

## Policies

### A. Live on Requirement:

Plymouth State University believes there is a significant educational value from the experience offered to students living in our Residence Halls. In keeping with this belief, all full-time matriculated students are required to live on campus for their first two academic years. Transfer students who are under the age of age 21 by the beginning of the admitted semester must live on campus for one full academic year. Students who have earned 45 credits by the end of the January 2018 will be eligible to reside off-campus for the next academic year.

### B. General Provisions & Policies:

Every student residing in university housing is subject to and responsible for knowing and abiding by the provisions and policies contained herein. All rights and rules of conduct governing behavior of university students shall be enforced. Violations of university or residential life policies as stated in this lease, the Student Code of Conduct, and all other residential life and university materials and communications shall be subject to appropriate university sanctions, including eviction from university housing. It is incumbent upon each student to thoroughly read and understand all communications and notices from the university and the Office of Residential Life. Failure to read, acknowledge, or obtain clarifications for emails/notices, etc. are not acceptable excuses for non-compliance.

1. **Housing Assignment** - Student preference, seniority, and/or date of housing deposit received may be used in completing assignments at the University's sole discretion. Requests for an accommodation due to a documented disability must be processed through Campus Accessibility Services. Requests can take up to 30 days and are jointly reviewed by Residential Life and Campus Accessibility Services.

The University will assist, to the degree possible, students desiring a change in room or apartment assignment during designated housing change periods or in cases of emergencies. Designated room change periods begin the second week of the semester and end the first week in December/May for any given academic year. Any student desiring a change shall apply to the Community Director (CD) or Housing Services Coordinator and comply with the prescribed procedures. Students changing assignments who fail to follow prescribed procedures may be required to move back to their official assignments and may be subject to disciplinary sanctions and/or financial penalties. The University retains the right to administratively change a housing assignment at its sole discretion. Such changes will not take place until after reasons are explained to the student and reasonable time is provided for the student to move, except in emergencies. The University reserves the right to change the occupancy designation for a room when the demand for housing exceeds the spaces available.

2. **Move In/Move Out** - Every resident is required to check in at the beginning of occupancy and to check out at the end of occupancy. This process entails completing the appropriate forms and picking up or returning keys. The Room/Apartment Inventory Form, will become the basis for an assessment of charges due to damage or loss. Failure to check out properly may result in a fee. Before moving out, a student is required to remove all personal possessions and refuse, and leave the room or apartment clean. Charges for additional cleaning required, removal of personal property, or for any damage or loss of university property, normal wear and tear excepted, will be billed to the student(s). An extra fee may be charged to students who arrive prior to the official opening date or leave past the closing date. Students needing to arrive prior to established opening dates or needing to stay later than established closing times, must receive permission from appropriate Residential Life staff and make arrangements in advance according to established guidelines.
3. **Break Periods**- Students are responsible for reading and adhering to checkout policies and procedures provided prior to each break period. Failure to adhere to the policies and procedures may result in disciplinary action and/or fees.
4. **Vacancies**- Rooms with vacancies must always be ready to accept a new student (i.e. one bed, chair, desk, dresser and closet/wardrobe space set up and ready for use.) Students may be charged a fee if an available space is not ready to accept a new roommate. Residential Life reserves the right to assign a student to any vacancy at any point throughout the academic year, with or without notice. Whereas Residential Life endeavors to provide notification of vacancies and reassignments, it may be necessary to assign a student to an available space on short notice or at times without prior notice. Notifications are not generally provided for vacancies that occur outside the active semesters/terms (summer, winter), it is therefore incumbent upon the students to identify potential vacancies and contact Residential Life in a timely manner in order to collaborate on filling the vacancy. Students with vacancies in their assigned space are encouraged to pull in a preferred roommate. Should this not occur in a timely manner, the students will be required to participate/cooperate in the reassignment process. Should a student refuse or prove to be uncooperative in the reassignment process, fees, sanctions or reassignment without notification may be employed. Residential Life staff may access a room, with or without notice, for check-out purposes until receipt of the Notice of Vacancy via PSU email.
5. **Keys** – Keys/PSU ID card access will be issued to the student on record upon arrival at the beginning of the occupancy period. Keys/IDs may not be transferred, duplicated, or given to other persons. Lost keys should be reported immediately to the appropriate Community Director. In the event keys are lost, the room/apartment lock will be changed, new keys issued, and the student billed.

