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## UNIVERSITY PHONE NUMBERS

Campus Mail .....	814-871-5523
Campus Police & Safety.....	814-871-7000
Career Development & Employment Services.....	814-871-7680
Carneval Athletic Pavilion.....	814-871-7770
Cashier's Office.....	814-871-7425
Counseling Center.....	814-871-7622
Financial Aid.....	814-871-7337
Human Resources.....	814-871-7351
Information Technology Services (ITS).....	814-871-7501
International Student Office (ISO).....	814-871-7015
Library.....	814-871-7557
Registrar's Office.....	814-871-7611
Student Government Association.....	814-871-7656
Student Health Center.....	814-871-7490
Student Organizations and Leadership Development (SOLD).....	814-871-7657
Student Success Center (SSC).....	814-871-2682
University Bookstore.....	814-871-7244
Vice-President of Student Development & Engagement.....	814-871-5618
Waldron Campus Center.....	814-871-7724

## RESIDENCE LIFE PHONE NUMBERS

Finegan Hall – Front Desk.....	814-871-5785
Finegan Hall – Resident Director .....	814-871-7881
North Hall – Front Desk .....	814-871-
North Hall – Resident Director.....	814-871-7203
Residence Life Office.....	814-871-7564
Wehrle Hall - Front Desk.....	814-871-
Wehrle Hall – Resident Director.....	814-871-7029

## RESIDENCE LIFE STAFF

The Office of Residence Life (ORL) staff consists of both students and full-time professionals, and is responsible for residence hall matters including student well-being, physical facilities, staffing, programs, room assignments, budgeting, policy formation and enforcement, and hall association advising. There is always someone available to assist a resident 24 hours a day, 365 days of the year. Please contact your Resident Assistant as your first line of help for non-emergency situations. A Resident Director is always available through contact with the Resident Assistant or Campus Police & Safety.

### Area Coordinators

The Area Coordinators (ACs) are full time professionals who live on campus to support other live-in, programmatic staff such as RD/GRDs and RAs. The AC has a specialized degree and significant experience working with college students which allows them to be an advocate for residents' success.

### Resident Directors

Resident Directors (RDs) and Graduate Assistant Resident Directors (GARDs) are professionals who live in the residential community and are responsible for the educational and operational functions of the living area. RDs have specialized degrees and significant experience working with college students which allows them to be advocates for residents' success. Much of the RDs' time is spent serving as an active resource for students who live in their area. GARDs serve in the same capacity but have fewer office hours due to educational pursuits. RD/GRDs have campus commitments that keep them away from their offices occasionally. If their office hours do not match your availability, please contact your Resident Director or the Office of Residence Life to set-up an appointment. Contact information is available at the building front desk and on our website.

### **Adjunct Property Managers**

Adjunct Property Managers serve in a capacity similar to that of the RDs however they are full time professionals working in another capacity at the University. They have a live-in capacity within the buildings and are responsible for the facilitation of community. Due to their additional responsibilities, they will have limited office hours which may coincide with their regular office, located outside of the building or Residence Life Office.

### **Resident Assistants**

A Resident Assistant (RA) is a student staff member who lives throughout the hall or apartment complex. They are carefully selected and well trained students who promote and provide leadership, support, friendship, and programs, as well as impart or obtain information, answer questions and uphold community standards. There is at least one RA available on duty every night the residence halls and apartments are open. From 9 p.m. until 7 a.m., an RA is on duty and is present in the hall and at the front desk or in the RA's room. Please call your desk office to receive contact information for the RA on duty.

### **Community Desk Attendants**

Community Desk Attendants maintain desk hours from 12p.m. to 9p.m. in Finegan, North, and Wehrle Halls. Their responsibilities are providing a point of contact to supplement those of the Resident Director and the Resident Assistants. Visitation and guest registration are coordinated through the CDA. The borrowing of any equipment such as games and pool cues can be signed out through this person.

### **Custodial and Maintenance**

The cleaning staff is responsible for normal cleaning duties in public areas and community based facilities during normal business hours. Residents are responsible for cleaning their own rooms and apartments.

Full-time maintenance staff are responsible for making repairs in the residence halls and apartments. Maintenance problems should be reported through your RD. Residents should not attempt to make room repairs. If there is an emergency maintenance incident, please contact either the Office of Residence Life or Campus Police & Safety.

## **GETTING INVOLVED**

### **Check The Portal and myHousing**

my.gannon.edu (The Gannon Portal) and your Gannon email are the primary forms of communication to students from departments, faculty and staff. If residents would like to be up-to-date on important deadlines and information, they must check their my.gannon.edu account regularly. Within the Gannon Portal is a link to myHousing which is the home to all of the necessary applications for academic year, break terms, and summer housing.

### **Floor Meetings**

One of the most important first steps a resident must take to begin each semester is to attend their first floor meeting. RAs will cover important topics from the handbook that residents will be held responsible for knowing. Additionally these meetings can help residents get connected to the staff members, fellow residents, and services available to them.

