are not permitted. Trees of any type are not permitted in common areas or hallways.
- d. Room Furnishings – Most rooms are double occupancy and contain two sets of furniture. All sets of provided furniture must be kept inside the residence Hall rooms at all times. This is true for all room types (singles, doubles, triples) no matter occupancy levels. All other items must be provided by the student. Misappropriated or stolen items of any kind (including hall and lounge furniture) found in student rooms subject the student to disciplinary action by the University and/or civil authorities.
- e. Students may not place decorations or other items over the HVAC system, vents, or thermostats.

## **17. ROOM INSPECTIONS**

- a. Periodic health, safety, and maintenance inspections will be made with or without prior notification.
- b. In addition, a designated University official may conduct a search of the University premises if there is reason to believe University policies are being violated, premises are being used for illegal purposes, for a purpose which interferes with the normal operation of the University, or for health and safety regulations. It is expected that residents will comply with hall staff and other University officials when a search is necessary.
- c. Whenever possible, room searches will be conducted in the presence of the resident(s). Sufficient notice will be attempted to be provided by the MU staff member to the resident, however some cases do not allow for such notices.
- d. Residential and Commuter Life reserves the right to enter any residential space at any time without notice. Staff will knock and announce themselves before entering said space to allow the resident the opportunity to open the door.

## **18. SAFETY AND SECURITY**

- a. Fire Equipment – Tampering with fire safety equipment is a federal offense that may result in criminal charges, fines, and disciplinary action. All students are expected to evacuate university housing during a fire alarm or drill. Failure to do may result in university sanctions. Please see the *Code of Student Rights and Responsibilities*, Section 4.19 for further details.
- b. Smoke Detectors – Tampering with the smoke detectors in residential rooms or common areas is prohibited. This includes removal of the detector or battery.
- c. Hall Security – In order to provide for your own safety and protection, hall exit doors will remain locked 24/7 with the exception of Clare Hall. The outside doors to Clare Hall are locked at 10:00 p.m. each evening and remain locked until approximately 6:00 a.m. It is expected that students do not permit access to living areas to non-residents without an escort. Students should expect other students living in the building to use their own student I.D. card to enter the building.
- d. Door Propping – The propping of any residence hall door that is not the door to your private room is prohibited.

- e. Unauthorized Areas – Students are prohibited from accessing any unauthorized area of the Residence Hall, including but not limited to, the roof, any Campus Operations area, garages of university owned houses, and storage areas.
- f. Students are urged to report any suspicious activity to Campus Safety by calling 317-955-6789.

#### **19. TOBACCO POLICY**

- a. Marian University is a tobacco-free campus. This includes all tobacco products, such as chewing tobacco, as well as all forms of smoking, including e-cigarettes or vapes.
- b. Nicotine products are permitted on campus, pending they do not fall into any of the above categories.
- c. See the *Code of Student Rights and Responsibilities*, Appendix D for the full tobacco free campus policy and health information.

#### **20. SPORTS**

- a. Engaging in any sport activity is not allowed in the residence halls without prior sanction by Residential and Commuter Life staff. This is for the safety and security of all students.
- b. Biking, roller blading, skating, the use of scooters or skateboards is prohibited inside any of the University buildings. These items may be stored in resident rooms, but must be carried or gently rolled into the building without any person or item riding them. The use of these items is also prohibited on the grounds of Marian University except for the roadway surfaces.

#### **21. SOLICITATION**

- a. No door-to-door solicitation or canvassing is permitted in the Residence Halls. Recognized student organizations may request permission from the Area Coordinator to host a table in the common spaces of the Residence Hall.
- b. Students may not operate any commercial enterprise from their residential rooms or any other space within the residence halls. This includes hosting parties for commercial purposes.
- c. The sole exception to this policy is if students are completing required course work for BUS-109 while actively enrolled in the course. The exception does not cover outside commercial business or operations.

#### **22. TRASH REMOVAL**

- a. Students are responsible for the proper disposal of their own trash. Trash dumpsters are located outside of the halls and apartments and it is the student's responsibility to take their room trash to the dumpster or designated trash room. Individual students or floors will be charged for trash left in hallways and common areas.
- b. Personal trash may not be placed inside restroom trash cans,
- c. Trash rooms are not guaranteed. If trash rooms are provided, only fully bagged trash may be placed into the trash cans in the trash rooms.
- d. Students in on-campus houses will dispose of trash through the city. Each house comes with one city garbage can. Garbage pick-up is on Friday mornings. Houses that are continually allowing trash to pile up and disturb the community may be sanctioned.

#### **23. VISITATION AND OVERNIGHT GUEST POLICY**

- a. Periodic overnight visitation in student rooms is limited to guests of the same gender and 18 years or older. Guests cannot stay for more than two consecutive nights. For houses and apartment residents, the limit is five nights.
  - i. Residents are allowed to have guests of any gender in their rooms during these specified visitation hours:
    - 1. Sunday – Thursday 9:00 a.m. – 12:00 a.m. (midnight)
    - 2. Friday & Saturday 9:00 a.m. – 2:00 a.m.
  - ii. For weekdays when there are no classes the following day, visitation hours will be until 2:00 a.m.
  - iii. All residence hall lobbies are open 24 hours a day for supervised and escorted guests.
- b. Guests are only allowed with roommate's permission. Consideration for the other roommate should be exercised with great care.
- c. A host will be responsible for all actions of their guests. Guests are expected to adhere to all Marian University and Residential Life Policies.
- d. All students are expected to escort any guest into, throughout, and out of the residence hall. This is for the safety of all residents.
- e. Guests are to use gender neutral restrooms available on the first floor of residence halls rather than community bathrooms that are gender-specific and reserved for residents.
- f. Students may not "babysit" minors (anyone under the age of 18) in campus housing of any kind, including relatives.
- g. The sole exception for minors to stay overnight on campus is when the minor is a legal dependent of the resident and both are named on the housing contract with prior approval from RCL staff. This option is available only for graduate students who live in the apartments.

#### **24. WEAPONS, FIREARMS, AND DANGEROUS ARTICLES AND SUBSTANCES:**

- a. All weapons are prohibited, including bullets or bullet shells, even if used as decoration.
- b. See the *Code of Student Rights and Responsibilities* for the full weapons policy.