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 if space is available. This policy is reviewed annually and adjusted in order to best meet the needs of the campus and community at large. For the 2019-2020 academic year: Students meeting one of the following criteria may be released from the above obligation:

- Students who turn 21 on or before September 1, 2019
- Students who have earned 64 or more Plymouth State University credits by the end of the Early Spring term (January 31, 2019) as documented by the Plymouth State University official registrar records
- Students currently living off campus
- Students commuting from a home owned by a parent/guardian or while living with a parent/guardian within a 50 mile commute of campus and with Residential Life written approval. *Please contact Residential Life for appropriate commuter form
- Students who can show evidence of 2 (two) or more years of military service to be completed on or before September 1, 2019.

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/notifications, 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.

a. Room/Apartment Inventory Form
This document is completed prior to a student moving in and is used to assess the current condition of a room/suite/apartment. Upon move in students will be provided the opportunity to review the form and make any notes related to the condition of their space. This form will become the basis for an assessment of charges due to damage or loss. Failure to sign and return room/apartment inventory form may waive a student’s right to appeal damages

b. Improper Checkout
Failure to check out properly may result in a fee.

c. Checking Out
Before moving out, a student is required to remove all personal possessions and refuse, and leave the room in the same condition it was received, including furniture (ex. bed height). Charges for additional cleaning required, removal of personal property, resetting of furniture or for any damage or loss of university property, normal wear and tear excepted, will be billed to the student(s).

d. Early Arrivals/Extensions
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.

e. Unclaimed/Abandoned Property
Abandoned Property includes all property where the owner voluntarily relinquishes possession.
- All property left by a student in a University facility after separation from the University.
- All items remaining in a room in a residence hall upon the conclusion of the housing agreement or the student’s separation from the University.

Lost Property is property where the owner does not voluntarily relinquish property.
- Due to accident, forgetfulness, negligence, and the property owner is ignorant of the property’s whereabouts.
- If property cannot be located, residents can file a police report with the University Police Department.

Unclaimed or Abandoned property left in the room, apartment, storage room or on the premises will be disposed of in accordance with University policy. Items remaining in a space that has been officially vacated will be treated as abandoned property and kept for only 30 days, after that time all items will be discarded or donated.

f. Damage/Residential Fee Appeals
- Residents can submit an appeal for damage charges should they believe it warranted.
  i. Residential Damage and Fee Appeal Form:
  https://plymouthstate.co1.qualtrics.com/jfe/form/SV_2frrWJeH1z8MqUsJ
- Residents may appeal damage charges based upon the following:
  i. Damage is believed to be the result of “normal” wear and tear
  ii. There is a duplicate charge; individual was not a student at the time.
- Damage charge/Fee notification is sent to student’s PSU email accounts. All damage appeals must be received within 10 business days of the notification being sent to the student’s PSU email account.

3. Room Consolidation
At times, Residential Life needs to consolidate spaces within residential facilities to accommodate the needs of the residential population. Residential Life only consolidates when necessary and students are expected to comply. Notification will be provided by Residential Life staff in a timely manner via PSU email and phone call to provide reasonable time to complete the move.
4. **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.

5. **Vacancies**

   Most rooms on campus are designed for double occupancy and at times a vacancy within those rooms may arise. 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.)
   
   a. 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.
   
   b. 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.
   
   c. 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.
   
   d. Students with vacancies in their assigned space are encouraged to pull in a preferred roommate.
   
   e. Should this not occur in a timely manner, the students will be required to participate/cooperate in the reassignment process.
   
   f. Should a student refuse or prove to be uncooperative in the reassignment process, fees, sanctions or reassignment without notification may be employed.
   
   g. 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.

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.
   
   a. 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.
   
   b. Students are encouraged to remove all valuables from their assigned space during periods of absence or during university vacations.
   
   c. 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, their 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. 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.

9. 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.
- Community Directors
  Full Time, Live-In Professional Staff that are responsible for the direct supervision of Community Advisors and Desk Attendants assigned to work in the community. Community Directors actively engage with residents to support them during their time residing in the residential communities. Community Directors are responsible for the overall daily operation of an assigned residential community.
- Community Advisors
  Students employed by the Department of Residential Life & Dining Services as para-professionals to represent the Department, support the philosophy, and strive to enhance the mission of Plymouth State University and the Department of Residential Life in the daily responsibilities of the position. Community Advisors live in assigned residential communities on the floor with the residents and serve as an immediate resource for students.
- Desk Attendants
  Students hired by Residential Life that receive Federal Work Study. Desk Attendants represent the Department of Residential Life & Dining Services while working at the front desk of campus Residence Halls. Desk attendants report directly to the Community Director and work on a variety of tasks and assignments during assigned shifts.