### **Gannon University Residence Union**

Gannon University Residence Union (GURU) serves as the voice for each respective area. GURUs also serve as a supportive and programmatic elected body for the community. Elections occur at the beginning of each year. Ask your RA how to get involved!

### **RA Programming**

RAs host a variety of programs throughout the year according to the LIFECORE model. The goal of these programs is to provide opportunities for residents to cultivate relationships with others in their building. If residents have program ideas and/or would like to help plan and present a program, they are welcome to contact their RA.

## **SERVICES**

### **Bed Bugs**

In recent years, bedbugs have made resurgence in this country. Unfortunately, Gannon University residence halls and apartments have not been immune. Our Maintenance and Residence Life team uses state-of-the-art treatment equipment and can guide a resident through the treatment process. The moment a resident suspects their room may have bed bugs; they should not hesitate to ask a Resident Assistant or Resident Director for assistance. Our department stresses the need for room treatment and urges residents to report these pests immediately. Please visit our ORL website on the Gannon Portal for facts about bed bugs and treatment.

## **Information Technology Services**

Information Technology Services is responsible for almost all technology based aspects of the University from SOPHOS, the internet, cable, and computer issues. They can be reached at 814-871-7501 during the business day. Their office is located at 3000 Palumbo.

## **Indoor and Outdoor Common Areas**

The majority of the residence halls and apartments have study lounges and social lounges for students' convenience. Individual use of common areas is highly encouraged. Registered student organizations may request permission to use common areas.

If a person or organization wants to reserve a common area, they must speak with the RD at least one week before the requested reservation time. Alcohol is not permitted in any public areas. Large group gatherings are not permitted after 10:00pm due to quiet hours. Kitchens and all common areas must be cleaned after each use and individuals or groups must dispose of all trash.

## **Laundry**

All residence halls and apartments are equipped with both washers and dryers, which are for resident use only. Only residents of each hall or apartment will have ID card access to their laundry rooms. Allowing others to use your card or gain access to the facilities will be documented and handled through the conduct system. Any mechanical difficulties should be reported to the RD.

## **Mail Services**

All mail services are managed through the mail room located in the basement of Waldron Campus Center (WCC). If in need of a mailbox, please consult the mail room staff during normal business hours.

## **Meal Plans**

The Office of Residence Life requires all new incoming first year students to have a meal plan for their entire freshman year. The options of meal plans are the B277 (277 meals a semester) or B227 (227 meals a semester). To purchase or make adjustments to meal plans, residents are encouraged to visit the Office of Residence Life.

## **Parking**

The University provides upperclassmen parking spaces on what is referred to as a "Preferred Parking system". Students will choose parking locations in rotation based upon the number of credit hours a student has earned prior to the beginning of the current fall semester. Seniors will begin the process and have two designated days to choose a lot they prefer. Juniors will be given the next two designated days to choose and sophomores will be given the last two designated days to choose a preferred lot. During the process, when the number of spaces in a lot is exhausted, the student will be able to choose another lot that is open. North Hall residents will be assigned to the lot at 419 Peach Street. Though the students are not given a specific space to park in, only a specific number of spaces for each lot will be sold so there will always be a space to accommodate them. All applications for these spaces are completed on the students designated day and parking stickers are issued by the Office of Police and Safety for a fee.

Resident freshmen will not be permitted to receive a parking permit to park on campus unless there is an extraordinary circumstance. The University provides subsidized parking for full time, undergraduate commuter students in cooperation with the Erie Parking Authority on a semester-to-semester basis. The Office of Commuter Life conducts a lottery for the fall semester, and considers students on a first-come, first-served basis for spots not renewed in the spring semester. Details regarding this service can be obtained by contacting the Office of Commuter Life.

## **Pest Control**

To prevent unwanted pests, residents must keep their rooms clean by taking out trash, not leaving food containers open, etc. If pests are found, please contact your RD, being as specific as possible about the pest and location. ORL provides pest control service through Erie Pest Control with a weekly appointment on Friday. Orders must be turned in no later than 4:00 p.m. on Thursdays to ensure treatment on Friday. Any order received after 4:00 p.m. Thursday will be treated on Friday of the following week.

*Fogging or setting off bug bombs is not allowed by residents.* This could cause damage to the fire alarm system and will be considered tampering. All cases of tampering with the system will be documented and handled through the conduct system, which could result in a disciplinary sanction.

## **Printing**

Limited printing services are available in North Hall. Paper and toner is provided through the ORL and the Student Government Association.

## **Renter's Insurance**

Residents desiring insurance protection must make their own arrangements for the necessary coverage. The University does not carry insurance covering the loss and damage (due to water leak, fire, etc.) to residents' personal effects. Students or their parents are encouraged to carry appropriate insurance to cover such losses. ORL highly encourages renter's insurance.

## **Room Repairs and Damages**

Report all needed repairs to the building RD. Maintenance staff will complete work orders as soon as possible and leave notification that they entered your room or apartment.

