

Residence Hall Code of Conduct

Resident's Bill of Rights

As an MSUM student living on campus, the following are rights you can expect and have a responsibility to maintain:

- The right to read and study free from undue disturbances.
- The right to sleep without undue disturbance from noise, guests, etc.
- The right to expect respect for one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to hosts guests (with the understanding and permission of the roommate) with the expectation that guests are to respect the rights of the host's roommate, other hall residents, and residence hall policies.
- The right to address grievances. Residence hall staff members are available for assistance in settling conflicts.
- The right to be free from fear or intimidation, physical and/or emotional harm, and racial, sexual or other prejudicial harassment.

In addition to following the Student Conduct Code outlined in the Student Handbook, students are responsible for knowing and following residence hall policies.

1. Advertising/Solicitation

- a. Any posting of advertising materials must be approved and posted by authorized University staff only. The stuffing of apartment and residence hall mailboxes is permitted only by on campus offices or organizations with approval. Please bring these items to the Department of Housing and Residential Life (Ballard Hall 120) for approval and distribution.
- b. Solicitation is not permitted in University buildings and/or grounds, excluding any approved University sponsored charity fundraiser programs. The Department of Housing and Residential Life reserves the right to individually approve or deny solicitation based activities.
- c. Hall staff may post information relative to floor and hall activities (meetings, programs) or housing information (reminders, announcements) on bulletin boards, bathroom walls, or elevator lobbies. No other postings are allowed in these areas.

2. Air Conditioners

Air conditioners (including window and floor units) may be permitted if a medical necessity is verified based on medical documentation and approval is granted by the Department of Housing and Residential Life. Air conditioner units must be provided by the student and may be installed only by the University staff. A fee may be charged for such services.

3. Alcohol and Other Drugs

In addition to the University Alcohol and Other Drug Policy found in the University's

Policies and Procedures in the Student Handbook, the following policies are specific to behaviors that occur in the residence halls:

- a. Knowingly being in the presence of any form of alcoholic beverage, non-alcoholic beer, drug, or controlled substance is prohibited. We ask that you remove yourself from such situations.
- b. Distributing, serving, selling, hosting an event/gathering or providing access to any alcohol, other drug, or controlled substance is prohibited.
- c. Possession of drug paraphernalia or materials intended for drug use is prohibited.
- d. Odors that are evidence of drug use are prohibited in the residence halls. This includes odors emanating from your residence hall room, clothing, or property.
- e. Alcoholic beverage and other drug signs and posters are not allowed as decorations. To minimize confusion over the alcohol policy and help decrease unnecessary confrontations, no empty alcohol containers of any kind may be used as decoration.

4. **Animals and Pets**

Pets are not permitted in the residence halls, with the exception of fish. Fish tanks may be no larger than 10-gallon total capacity per room. University staff will require immediate removal of unauthorized animals and pets. For more information regarding the University's policy on animals on campus, please refer to the Animals on Campus policy. Service animals are permitted if utilized as an approved accommodation by Disability Services.

5. **Bathrooms**

Only one individual may use a stall or single-user bathroom at a time. Individuals should use bathrooms that correspond to their sex or gender identity or utilize bathrooms that are designated gender-neutral/gender-inclusive. Refrain from using bathrooms during posted cleaning times.

6. **Computer/Internet Misuse**

Any violation of the University Computer Use Policy or MnSCU Policy and Procedure 5.22 and 5.22.1 on Acceptable Use of Computers and Information Technology Resources is prohibited. MSUM's computer use policy can be found at http://www.mnstate.edu/it/policy/computer_policies.shtml.

In addition, students are responsible for abiding by the following Midcontinent (MC) policies:

- a. The MC network may be used only for lawful purposes. Transmission, distribution or storage of any material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization, and material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws.
- b. Violations of system or network security are prohibited, and may result in criminal and civil liability. Examples of system or network violation include unauthorized access to or use of data, unauthorized monitoring of data or traffic

on any network or system without express authorization of the owner of the system or network, and interference with service to any user.