10. Parking
Residents and guests are to follow the parking rules and regulations as outlined on the University Police web page.

11. Storage
Storage space for surplus or seasonally used property is not provided except in some limited instances where space for bikes is available. Each student must make their 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.

12. 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.

13. Health and Safety Inspections
Residential Life staff members complete health and safety inspections of student rooms and/or apartments. These inspections will be announced in advance. These inspections are intended to provide a safe and comfortable living environment for all residents. Residential Life staff work with residents to help ensure that communities are safe and sanitary, as well as no fire or safety code violations of university policies are taking place. Residents found to be in violation of any University policy, will be notified and provided with instructions on how to correct the situation. Health and Safety Inspections are visual inspections of each living space, including student rooms. It is not university policy to open drawers or inspect trunks or luggage unless there is sufficient evidence to warrant a concern that there is a violation.

14. 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.

15. 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.

16. 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 and Emotional Support animals must be approved and registered with Campus Accessibility Services.

17. Prohibited Items
The following items are prohibited in university housing

<table>
<thead>
<tr>
<th>Fire Safety &amp; Electrical Items</th>
<th>Appliances</th>
<th>Furniture/Decor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heating/Immersion Coils</td>
<td>Space Heaters (unless provided by the University)</td>
<td>Liquid and Air-filled furniture</td>
</tr>
<tr>
<td>Electric Blankets</td>
<td>Toaster/Toaster Ovens</td>
<td>Hot Tubs, Pools and similar items</td>
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<tr>
<td>Explosives/Fireworks</td>
<td>Indoor Portable Grills (ex: George Foreman)</td>
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<tr>
<td>Air Fresheners with built in outlet</td>
<td>Gas &amp; Charcoal Grills</td>
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<tr>
<td>Lava Lamps</td>
<td>Pressure Cookers/Crock Pots</td>
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<tr>
<td>Items Covering/Hanging from Smoke Detector</td>
<td>Air conditioners (unless provided by the University)</td>
<td></td>
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<tr>
<td>Extension Cords/Multi-Outlet Plugs</td>
<td>Outdoor Portable Grills</td>
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<tr>
<td>Gasoline/Propane/Butane</td>
<td>Welding Equipment</td>
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<tr>
<td>Candles/Incense/Torches/Open Flames</td>
<td>Major Appliances (such as washers, dryers, dishwashers)</td>
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<tr>
<td>Hazardous Chemicals</td>
<td>Space Heaters (unless provided by the University)</td>
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<tr>
<td>Non UL listed items</td>
<td>Major Appliances (such as washers, dryers, dishwashers)</td>
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</tbody>
</table>

- **Note:** Service and Emotional Support animals must be approved and registered with Campus Accessibility Services.
- **Fire Safety & Electrical Items**
  - Heating/Immersion Coils
  - Electric Blankets
  - Explosives/Fireworks
  - Items Covering/Hanging from Smoke Detector
  - Extension Cords/Multi-Outlet Plugs
  - Candles/Incense/Torches/Open Flames

- **Appliances**
  - Major Appliances (such as washers, dryers, dishwashers)
  - Space Heaters (unless provided by the University)
  - Air conditioners (unless provided by the University)
  - Hot Plates/Electric Fry Pans
  - Toaster/Toaster Ovens
  - Pressure Cookers/Crock Pots
  - Deep Fryers
  - Indoor Portable Grills (ex: George Foreman)
  - Welding Equipment

- **Furniture/Decor**
  - Multiple strands of decorative lights (no more than 3 stranded lights, must be UL approved, and not enclosed)
  - Liquid and Air-filled furniture
  - Hot Tubs, Pools and similar items
| **Decals, Metal Signs and Stickers**  
(adhered to university property) | **Items hanging from ceilings** | **Bean Bag furniture** |
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<tr>
<td>Black Lights, Black Light Bulbs</td>
<td>Strobe Lights</td>
<td>Neon Signs</td>
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</table>