Emergency work orders should be called in to their RD or the Office of Residence Life immediately. If residents are not able to reach someone, they should call Campus Police & Safety at 814-871-7000. Emergencies consist of fire, flood, refrigerator issues, plumbing problems resulting in no access to sink or toilet, and HVAC issues that cause extreme discomfort.

Any damages in the room prior to check-in should be marked on the Room Condition Form. Please review this sheet to ensure that any damages are noted. If, during the course of any given semester, damages occur within a resident's room, these damages need to be reported to the hall staff. Damages that are caused by the resident or the resident's guest(s) will be billed to the resident's account. A list of common cleaning and damage billing items is included at the end of this handbook.

All costs are **approximate** amounts, with final charges contingent upon extent of damage and cost of the repair.

## **Students with Disabilities**

Student Health Services, which serves students with disabilities, is located in the lower level of Harborview. ORL can accommodate residents with documented disabilities. Please visit or call our office for assistance.

## **Television Services**

Time Warner Cable is provided in all residence halls and apartments on campus. All basic services are provided with the housing contract.

## **Campus Police & Safety**

The Campus Police & Safety (CPS) is a University community service and enforcement agency offering police, traffic, parking, prevention, and safety services, located in Harborview. Campus Police & Safety is deeply concerned about the safety and well being of students, faculty, staff, and visitors.

## **Vending Machines**

Vending machines are located throughout the residence hall areas. For vending refunds or to report a problem, please see instructions on the front of the machine.

## **Wireless Routers**

The use of personal wireless routers is prohibited as they can interfere with the school wireless system. If a personal router is being used as a switch for multiple devices (computer, video game system, TV, etc.), the wireless component must be deactivated.

# **SAFETY AND SECURITY**

## **Fire Alarm System**

Each building is equipped with a fire alarm system. They are here for residents' protection and residents should not tamper with them. Fire drills are conducted to familiarize the residents with the sound of the building alarm, emergency exits that are available, and the procedure for evacuating the building. Evacuation route procedures are located on the back of room or apartment doors. During fire alarms, residents are highly discouraged from leaving the parking lot in their vehicle. Driveways must be clear for emergency vehicles access. Failure to respond to any fire alarm will be documented and handled through Student Conduct. All cases of tampering with the system will be documented and handled through the University disciplinary process.

If a fire alarm sounds, residents should:

1. Close their windows.
2. Check their door or doorknob. If it is hot, do not open, call 911. If it is cool, exit cautiously and close and lock your door.
3. Walk quickly, but in an orderly manner, through the exit to the hall's assigned location.
4. Do not re-enter the building until told to do so by an ORL staff member or CPS.

Additional tips include: When time is available or if smoke is present in the corridor, residents could:

1. Quickly put on a coat and hard soled shoes.
2. Take a wet towel to put over the face to prevent smoke inhalation.
3. Take keys and University ID card.

## **How to Protect Yourself and Your Property**

With the large number of people living on campus, Campus Police & Safety believes that security is everyone's business, and they solicit residents' assistance in protecting their own and other's property. The University cannot assume responsibility for accidents, loss, stolen, or damaged personal property. The following tips, if properly and consistently employed, will help prevent the most common losses sustained by residents:

1. Keep rooms locked at all times. Residents should not loan their keys to anyone. Promptly report the loss of a room key to an ORL staff member.
2. To lessen personal losses, carry renter's insurance on valuable items and keep a record of the serial numbers on property.
3. Keep cars/motorcycles locked. Store valuables out of sight.
4. Keep bicycles locked at all times when they are not in use. Bicycle racks are provided in all residential areas.
5. Be aware of surroundings. Promptly report suspicious persons or activities to Campus Police & Safety at (814) 871-7000.
6. Residents are encouraged to program the Campus Police & Safety phone number into their phones. The non-emergency phone number for CPS is (814) 871-7000.

## **Security Cameras**

Some residence halls and apartments are equipped with surveillance cameras in the common areas and entrances to enhance safety and security of students and property. The University is currently working on a multi-year project to retro fit all buildings with cameras. CPS personnel and specific university staff members are trained to use the cameras for the prevention of crime and in compliance with campus procedures.

## **Severe Weather**

In the event of severe weather, all pertinent information will be relayed to residents through the ORL and its staff. In the case of evacuations or need to shelter in-place, specific directions will be given. In addition, there is Emergency Notification alerts which can be signed up for on the Gannon portal.