6. **Liability** - The University shall not be liable directly or indirectly for theft, destruction, or loss of money, valuables, or other personal property, belonging to, or in the custody of, the student for any cause whatsoever, regardless of whether such losses occur in the student rooms, storage areas, public areas, hallways, or in the baggage related to shipment or storage. The student is strongly encouraged to carry personal property insurance. The University is not responsible for personal property left behind by students after the date of their withdrawal, transfer, departure, suspension, or dismissal from any accommodation in university housing. Students are particularly encouraged to remove all valuables from their assigned space during periods of absence or during university vacations. In the event of damage by fire, water, steam or other causes that render the room or apartment wholly unfit for occupancy, the University reserves the right to reassign the student to alternative university housing. If alternate quarters are not available, this agreement may be terminated and the resident shall not be entitled to recompense for damages except for a pro-rated housing fee refund.
7. **Guests** - Students are allowed to have guests in accordance with Residential Life policies and expectations. All overnight guests shall register with University Police. Overnight guests are not permitted in university housing without advance permission of all residents of the room or apartment in which they are staying. Students are responsible for the conduct of, including damages done by, his/her guest whether or not the guest is invited. A student may be held accountable through the student conduct process for the actions/damages of his/her guest. It is a privilege, not a right, for a guest to be in the residence halls. A Residential Life staff person may request that a guest leave at any time if the guest's behavior is inappropriate, in conflict with community expectations or residential life/university policies, or is jeopardizing the wellbeing of residents.
  - a. Advance permission must be given by all roommates residing in a room or apartment prior to a guest staying overnight.
  - b. Guests must be at least 18 years of age.
  - c. Residents are allowed to have overnight guests up to 2 nights per week. These guests could be students or non-students.
  - d. Each resident may have up to 2 guests, student or non-student, visiting their room/apartment at any given time.
  - e. All non-student guests must be registered through an online registration system. Non-student guests are required to be with their student hosts for the duration of their stay. All non-student guests must have photo identification with them and provide it to a University official when requested. Individuals who are unable to or refuse to produce photo identification when requested may be asked to leave campus.
  - f. Guests who are not accompanied by a resident of the building they are visiting may be asked to leave.
  - g. Guests found to be in violation of Residential Life or University policy may be banned from the residential area or the campus and subject to arrest for criminal trespassing.
  - h. Resident hosts may be held accountable for their guests' actions/behaviors via the student conduct process.
8. **Staff** - All residential areas are staffed in accordance with the university mission of providing students with a living experience that complements the academic mission of Plymouth State University.
9. **Parking** - Residents and guests are to follow the parking rules and regulations as outlined on the University Police web page.
10. **Storage** - Storage space for surplus or seasonally used property is not provided. Each student must make his/her own arrangements for such surplus storage off campus. No article of any nature may be stored in stairwells, attics, closets, interior and exterior building passageways, roofs, or on the grounds.
11. **Entry/Inspection** - University staff members may enter a student room or apartment to inspect for or correct hazards to health or personal safety. Except during such violations or emergencies, reasonable efforts shall be made to notify the resident in advance and to invite the resident to be present during inspection. Permission is not required.

University maintenance personnel may enter a student room or apartment to perform routine maintenance during normal working hours whether or not the resident is present. Advance notice is not required unless maintenance is expected to be substantially disruptive to residents. Students are expected to comply with maintenance personnel requests to enter a space to address issues.

12. **Solicitation** - Door-to-door solicitation is strictly prohibited. Commercial activity, solicitation, or advertising is not permitted on or around campus housing unless prior approval by the Office of Residential Life has been obtained. The only exceptions are activities permitted under university rules and/or those sponsored by university staff or local resident governing councils.
13. **Laundry Service** - The University provides laundry machines in each residential facility/area. The University is not liable for any damage or loss of personal property resulting from the use of the laundry machines or for personal items left unattended in the laundry rooms.
14. **Pets** - Except for professional live-in staff under contract, pets or animals of any kind are prohibited in university housing units with the exception of approved service/Emotional Support animals and non-dangerous fish in a tank no larger than 15 gallons. Note: Service animals must be approved and registered with Campus Accessibility Services.
15. **Prohibited Items** - The following items are prohibited in university housing:
  - a. Hot plates, toasters, heating/immersion coils, electric fry pans, deep fryers, toaster ovens, electric blankets, indoor portable grills (ex: George Foreman) non UL listed items, hover boards, halogen lamps, candles, lava lamps, incense, space heaters, and extension cords.
    - i. Allowable in university apartment kitchens only- toasters, toaster ovens, electric fry pans, indoor electric grills (George Forman grills).
    - ii. Air conditioners (window or free standing), clothes washers and dryers, dishwashers, water beds, hot tubs and similar items.
  - b. Television or radio antennae that are placed outside the room window or anywhere on the exterior of the building or adjacent grounds.