**Miscellaneous**

| **Vehicles of any kind**  
(or parts, repair tools, accessories for any motor vehicle) | **Automobiles** | **Darts and Dart Boards** |
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<tr>
<td><strong>Exercise equipment attached to door frames/walls</strong></td>
<td><strong>Barbells and Weights &gt; 10lbs.</strong></td>
<td><strong>Television and/or Radio Antennae</strong></td>
</tr>
</tbody>
</table>
| **Live Holiday Decorations**  
(Ex. Trees, Wreaths, Etc.) | **Hover boards** | **Wired/Wireless Routers** |

**Weapons**

| **Firearms** | **Projectiles** | **Tasers** |

Any item used for the sole intent to harm or cause fear

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**a. Exceptions**

i. **University Apartments** - Allowable in university apartment kitchens only
   - Toasters, toaster ovens, electric fry pans, crock pots, indoor electric grills (George Forman grills).

ii. **General**
   - 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.

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**18. 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.
d. **EXCEPTIONS** to university housing alcohol policies:
   i. Of age students living in residence halls may store and consume alcohol in their room under the following circumstances:
      1. No alcoholic beverage may be opened or consumed while any underage person is present in the room.
      2. The room door remains closed when an alcoholic beverage is open.
      3. No other Alcohol and Other Drug (AOD) policy is violated.
   ii. Underage students living in the residence halls may be in the presence of alcohol if:
      1. They are within their assigned room, and
      2. They are not consuming alcohol, and
      3. They have at least one roommate who is 21 or older

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**C. Community Living**

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.

1. **Benefits to Living On-Campus**
   a. Provides the opportunity to form both large and small communities.
   b. Engage people with a wide variety of backgrounds, life styles, and values.
   c. Sharing a living area and expectations/responsibilities with other students.
2. Importance of Community Living
It is expected that all community members respect differences and encourage each other to take advantage of the unique learning experiences that a shared environment brings. As a member of this community, and by signing the Housing Lease & Dining Agreement, students agree to conduct themselves with proper regard and mutual respect for other students, residents, guests, CAs, custodians, facilities staff, University personnel, residence hall neighbors, and their respective property. Residents also agree to abide by the policies, procedures, and rules of PSU.

3. Being a member of the Residence Hall or Apartment Community is an opportunity to contribute to the PSU community. Students are expected to:
   a. Respect the dignity of all persons and avoid behaviors which compromise or demean the dignity of individuals or groups, including hazing, ridiculing, harassing, and discrimination.
   b. Respect the rights and property of others by not participating in the theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Students will not violate another's personal right to move about freely, express themselves appropriately, and to enjoy privacy.
   c. Strive to learn from differences, as well as similarities in people, ideas, and opinions to discourage bigotry.
   d. Demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
   e. Be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable, or activities which unjustly or arbitrarily inhibit another’s ability to feel safe in their residence hall or apartment or welcomed in their pursuit of appropriate academic goals.
   f. Observe ideas and encourage students to respect the basic freedoms and rights of all residence hall or apartment living community members.

4. Expectations and Responsibilities
Campus housing offers a great advantage of having the opportunity to live and work closely with all types of individuals. With the roommate relationship, there are certain responsibilities that each person carries. The expectation to sleep without undue interference and the need to study outweigh social privileges; however, roommates must strike a balance as to the time and priority of room usage. Each individual must take responsibility to express their preferences in using the room. If roommates have difficulties in resolving expectations for room usage, Community Advisors are able to assist residents.

Below is a list of reasonable expectations, which students should have for one another while living in campus housing:
   a. Respect the differences and diversity of the community and its members
   b. Conduct themselves in a manner that enhances the PSU environment
   c. Be conscious of the needs of others and how actions affect other individuals
   d. Sleep during the night, reasonably undisturbed
   e. Study in one’s living space reasonably free of noise and distractions
   f. Have unhindered access to one’s room and residential amenities
   g. Feel secure against physical or emotional harm
   h. Share a clean room and common areas, with their fellow residents
   i. Have their personal space and belongings respected
   j. Host guests who do not disturb a roommate’s right to sleep or study
   k. Be comfortable addressing grievances
   l. Have reasonable privacy

5. Successful Tips for Living with another Person
   a. Hopefully, this relationship will be positive and rewarding, but it can also be challenging. While most roommates get along very well, it is natural to have some issues arise during the course of a year.
b. It is not necessary for a roommate to be a best friend; it is necessary that every student respect one another.
c. It is essential that lines of communication be developed and remain open.
   i. Stand up for individual rights without violating the rights of others.
   ii. Initiating and participating in any conversation becomes easier.
   iii. Communicating personal expectations becomes easier.
d. Share relevant personal experiences to develop a working relationship.
e. The more effort a student makes to spend quality time with a roommate in discussion, the easier it will be to mediate conflict if it arises during the year.