- c. Sending unsolicited mail messages, including, without limitation, commercial advertising and informational announcements, is explicitly prohibited.

Additional information on Midcontinent's Acceptable Use Policy can be found here: <http://www.mnstate.edu/housing/residencehalls.aspx>

7. **Disruption to Community**

Disruptive behavior in and around the residence halls is prohibited. This includes conducting oneself in a manner so as to disturb, intimidate, or threaten other members of the university community, engaging in inappropriate behavior that necessitates additional response from university or city personnel, or individual or group activities that may result in damage or destruction to self or property.

8. **Fire Safety**

- a. When fire alarms are activated, including during scheduled fire drills, all occupants must evacuate the building. Residents must wait outside the building until a member of the hall staff indicates they may return.
- b. Fire Safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, sprinklers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of University policies.
- c. Batteries may not be removed from smoke detectors except to replace them. Replacement batteries are available at your hall front desk.
- d. Any activity that could potentially compromise fire safety in the halls is a violation of policy. This includes such behaviors as falsely pulling a fire alarm, covering or removing a smoke detector, hanging items from sprinkler heads, obstructing egress by chaining a bike to a stairwell or blocking a corridor with floor mats, shoes, furniture or other items that impedes firefighters' access to a fire.
- e. Withholding information/evidence concerning a fire is a serious offense.
- f. Prohibited items: anything that smolders (incense) or with an open flame or open heating elements are not allowed in residence hall rooms (e.g. candles, hotplates, hotpots, toasters, etc.). With the exception of microwaves, cooking appliances are permitted only in designated kitchen facilities.

9. **Guests**

A guest is defined as anyone not assigned to the room/apartment. Guests must use the unisex/gender neutral or designated gendered bathroom. Residents are responsible for the actions of their guests, and are responsible for making sure their guests adhere to all University policies.

- a. Residents will discuss and document when guests will be allowed per room by using the Roommate Agreement Form. After completion this form will be kept on file and can be referred to if there are disputes. All guests must be pre-approved by residents of the room.
- b. Overnight guests cannot stay for more than three nights in a week.
- c. Guests of the opposite gender are allowed 24 hours a day, but these times can be limited by the mutual agreement of the roommates.

- d. Guests and visitors of must be escorted at all times by a hall resident.
- e. Cohabitation is not permitted.

10. Harassment (Physical, Racial, Sexual, Verbal, Electronic, by Telephone, or other forms of bias)

Students are prohibited from harassing any other person by making repeated and/or unwelcome sex-related comments, sexual overtures, verbal threats, or physical behavior, including rape. (See also Non-discrimination, harassment/violence policies in the Student Handbook.) It is a violation for persons to use the telephone or electronic means to harass or threaten others. Please report obscene or nuisance telephone calls or electronic messages to Public Safety. You should also report it to your RA immediately.

11. Health Hazards

Situations or items such as piled, soiled clothing, exposed food items, vomit or bodily fluids, and the noxious odors emanating from such pose serious health hazards in the community and are prohibited.

12. Keys

All residents are issued a specific room key, mailbox key (if applicable), and exterior door key upon check-in. Residents should keep their room locked and carry their keys whenever they leave their room. If a resident misplaces their keys, spare keys can be checked out at the front desk for up to 48 hours. If the key(s) is not returned within that 48 hour period or if a resident fails to return a key upon checkout of their room, a work order will be placed to replace the lock core. Residents will be then billed \$50.00 (\$60.00 in suites or apartments) per missing room key, \$35 per missing exterior door key, and \$50 per missing Neumaier apartment mailbox key, regardless of whether the key(s) is later found and returned. If a resident believes that their keys have been stolen, they may request that a work order be placed to replace the lock core immediately. The resident will then be billed for the cost to re-core the door, replacement for exterior door key, and any applicable overtime charges. When residents move out or change rooms, they must return all keys issued to them, including any keys that were once thought to be missing but were later found. In addition, the following behaviors are considered a misuse of keys and are prohibited:

- a. Giving a guest or another resident your keys to access your room or building when you are not present.
- b. Checking out loaner keys so that your guest or another resident has access to your room or building.
- c. Finding a “lost” key and failing to return it to the front desk.
- d. Using a “lost” key to access a room, floor, or building that you are not authorized to have access to.
- e. Taking or using a key that was not issued to you.