## **Sexual Assault**

Gannon University is committed to providing an educational atmosphere in which students can achieve their goals and maximize their potential. When students experience sexual violence (such as rape or dating violence), their sense of safety and trust is violated, which can seriously interfere with their lives and educational goals. Sexual assault is a serious, violent crime and is a flagrant violation of the University's standards of conduct. Students who are sexually assaulted or who are in violent relationships have a number of resources and courses of action available to them. If harassed or sexually assaulted, please do the following:

1. Report the incident to Campus Police & Safety, located in Harborview or call (814) 871-7000.
2. Seek medical assistance by contacting the Gannon Student Health Services at (814) 871-7622, UPMC Hamot Hospital (814) 877-6000 located at 201 State Street, or St. Vincent's Health Center at (814) 452-5000 located at 232 West 25<sup>th</sup> Street
3. Seek emotional support through the University Counseling Center, located in the Student Services Building at 814-871-5145.
4. ORL staff are also available to help.
5. Crime Victims (814) 455-9414 or 1- (800) 352-7273 located at 125 West 18<sup>th</sup> Street, Erie, PA 16501
6. Safe Net (814) 454-8161 located at 1702 French St, Erie, PA 16501

## **Sprinklers**

These are for the safety and protection of the residents, their belongings, and the property of the University. According to current fire code standards, nothing can be stacked, stored or constructed within 18 inches of a sprinkler head. Hanging objects from sprinkler heads is likewise strictly prohibited. Such actions constitute tampering. Tampering with the sprinkler head will cause the sprinkler head to activate, thereby dumping copious amounts of water into the resident's room/apartment in a short amount of time. All cases of tampering with the sprinkler system will be documented and handled through Student Conduct.

## RESIDENCE LIFE ASSIGNMENTS

### Check-In

Each room is inspected prior to residents moving in. A Room Condition Form is completed by a Residence Life staff member and is reflective of the current condition of each room. If residents notice a discrepancy, they must record the discrepancy on their copy of the Room Condition Form and return it to the respective person within 24 hours of checking in. Residents are financially responsible for all damages that occur in their room during their stay.

### Break Housing

During designated University closings, break housing is available for students through application. Upperclassmen apartment buildings are automatically approved for stay whereas first year students residing in Finegan, North, or Wehrle Halls are required to apply to stay and provide an explanation as to why break housing is needed. There is a possibility that a supplemental fee will be paid for staffing during the break. The University is not responsible for the loss or damage to personal property that is left in rooms during breaks or holidays.

Students failing to complete break applications prior to the deadline may be subjected to a late fine.

### Consolidation

ORL reserves the right to consolidate residents who have not paid for a private room and have no roommate. Private room, selected roommate, and particular requests are accommodated as much as possible in keeping with the above statement. Residents who fail to follow directions concerning consolidation are subject to private room charges and disciplinary action.

### Room Changes and Hall Changes

ORL will have a designated time to facilitate the majority of room changes. Residents should check their Gannon e-mail accounts and building postings soon after classes begin for more information about room changes.

### Contract Release Request

The ORL contract is binding for the academic year. Requests to break the contract may be considered. Please do not make other housing arrangements until it is verified that a break in contract is approved. Most requests to break housing contracts will not be approved. For more specific details, contact the ORL or consult the ORL contract.

### Hours Requirement

Students must be enrolled full-time in order to be eligible to live in campus housing. To meet this requirement, undergraduate students must be registered for a minimum of 12 semester credit hours in the fall and spring semesters. Graduate students must be registered for a minimum of nine semester credit hours in the fall and spring semesters. Any exceptions to this requirement must be approved by the ORL Office.

### Re-Application Process

The reapplication process affords residents the opportunity to re-apply for a residence hall assignment for the following academic year. Re-application information is available prior to Spring Break. Residents **MUST** check their myHousing accounts for the most up-to-date information regarding this process.

### Re-Assignments

Assignment guarantees space, not specific apartments/rooms, within the residence hall. ORL reserves the right to reassign students to other apartments, rooms, or halls when to do so is in the best interest of individuals or groups of students, when it is determined that a student is not actually residing in his/her assigned space, or to address policy violations. Private room, selected roommate, and particular requests are accommodated as much as possible in keeping with the above statements.

### Room Charges

Room charges will be included on residents' University bills, and are payable to the University according to published deadlines.

### Summer School Housing

Summer housing is available. Information will be provided in the Spring semester during the re-application process.

### Withdrawal

Students who are withdrawing from school during the semester must first go to the Student Success Center to initiate the formal withdrawal from the University. A resident who withdraws from the University must go to the ORL and then complete the check-out process. Students will have 48 hours to move from the time of withdrawal. Failure to follow these steps may result in charges remaining on residents' accounts until the end of the semester.

## **RESIDENCE HALLS AND APARTMENTS PROCEDURES**

In a community living situation, such as one finds in the residence halls and apartments, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residence hall has certain rights they are entitled to. These rights are:

1. The right to sleep;
2. The right to one's personal belongings;
3. The right to free access to one's room/suite facilities/apartment;
4. The right to a clean environment in which to live;
5. The right to read and study free from undue interference in one's room;
6. The right to express concerns and be heard;
7. The right to personal privacy;
8. The right to be free from verbal or written abuse, threats, intimidation, or violence.

Residents are expected to respond appropriately to the reasonable requests of other residents and of all ORL staff including University maintenance workers and our cleaning service.

Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behavior, as well as for the behavior of his/her guest(s). Procedures in all residence halls and apartments will be consistently addressed by University officials at all times. Violation of any of the following procedures may be documented and handled through the Student Conduct system.

### **Abandoned Property**

In those instances where items are left in residence hall and apartment rooms after the resident has checked out or failed to properly check out, at the end of the semester or the academic year, or has withdrawn from the University but has failed to properly check out, ORL shall declare the property abandoned and it will be held for one month before being discarded by the University, pending the availability of on-site storage. The University will pack and inventory all belongings and there will be a minimum charge of \$75 billed to the resident's account.

A resident who does not return for any semester may be charged \$45 a day until the resident returns and properly checks out. Should the resident not return by the no-show date, the resident's property will be treated as abandoned as stated in the paragraph above.

### **Alcohol**

Each student is responsible for conducting themselves in ways consistent with federal, state and local laws, for following University policies and for assisting those impaired by alcohol or drug use in the interests of their health and well-being. Impairment due to alcohol or drug use is never an excuse for misconduct.

Students 21 or older, who choose to consume alcoholic beverages are expected to do so in moderation and with responsible decision making. Negative actions including loud or disruptive behavior, interference with the cleanliness of the residence halls, or drinking habits which are disruptive or injurious to the health or education of individuals will not be tolerated.

Pennsylvania law requires that individuals must be at least 21 years old to purchase, possess, or consume alcoholic beverages. The following expectations are for all students and their guests:

1. Students of legal age residing in campus housing will follow university standards (including state laws) relating to alcohol use. In order for alcohol to be allowed in the room, at least one of the residents of that room must be of legal age.
2. Anyone under the age of 21 is not permitted to be in a room where alcohol is visibly being consumed unless that person is (are) the roommate(s) of the resident over the age of 21.
3. If a minor is found consuming and/or possessing alcohol in the room ALL alcohol present will be disposed of by the resident and the of-age resident may be held responsible. This rule applies to all residence halls, rooms, and houses.
4. Possession and/or consumption of alcoholic beverages is not permitted in hallways, lounges, stairways, courtyards, community bathrooms, parking lots, patio/balconies, or any public areas on campus. All alcohol transported through public areas must be unopened and concealed in a box/sack.
5. Bars, Kegs, party balls, trash cans, or other large vessels that contain alcoholic beverages are prohibited in the residence halls.
6. Public advertisement of private gatherings in a resident's room is prohibited.
7. All private gatherings held in student rooms must be confined to the specific room and the door must be closed.
8. Any games, activities, or equipment that promotes the excessive use of alcohol (e.g. beer pong or beer pong tables, drinking games, and other items similar in nature), are not permitted on University property. Any such items may be confiscated and not returned if found on University property.
9. Residents are responsible for their behavior and that of their guests at all times. Alcohol use/misuse does not excuse disruptive, excessively noisy, or indecent behavior.
10. Empty alcohol containers may not be displayed in rooms as decoration.

## **Appliances**

Residence halls and apartments have definite limits on the capabilities of their electrical systems. Overloading these systems can present a fire and safety hazard. Small microwave ovens are permitted. Only UL approved, sealed unit coffee makers and air popcorn poppers are allowed, but are not to be used for cooking purposes. Use of other appliances such as radios, TVs, stereos, and desk lamps with non-halogen bulbs and plastic shades are permitted provided the total electrical requirements do not exceed the capacity of the system, and the equipment is kept in safe operating conditions. No outside antennae of any type are permitted. Unauthorized appliances will be confiscated and stored until the student checks out. The student will be charged \$25.00 for each appliance confiscated.

The following appliances are not permitted: *(other appliances not listed must be approved by the ORL in advance of being in the room)*

1. Halogen lamps of any kind
2. Hot plates
3. Deep fryers
4. Broilers
5. Freezers
6. Space heaters
7. Potpourri pots
8. Sun lamps and tanning beds
9. Any open faced or heating appliance
10. Personal BBQ grills
11. Toaster ovens
12. Any outside refrigerator
13. Air conditioners
14. Heated blankets

In apartments that are equipped with dishwashers, please use the correct cleaning products. Do not use liquid dish soap in place of detergent that is made for dishwashers.

In apartments that are equipped with garbage disposals, please take care to keep them in proper working order. Run water in the disposal side of the sink as you are using the disposal. Do not put things such as lettuce, rice and grease in the disposal. Large amounts of food should be put in the trash. Run ice through the disposal about every two months to sharpen the blades.

## **Bicycles/Motorcycles**

Cyclists are to abide by all traffic regulations. Bicycle racks are placed in convenient locations throughout the campus, including all residence halls and apartments, and bikes should be secured with a lock and chain. Bicycles can be stored in residence hall rooms with the consent of the roommate. If a bicycle is stored in a room, it must not block the door or be ridden in the hall. ORL will enforce bicycle procedures in accordance with the Campus Police & Safety's Traffic Rules and Regulations.