6. Roommate Agreements
   All first year students are required to have a completed roommate agreement on file in their assigned community. At opening, your Community Advisor will discuss the importance of this document and the timeline for this document’s completion. Upper-division students are not required to have one of these on file, but are strongly encouraged to have one and may be required to have one if conflict arises in the room/suite/apartment.

D. Use of Dwellings and Grounds

1. 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.

2. Alteration to Premises
   The student, or any person acting with their permission, shall refrain from:
   a. Removing any item of university equipment/furniture/fixture 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/stickers 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.

3. Kitchens/Kitchenettes
   All on-campus apartments have kitchens, which are each equipped with sinks, refrigerators, and stoves with ovens. All residence halls have a kitchen/kitchenette for the community to use.

   To avoid charges for excessive housekeeping or unusual wear and tear on university property, residents must practice the following good housekeeping strategies:
- Keep kitchens clean, by removing trash, routinely cleaning out the refrigerator and freezer, and wiping up stove/oven spills
- Use garbage disposals only for soft foods while running water through the disposal to avoid mechanical failure and damage to the equipment
- Agree on a cleaning schedule with roommates
- Clean kitchens and common areas within apartments in preparation for new roommates

Community kitchens located in residence halls must be cleaned by the resident after each use. Residents may be charged for excessive housekeeping or damage to any kitchen/kitchenette or common area to which they have private or communal access.

4. Bathrooms
Residential Life offers a variety of shared bathroom facilities within the residence halls on campus. Bathroom facilities may be designated as gender restricted or gender-inclusive facilities. Residential Life is committed to providing clean and safe restrooms for use by any student regardless of their gender identity. All students are welcome to use a shared restroom that corresponds to their sex or gender identity, a gender-inclusive shared restroom, or an inclusive single restroom.

Residential Life cannot guarantee that staff assigned to clean the common and community style bathroom facilities are the same gender as residents assigned to the community. Every attempt is made to not inconvenience residents from use of the bathroom facilities during prime times.

In certain residence halls community bathroom facilities are designated for men or women with a shared community sink area and multiple individual-use, private stalls for shower and toilet for use by one person at a time. These facilities are cleaned by housekeeping on a daily basis (except weekends).

In many of the communities, gender inclusive community style bathroom facilities have a community sink area for shared use by individuals of any gender and multiple individual-use, private, lockable rooms with shower and toilet for use by one person at a time. These facilities are cleaned on a daily basis (except weekends).

Many bathrooms in suite-style rooms and apartments have a shared community sink area and individual-use, private, lockable room with shower and toilet for individual use. These facilities are cleaned by residents assigned to these spaces. Toilet paper is not provided by Residential Life for student use in these bathroom facilities.

For everyone to feel safe and comfortable in shared bathroom facilities the following policies must be followed in all residence halls:

   a. Residents and guests may use bathroom stalls or lockable rooms for private toileting or bathing use only. Any use of a shower or toilet stall/room by more than one person at a time or for other purposes is not permitted;
   b. Residents and guests must exercise courteous cell phone use in all bathroom areas; recording a video or taking a photo is strictly prohibited as it is considered a violation of an individual’s reasonable expectation of privacy;
   c. Residents and guests must treat common bathroom spaces with respect and clean up after themselves and report any maintenance or housekeeping issue
   d. When bathrooms are closed for cleaning, residents are prohibited from entering to ensure proper daily cleaning of the shared facility.

5. 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.
6. 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.

7. 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 their 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 financial responsibility for the residential student.

8. 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.

9. Lofts
Although homemade lofts are not permitted for use in our residential facilities, students wishing to have a loft should consider renting components. In consideration of being permitted to use a bunk bed or loft in their residence hall room, the student hereby voluntarily assumes all risks connected with such use, including possibly injury. The student understands that they have the option of a bedrail for their bed. Additional information can be found at plymouth.edu/office/residential-life.

10. 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.

11. 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.

12. Roofs, Windows & Ledges
Students are not permitted to exit through windows or be present on any ledge or roof of any university building. Student shall contact their Community Director or UPD should an item need to be retrieved from a ledge or roof.
- Removing screens from windows for any amount of time is strictly prohibited. If a screen falls out of a room window, it is the resident’s responsibility to report it to maintenance.
- Windows should remain closed during break periods.