- c. Firearms, explosives, fireworks, weapons of any kind, any item used for the sole intent to harm or cause fear, hazardous chemicals, gasoline, propane, butane, automobiles, or vehicles of any kind (or parts, repair tools, accessories for any motor vehicle).
  - d. Live holiday decorations (e.g. Christmas tree or wreath).
16. **Permissible Items** - Small microwave ovens, hot air popcorn poppers, UL listed hot pots and small (up to 5 cu ft.) refrigerators are allowed. Only UL listed power strips may be used to extend appliance cords to electrical outlets.
17. **Alcohol** - Residential Students are expected to comply with local, state, and federal laws relating to the possession, use, or distribution of alcohol and other drugs while in the Residence Halls. In addition, the following are against university housing policies:
- a. Keg and/or other large common source of alcohol.
  - b. Underage person in the presence of alcohol.
  - c. Alcohol paraphernalia with information of use or intent to be used illegally or in violation of university policy. Examples include, but are not limited to: empty containers, including those used for decoration; alcohol container boxes; funnels.

**EXCEPTIONS to university housing alcohol policies:**

**Of age students** living in residence halls may store and consume alcohol in their room under the following circumstances:

- No alcoholic beverage may be opened or consumed while any underage person is present in the room.
- The room door remains closed when an alcoholic beverage is open.
- No other Alcohol and Other Drug (AOD) policy is violated.

**Underage students living in the residence halls may be in the presence of alcohol if:**

- They are within their assigned room, and
- They are not consuming alcohol, and
- They have at least one roommate who is 21 or older.

**C. Use of Dwellings and Grounds**

1. **Right of others/Noise** - Each student shall respect and observe the rights of other students occupying university housing. Roommate agreements are strongly encouraged. Shared spaces are to be divided equally among occupants. Excessive noise, including the use of radios, stereos, television sets, musical instruments, etc., at a level that can be heard beyond the boundaries of the room or apartment is prohibited. Compliance with the Plymouth noise ordinance is required. Whereas quiet hours can vary within residential areas on campus, current town ordinance is 10:00pm. Please contact your Community Director for quiet hours related to your specific area of campus.
- The placement of stereo speakers in such a manner that sound carries out from the apartment or room is strictly prohibited. Due to potential for noise and vibration disturbances, responsible use of sub-woofers is encouraged.
2. **Appliances** - Coffee pots, popcorn poppers, and irons must be equipped with automatic shut off features. All units must be UL listed. Low wattage electrical equipment also must be UL listed (clocks, radios, stereos, etc.). The Plymouth Fire Department and the University reserve the right to determine the danger of electrical appliances and to require their removal.
3. **Cooking** - Cooking is allowed in designated kitchen units or facilities. Only microwave cooking is allowed in student rooms.
4. **Room Care** - Students are responsible for maintaining reasonable sanitation and safety standards including personal hygiene. If, upon inspection, university staff find safety and sanitation conditions below standard, the student will receive a written notice prescribing corrective action. If after a reasonable time, the corrective action has not occurred, additional disciplinary actions may be taken, including possible eviction and/or fines.
5. **Lofts** - Although homemade lofts are not permitted for use in our residential facilities, students wishing to have a loft should consider renting components. Students should be aware that not all bed types are compatible with loft products. Contact your Community Director for loft compatibility and the loft waiver. Additional information can be found at [plymouth.edu/office/residential-life](http://plymouth.edu/office/residential-life).
6. **Maintenance** - Routine maintenance needs should be reported to the appropriate staff in a timely manner. The University reserves the right to perform any and all needed maintenance.
7. **Trash Removal** - Residents are solely responsible for bagging trash which accumulates in their room or apartment and disposing of such trash by depositing it in the designated dumpster and recycling containers. Students may not leave trash outside their room or apartment door and will be subject to charges.
8. **Alteration to Premises** - The student, or any person acting with his or her permission, shall refrain from:
- a. Removing any item of university equipment/furniture from the premises;
  - b. Altering or replacing the present locks or other security devices or installing additional locks or security devices;
  - c. Making any structural or electrical alterations to the room or building/apartment;
  - d. Using nails, screws, bolts or decals upon the furniture, walls, doors, woodwork, ceiling, or floors of the room or apartment or otherwise defacing or marring such surfaces;
  - e. Making unauthorized repairs to the room or apartment;
  - f. Adding common area furnishings to an individual room;
  - g. Installing air conditioning units;
  - h. Removing or tampering with screens;
  - i. Building partitions or making alterations to furniture;
  - j. Tampering with automatic door closers.

Violations in the above may result in disciplinary action through the conduct system and/or fees.

Except in an emergency, screens are not to be removed from windows for any reason. Damage occurring from removal and/or charges incurred to replace screens will be assessed to the resident(s) of the room or apartment.