Motorcycles must be registered with the Campus Police & Safety as if it were a four-wheeled vehicle. Motorcycles, mopeds, motor scooters, and other internal combustion engine vehicles should never be brought into the residence halls and apartments. Gasoline cans are not permitted in residence halls and apartments.

## **Bomb Threats**

If you gain any information about a potential bomb threat, please notify CPS at (814) 871-7000.

## **Candles/Open Flames**

Candles, incense, fireworks (all types, including sparklers) are considered to be an open flame and, therefore, a fire hazard. These items are prohibited both inside and outside all residence halls and apartments, including parking lots. Possession of items violating this policy will result in immediate confiscation and will be handled through the Student Conduct system. *Candles for decorative purposes only are allowed, given that the wick is completely removed.*

## **Carpet**

If residents' carpets become stained, they should contact their RD immediately to confirm and facilitate the cleaning process. If the carpet is damaged above normal wear and tear, the resident will be charged. Continual mistreatment of carpet will result in disciplinary action.

## **Chalking**

Chalking of sidewalks or brick must be approved by the RD prior to chalking. The chalked area must be removed no later than 24 hours after the event. Staff reserves the right to remove any chalking that is inappropriate, offensive or not approved.

## **Christmas or Holiday Trees**

Due to the National Fire Protection Association codes and safety concerns within residence halls and apartments, cut/live trees are not permitted.

## **Cleanliness**

Living areas must be kept clean at all times (dishes clean, food stored properly, etc.) First offense will result in a warning and the expectation that the area is cleaned to standard within 48 hours. Further offenses will result in disciplinary action which could lead to fines and or reassignment to a room with different facilities.

ORL expects residents to take pride in their spaces. It is expected that dusting, mopping and cleaning be done to maintain a general level of cleanliness. While it is the expectation that residents provide their own cleaning supplies and equipment, some equipment is available through their RA or building director.

To protect residents' health, bathrooms should be held to the highest standard of cleanliness. This includes using shower scrub products, disinfecting wipes and toilet brushes. The general disinfection of all surfaces is recommended on a regular basis. Residents must supply a shower curtain for the shower or bathtub. Failure to provide a shower curtain will result in a warning with the expectation that the residents provide a shower curtain. Failure to obtain a shower curtain by the second check will result in disciplinary action.

Residents must have a fitted sheet on their bed at all times. Failure to follow this policy will result in a warning with the expectation that the resident provide a fitted sheet. Failure to obtain a fitted sheet by the second check will result in disciplinary action.

## **Cohabitation**

Cohabitation is not permitted in the residence halls and apartments. Cohabitation is defined as a person using a residence hall or apartment room as if that person were a resident of the room, but not actually being assigned as a resident of the room. This includes, but is not limited to:

1. Keeping clothing and other personal belongings in the room.
2. Being an overnight guest in the room for more than two nights in a ten day period.
3. Using the bathroom and shower facilities as if they lived in that room.
4. Using the resident's keys or ID cards to enter the residence hall or room.

Violation of this rule will be handled through the Student Conduct system.

## **Confidentiality**

All students are encouraged to keep open dialogue with ORL staff members. Anything being said, even if in confidence, will be held to that standard unless it pertains to the personal/mental health and safety of the resident, other students, University officials, and/or the community. In this instance, the ORL staff is a mandatory reporter and will communicate any concerns to the appropriate personnel in a professional manner maintaining anonymity when possible.

## **Contact Paper**

Contact paper is not allowed. If residents wish to line their shelves, then the use of a non-adhesive alternative is recommended.

## **Cooking**

In accordance with the residence halls and apartments appliance procedures, cooking in the residence halls and apartments is allowed with approved cooking appliances only. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. For the list of approved cooking appliances, please see "Appliances." Cooking is allowed in hall kitchens. Microwaves are for cooking only. Do not put any type of metal in the microwaves. Also, do not try to dry any type of clothing product in the microwaves, as you may start a fire.

Community kitchens must be kept clean at all times (dishes clean, food stored properly, etc.) Violation of community standards will be handled through the conduct system, which could include a minimum fine of \$50.00 and disciplinary action.

## **Cooperation with University Officials**

Your residence hall and apartment staff are University Officials. Residents must immediately comply with directions from any University Official. Verbal and/or physical abuse directed towards a University staff member will not be tolerated. Failure to follow this policy will result in disciplinary action.

## **Decorations**

Decorations are encouraged as long as they do not create health or fire hazards or damage the apartment/room. No decorations may hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire related equipment. Do not attach anything to or tamper with light fixtures, smoke detectors, sprinkler heads or exit signs. Tension rods may be used to hang curtains. Thumb tacks and pushpins are highly recommended for hanging purposes. Residents will assume responsibility for any damage beyond normal wear and tear. **Do not use double-sided tape on any surface as it will cause excessive damage.** If a resident wishes to use an adhesive, 3M Command Adhesives are recommended as they have been found to be removed easily. Contact a residence hall staff person for further details about any possible damages to walls. To comply with Fire Inspector regulations, only 20% of each side of room doors may be decorated.