13. 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.
c. Nothing may be hung from ceilings.
d. Students are expected to help prevent false alarms and should report any tampering with fire safety equipment to the appropriate staff person.
e. Failure to comply with any of these guidelines may result in disciplinary action.

14. Cooking
For safety reasons, including the possibility of fire, cooking is permitted only in University designated kitchen/kitchenette areas. Cooking is NOT permitted in residence hall rooms. While cooking, do not leave food unattended. Burnt food may activate the building fire alarm and students may be financially responsible for any damages caused in addition to conduct sanctions imposed. Only microwave cooking is allowed in student rooms.

15. 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.

16. Hall Sports
Playing sports in public areas or hall/apartment rooms and hallways is not permitted. This includes, but is not limited to in-line skating, skateboarding, bicycle riding, throwing, kicking or hitting any type of object including: indoor basketball, indoor football, indoor Frisbee, indoor soccer, golfing, ping-pong or any variation of beer pong, foosball, tag, chase, wrestling, soccer balls, footballs, Nerf balls (and nerf associated projectile devices), etc. Remove roller blades prior to entering any University building.

Note: This excludes university provided recreational equipment in designated locations throughout the communities, however this equipment needs to be used as the design intends.

17. University Recreational Equipment in the Halls
Most communities come equipped with a billiard table and/or table tennis table (ping-pong table). This equipment needs to be used as the design intends. Students that damage the equipment and/or supplies associated with the equipment can be charged for the necessary repairs/replacement.

18. Bicycles
Bicycle racks and/or bike rooms are provided in close proximity to each living area. The University suggests a U-bolt style lock to secure a bicycle. Bicycles parked improperly are subject to fines and/or removal by the university. Students are not permitted to lock bikes to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with exiting from the building. Bikes may be parked in a resident’s room as long as the roommate(s) agrees. For safety reasons, bicycles must be walked along side of, inside of buildings.

19. 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.

20. Smoking
All residential facilities are non-smoking inside or within 20 feet of each building. This policy includes the use of e-cigarettes (ex. Juul) and vape devices.

21. Theft Prevention
Thefts occur when students leave their personal items unguarded in public areas, or leave their room unlocked. To help protect your personal property:
    a. Lock room door at all times.
    b. Never lend a room/apartment key to anyone.
c. Keep all valuables in a safe place; do not leave valuables in the open and unattended.
d. Report suspicious persons to the University Police and the residence hall staff.
e. Do not permit anyone, other than your guest(s), to enter the building behind you. Make sure the main
door shuts and locks behind you.
f. Do not prop open exit and stairwell doors.
g. Report lost keys to the front desk immediately.

22. Noise
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. 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.
   a. Courtesy Hours
      Courtesy Hours are always in effect 24 hours-a-day. Residents are expected to maintain a noise level
      that cannot be heard outside their room or apartment or common areas 24 hours-a-day (courtesy
      hours). If students are confronted for noise (even during Courtesy Hours), they are expected to comply
      with the request.
   b. Quiet Hours
      Quiet Hours are in effect from 10 p.m. until 10 a.m. Sunday through Thursday and from 12 a.m. until 10
      a.m. on Friday and Saturday. During this time, noise must be kept at a minimum to ensure that students
      can focus on their studies and not disturb others trying to sleep. During final exams each semester, 24‐
      hour Quiet Hours are enforced. Signage will be posted in your residence hall/apartment building prior to
      final exams that will provide more details about Quiet Hours during the exam period.

23. Advertising in the Residential Communities
For advertising within the various residential communities:
   a. Request approval from the Office of Residential Life & Dining Services and bring designated number of
      posters to be hung.
   b. Residential Life will not guarantee placement of items.
   c. Residential Life has limited posting space and reserves the right to decide the number of posted
      materials.
   d. Unapproved items found posted will be removed and may result in the office/group being denied
      posting privileges in the future and may be referred to Student Conduct for adjudication.
   e. No items will be approved which advocate alcohol/drug use or inappropriate behavior.
   f. No items may be put under doors or in the door frames without authorized approval.

   If approved, publicity will be posted for a maximum of two weeks, or the day after the event. This does not
include semester-long event calendars that are produced by offices/departments on the university campus.

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

1. Meal plan eligibility and requirements.
   a. All students residing in a residence hall on campus are required to be on one of the designated meal
      plans.
   b. 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. Students who are not required to live on campus, regardless of where on campus they live, are eligible
      for the ‘restricted’ meal plan.

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 student conduct 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.