9. **Condition of Common Areas** - Students are responsible for keeping all common and public areas of university housing free of personal trash and belongings. These areas include, but are not limited to hallways, bathrooms, stairwells, lounges, utility closets, and adjacent grounds. Any damage found in common areas may be billed to all residents known to have access to the space.
10. **Furnishings** - All student rooms and apartments are provided fully furnished. Each bedroom is furnished with an XL twin bed, desk, desk chair, dresser and wardrobe/closet space per student. Apartments and suites include soft seating for the designated occupancy and apartments will include a dining table and chairs. Students may not remove or store furnishings provided by the University and may not replace them with personal belongings except when preapproved by the Office of Residential Life.
11. **Damage** - Damage, theft, and/or vandalism to university property are strictly forbidden. Violators will be subject to disciplinary action which could result in eviction from housing. Each student is financially responsible for the cost of replacement or repair of any breakage or damage (except for normal wear and tear) to his/her accommodations and its furnishings as well as for his/her share of the costs of any damages in the common areas of university housing. Loss of or damage to university or personal property due to negligence on the part of a student or their guest may result in restitutionary action.
12. **Ledges and Roofs**- Students are not permitted on any ledge or roof on university buildings. Student shall contact their Community Director or UPD should an item need to be retrieved from a ledge or roof.
13. **Sports** - The playing of various sports in university housing is strictly prohibited. This includes, but is not limited to, football, hockey, Frisbee, golf, hacky sack, skateboarding, roller blading, and bike riding.
14. **Security** - Security systems are designed for the protection of all students. Vandalizing these systems will not be tolerated. Students found vandalizing exterior building doors, locks, cameras or any other security system will be subject to appropriate university disciplinary action. Any student who props a locked or secured door is subject to a fee and/or disciplinary action.
15. **Fire Prevention/Drills/Alarms/Equipment** - All students are expected to observe all fire safety guidelines as follows: Students must participate in fire alarm/evacuation drills and leave buildings during a fire alarm. Fire extinguishers and alarm systems shall not be tampered with or tested by unauthorized persons nor should anything cover, be attached to, or hung from detector devices, conduit, pipes, or sprinkler heads. Nothing may be hung from ceilings. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person. Failure to comply with any of these guidelines may result in disciplinary action.
16. **Bottle Collections** – Bottle collections of any kind are discouraged. If you do have one, however, at no time should it be visible from outside your room/apartment. At no time may underage students possess alcoholic bottle collections.
17. **General** - The University reserves the right to inspect students' rooms or apartments, reserves the right to recommend to the appropriate disciplinary body the termination of any agreement, and will control the rooms or apartments in case of an epidemic.
18. **Smoking** – All residential facilities are non-smoking within 20 feet of each building. This policy includes the use of e-cigarettes and vape devices.

**D. Dining Hall Policies (subject to change as necessary):**

1. Meal plan eligibility and requirements.
  - a. All first- and second- year students residing in a residence hall on campus are required to be on one of the designated meal plans. Students in university apartments are not required to be on a meal plan but may opt to choose one.
  - b. Students required to be on a meal plan who fail to make a self-selection or select a plan that they are not eligible for will be placed on the default plan and billed accordingly.
  - c. Upper-class students (3rd year and beyond) regardless of where they live on campus or off-campus are eligible for the meal plan designed for this population.
2. A valid university ID card programmed for a dining plan is to be used for entrance to Prospect Dining Hall. University ID cards, and meal plans are strictly nontransferable. The owner of a dining plan-programmed ID card is responsible for its condition, security and proper use and is subject to disciplinary action for its unauthorized use. Lost or stolen ID cards should be replaced or locked immediately. ID Cards can be locked via the GET web site or application.
3. In the event of official withdrawal, suspension or mutual consent of the parties to terminate this agreement, the effective date for calculating any refund on a paid semester dining plan will be determined by the date the plan is invalidated. Refunds are calculated as follows:
  - a. Refunds for students who decide not to return or to withdraw are subject to federal and university guidelines.
  - b. Refunds for eligible board plan drops are pro-rated based on the number of meals and Board FlexCash used at the time the meal plan is invalidated.
4. Dining Hall meal services will be available each year according to the stated days and hours for each facility. Meal plans will normally begin on opening day of each semester and end on the last day of classes each semester. Meal plans are not in operation during official closings such as Thanksgiving and Spring Break.
5. Meal plans and associated Board FlexCash are available for the designated semester. Any remaining balances expire at the end of each semester. Campus FlexCash carries over from semester-to-semester and does not expire. Any Campus FlexCash balance remaining on account when an individual leaves PSU will get refunded back to their financial account.
6. Students are expected to behave appropriately in the dining facilities and abide by all university policies.
  - a. Cooperation with stated procedures of self-bussing of food dishes and cleaning up after oneself is expected.
  - b. Removal of dining hall food or property is prohibited.
  - c. Failure to abide by policies could lead to judicial or other appropriate action.
7. Once a meal plan is selected, changes are limited. When a meal plan change is permitted it may result in prorated financial adjustments if components of the plan have already been utilized. Contact the Office of Residential Life for more information.