13. Laundry Facilities Abuse

Abuse of another's possessions or damage to equipment in the laundry room is not permitted. Any use of the equipment by or for a non-resident of that building is not permitted.

14. **Lofts**

Only university provided lofts or those rented from CSI Lofts are permitted. Rental information is available at: www.csilofts.com. Be sure to check with Housing and Residential Life prior to renting a loft, as rooms in some halls are not conducive to lofting.

15. **Occupancy**

If you are assigned to a double room, you have claim to only one-half the room and its furnishings. Each roommate has an equal right to access the room and the privacy within it. If you are in a double room, but do not have a roommate, the room must always be ready to accommodate a second resident. An attempt will be made to notify you of any new roommate assignment, but prior notice may not be possible. Creating an unwelcome atmosphere or refusing a roommate could result in the responsibility for a double as a single room rate, contract cancellation, and disciplinary proceedings. Students without roommates may be consolidated (i.e. moved to another room) in order to accommodate double-as-single room requests.

16. **Painting**

The painting of residence hall rooms is not permitted. Similarly, students are not permitted to decorate walls, ceilings or furniture with paint, highlighter, pencils, pens, washable paints, acrylics, laundry detergent, or any other substances.

17. **Political Canvassing**

Campaigning on behalf of candidates for local, county, state and national offices is permitted in the residence halls under the following guidelines:

- a. Complete the “application for political campaigning” form and submit to the Housing and Residential Life Department at least twenty four (24) hours prior to the requested campaign time. (Form is available in the Department of Housing and Residential Life, Ballard Hall 120). Completed applications shall be available to the public. Complaints about a campaign worker will be made to the responsible party on the application.
- b. Candidates may campaign in public areas, on residence hall floors or in the dining areas and may be joined by up to three campaign workers. In the absence of their candidate, campaign workers may campaign only in the public areas (lobby, outside dining hall entrance).
- c. Door-to-door political campaigning by the candidate with his/her campaign workers may occur between 10:00 a.m. and 9:00 p.m. daily. Public area campaigning is permitted between 8:00 a.m. and 11:00 p.m. daily.
- d. Residents who do not wish to be disturbed may display a “No Solicitation” sign on their room door. Candidates and campaign workers must honor these signs as well as all requests to leave a particular room. No campaign material may be attached to doors.
- e. Campaign workers and candidates must display or wear identification while campaigning in the residence halls.
- f. No more than three campaign workers will be allowed in each requested campaign area at any one time.
- g. No device that amplifies sound may be used.

- h. Political advertising can be inserted into University owned and operated mailboxes when items are addressed in accordance with postal guidelines.

18. Public Property

Possession or use as decoration of stolen property including campus, city, county, or state government property, such as road signs, is not permitted. Possession of stolen property is a violation of state law and University policy. Stolen or unauthorized property is subject to confiscation.

19. Published Policies

Students are responsible for abiding by any MnSCU, MSUM (including the Student Conduct Code), or Housing and Residential Life policy, rule, or regulation published in hard copy or available electronically.

20. Quiet Hours/Courtesy Hours

Residents have the right to sleep and study in their rooms at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. This policy applies to noise that can be heard from both inside and outside a residence hall.

Quiet hours are in effect from 10:00 PM until 9:00 AM Sunday to Thursday, 12:00 AM until 9:00 AM weekends (Friday and Saturday). Individual floors may choose to extend these hours. Quiet hours means that sound must not be audible beyond the limits of any individual room, hallway, or lounge. During finals week, 24-hour quiet hours will be in effect. Any student removing a loft at the end of a semester or academic year must do so before 24-hour quiet hours begin or wait until final examinations are completed.

Courtesy hours are in effect 24 hours a day, 7 days a week. As a general rule, at no time should noise be heard from a resident's room more than 2 doors away, or from another floor.