## **Door Propping/Pulling**

Propping or forceful pulling open of any residence hall door and/or tampering with locks is considered a serious security violation. Anyone caught propping, pulling, or tampering with any door may be subject to disciplinary action.

## **Drugs**

The University prohibits the manufacturing, possessing, selling, transmitting, using or being part of any illegal drug, controlled substance, prescription, or drug paraphernalia on University premises or at University sponsored activities. Referrals will be made to Campus Police & Safety for any violation of the above stated policy. Violations may result in arrest and/or suspension from the University.

## **Electrical Power Strips**

Do not overload electrical circuits. Electrical power strips used on ORL property must conform to the following requirements. The device must have a cord assembly, multiple grounded outlets, a 15-amp circuit breaker or fuse, housed together in a plastic case with a common plug, and UL listed. All other multiple plug adaptors, extension cords, and outlet extenders are strictly prohibited. It is the student's responsibility to check with the RD to see if the device is acceptable prior to use. Violation of this policy will result in disciplinary action and the item will be confiscated and stored until time of check-out. Residents may use one approved surge protector/power strip per 2 outlet source (wall plate). At no time should a surge protector/power strip be plugged into another surge protector/power strip (daisy chaining).

## **Emergency Exits**

Emergency exits are to be used for emergency evacuations. The misuse of emergency exits will be documented and handled through the conduct system, which could result in a minimum fine of \$250 and disciplinary action.

## **Emergency/Safety Equipment and Fire Alarm System**

The paths to the exit door, windows, and all safety appliances and vents should be kept clear at all times throughout the living unit. Tampering, damaging, or inhibiting the use of emergency/safety equipment including propping open doors in any residence hall, is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. This includes but is not limited to fire extinguishers, heat and smoke detectors, exit lights or panels, emergency exits, fire alarm pull stations or designated emergency doors. Tampering with emergency/safety equipment could endanger everyone. All cases of tampering with the equipment and security cameras will be documented and handled through the conduct system, which could result in a minimum fine of \$250.00.

## **Empty Room/Bed Spaces**

If at any time a resident is living in a room, suite or apartment without a roommate/suitemate, they are responsible for keeping belongings out of the empty space and may not utilize that vacant space in any way. This policy exists because an incoming resident may be assigned or moved into an empty space at any time throughout the semester. This resident has the right to move in without prior notice and therefore no belongings may be stored in or under additional furniture or closets and the bed may not be used for storage or for hosting guests.

## **Escorting Guests and Visitors**

Guests and visitors must be escorted by their host resident at all times. Please see "Guests and Visitation" for more information.

## **Fireworks, Explosives, and Hazardous Materials**

Fireworks, smoke bombs, and explosives of any kind are not permitted in the residence halls and apartments or on campus. Please see Campus Police & Safety for more information. There are no exceptions to this policy. Possession of items violating this policy will result in immediate confiscation and will be handled through the conduct system, which could result in a minimum fine of \$50.00 and disciplinary action.

## **First Year Student Hours**

First Year Student hours are during the first four weeks, Sunday through Thursday nights, in which all first year students are required to be in their rooms by 12 a.m.. They are designed for students to properly adapt to the college lifestyle and begin their college career with time management and personal responsibility. The RA staff will verify that students are in their rooms.

## **Furniture**

Each student room is provided with ORL furniture. Residents may not move additional University items into their rooms from any other area of the hall, including lounge furniture. Moving bedroom furniture into another room must be approved by the RD. Waterbeds are not permitted in the residence halls and apartments. Violations of this policy will be handled through the conduct system, which could result in a minimum fine of \$25.00 and disciplinary action. Any outside furniture being brought into the residence hall or apartment must have an appropriate fire rating (California code) and ideally should be new. Should there be any issues regarding pests, particularly bed bugs, in the room, suite, or apartment, the cost of extermination may be forwarded on to the owner of the outside furniture.

## **Gambling**

Gambling for money or stakes representing money on University property is a violation of state law and is thereby prohibited.

## **Group Billings**

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected floor, building, or area.

This means that if any damage occurs in such areas as the floor, hallway, or community bathroom, which cannot be properly charged to an individual, all members of the floor or community may be billed equally for repairs. Similarly, damage or theft in the building, which cannot be assigned to an individual, may result in all building residents equally sharing in repair or replacement costs. If applicable, each resident will be billed for their “share” of public area damages at the end of each semester. Residents will be given every opportunity to identify individual(s) responsible for the damage before a group billing is finalized.

Each resident’s active involvement in reducing damages within their community is encouraged.

## **Guests/Visitation Policy**

### ***Residence Halls/First year student suites***

Non-student and other GU student guests are permitted in the halls from 12 P.M. – 12 A.M. (Sundays - Thursdays) and 12 P.M. to 2 A.M. (Fridays & Saturday.). All non-residents of that hall and guests must leave the hall no later than the designated time (12 A.M. or 2 A.M.). Guests must check-in at the desk with a picture ID, and the resident must confirm their guest. Resident students assume all responsibility for the conduct of their guest(s) while on campus or at GU sponsored events.