21. Residence Hall Room as a Place of Business

The use of state property including resources, residence hall rooms, internet connectivity, and/or phone service for purpose of running a business is prohibited. This includes providing child care, selling goods or services online or on your floor, or other revenue generating practices.

22. Right of Entry

The University or designees reserves the right to enter the premises for repair, preservation of health, safety, quietude, placement and/or recovery of University-owned property, or when staff has reason to believe a violation of law or policy is being committed.

23. Room/Building Security

- a. Propping Doors: Residents may not prop any residence hall door intended to remain closed and/or locked for safety and security reasons. Propped doors

compromise the safety and security measures they are designed to meet, including fire safety.

- b. Unauthorized presence: Students and visitors may not enter or roam a hall or living unit where they do not live without an escort who is a resident of that hall or living unit. Allowing unescorted non-residents access to a building or living area, including walking through the residence halls unescorted, is a violation of this policy.
- c. Unauthorized entry: Unauthorized entry of a restricted area or a person's residence hall room without permission of the occupant or person responsible for the area is not permitted.

24. Room Decorations

- a. Room decorations may not damage facilities or create a health, safety or fire hazard and should be subject to your roommate's approval. Fire regulations prohibit the use of any flammable hanging decoration including cloth, parachutes, fish nets, crepe paper, etc. You will be required to remove any decoration or furnishings deemed potential fire hazards.
- b. Decorations on room doors are not to cover more than one third (1/3) of the door.
- c. Rooms may not be painted.
- d. Natural holiday trees are not permitted in the residence halls. Artificial trees and fiber optic trees may be used according to listed safety precautions.
- e. Any supplementary lighting (including strings of lights) must be UL (Underwriters Laboratories) approved. Never put lights on metallic objects, such as a loft, to avoid a short circuit. Lighting may not obstruct doorways or walking paths.
- f. To avoid potential damage charges, do not use nails, screws or sticky adhesives. Use a tacky, putty substance like "TackIt" or 3M Command adhesives. Contact paper, masking tape and duct tape can damage paint and will strip the finish off wooden doors and other surfaces. Adhesive remains will need to be cleaned, and hooks and mirrors removed from your walls before you check out. You will be billed for their removal.

25. Satellite Dishes and Antennas

Satellite dishes, antennas, or similar devices are not permitted in the residence halls.

26. Smoking and Tobacco Use

Smoking, tobacco use, and tobacco sales (including the use or sales of smokeless tobacco products) are prohibited on University-owned, -operated, -or leased property.

27. Sports in the Halls

Running, hacky sack, Frisbee throwing, hockey, in-line skating, skate boarding, rip-sticking, bouncing balls, riding bikes, and other athletic/sport-type activities are prohibited in the residence halls. No remote control toys are to be operated in the hallways. Staff members reserve the right to confiscate equipment used in violation of this policy. Those causing damage to university property due to use of this type of equipment will be held financially responsible.

28. Trash Removal

Students are responsible for taking out their own trash. Trash must be taken to and deposited in the nearest designated trash areas. All trash must be removed from all rooms during break periods.

29. University Furniture

Public area (lobby, study room, lounge) furniture is not permitted in student rooms. University furniture may not be removed from its designated location, including student rooms, except by authorized University personnel.

30. Waterbeds

Waterbeds are not permitted.

31. Weapons

Students may not use or possess firearms, fireworks, explosives, or other dangerous weapons or materials in the residence halls. Firearms include any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or other projectiles by means of explosive gas, compressed air, or other propellant. Weapons include, but are not limited to, knives, switchblades, razors, metal knuckles, bow and arrows, nunchucks, foils, or any instrument used to threaten or inflict injury upon another person. Dangerous materials include lighter fluid, propane, or other dangerous chemicals.

32. Windows and Screen

For safety purposes, window screens may not be opened (i.e. cutting the screen) or removed at any time. Removing or opening a window screen for other than emergency purposes may result in a fine. Throwing any object from a residence hall window or using a window as an entry or non-emergency exit is a serious safety concern.