- All non-GU student guests to the halls must be registered and accompanied by a GU resident at all times.
- Guests must stay in the room of a person of the same sex and can only visit for no more than two consecutive nights, with permission from the roommates.
- All guests of the opposite sex must use the designated restroom in the lobby of the respective building.

### ***Apartments/Upper Class Student Suites***

- Apartments, houses and suites without front desks shall be self-regulated and regulated by the Residence Life Staff.
- Cohabitation is not permitted at anytime.
- At no time may a student take up residence in a room, house, or apartment, which he or she is not assigned to.

## ***Overnight Visitation Policy***

### ***Overnight Visitation***

In traditional residence Halls and Suites, residents may host a maximum of two guests past the visitation deadline, provided that they are of the same gender as the host, have the approval of their host's roommate(s) and the guests are pre-registered by 5 P.M. the business day prior to the visit. No one may be registered to stay beyond the visitation deadline for more than two consecutive nights in any one hall. There is no overnight visitation during official break periods. The university reserves the right to suspend overnight visitation when special circumstances warrant.

### ***Apartments and Themed Houses***

Guests may not stay for more than three consecutive nights in a two week period. A maximum of two overnight guests will be allowed in any one apartment at any one time. All roommates must give permission for an overnight guest to stay in the apartment/suite.

*Residents are responsible for their actions and the actions of their guests. If guests violate the visitation policy, the resident may be subject to sanctions.*

*At no time should the presence of visitors disrupt the floor and hall communities or supersede a roommate's right to privacy.*

### **Halogen Lamps**

Due to fire safety codes, all types of lamps that contain halogen bulbs are not permitted in any residence hall rooms. Halogen light bulbs can reach temperatures over 1000° F. Violations of this policy will be handled through the conduct system, which could result in a minimum fine of \$50.00 and disciplinary action.

### **Harassment**

All residents have the right to be free from all forms of harassment including verbal, written, and sexual. Threats, intimidation, and violence will not be tolerated. ORL will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for harassment.

### **Health and Safety Inspections (HSIs)**

ORL staff reserves the right to conduct announced Health and Safety Inspections during the school year to ensure a room does not become substandard to the following points.

1. University property is being used properly;
2. Reasonable standards of room cleanliness, safety, and sanitation are being observed;
3. Maintenance needs are reported;
4. ORL procedures are being observed;
5. All directives of the City Fire Inspector are being observed.

### **Horseplay**

Horseplay including wrestling, running in the halls, and pranks in the halls are prohibited. These actions can lead to injuries and/or damage to the halls.

### **Identification**

Residents are required to have their University IDs in their possession at all times. Proof of identity may be requested of any person in the residence hall by a University official. Failure to identify oneself to a University staff member upon request is a violation of University regulations. Cooperation is appreciated should such an occasion arise.

### **Keys**

Room keys are issued to each resident. Residents are responsible for possession of their keys at all times and may not lend keys to another person at any time.

### **Latches/Door locks**

No additional locks or latches may be installed anywhere in residents' rooms. Installation of additional locks or latches impedes entrance of staff and emergency personnel. Violations of this policy will be documented and handled through the conduct system, which will include the removal of the latch/door lock and the cost of repair.

**Lockouts**

If residents are locked out of their rooms, they are encouraged to contact a roommate to gain access to their room.. If unable to locate a roommate, please contact your RA, RD or CPS. Documentation will be recorded each time a student is locked out, and assessed a \$10 charge the first time, \$15 a second time, and \$20 each time after. If a key is lost, a \$50.00 per lock charge will be billed to the resident's account in order to change each lock affected. If lockouts become habitual, this will be documented and handled through the conduct system.

**Neighbor Conflicts**

If neighbors are having a conflict, first discuss the problem with each other. Do not use passive aggressive behavior in an attempt to resolve the conflict. Face to face, calm discussions are always the preferred route. If a resolution cannot be found for the problem, then residents are encouraged to see their RA. If the RA feels that the problem is not being resolved, a referral will be made to the RD. If the problem cannot be resolved, ORL has the right to relocate one or both of the neighbors.

**Noise**

Quiet hours are in effect everyday 8:00 P.M.-8:00 A.M.. Residents and guests are expected to be considerate of roommates and neighbors 24 hours a day. This means that any behavior that disrupts others is unacceptable at any time. Noise should not be heard in surrounding apartments or rooms within ten feet of the front door. Quiet hours are expected to be observed in parking lots adjacent to residential facilities. If noise can be heard within a ten foot radius of a vehicle, the resident will be found in violation of the quiet hours policy. Twenty-four hour quiet hours will be in effect for the last two weeks of each semester. Violations of this policy will be documented and handled through the conduct system.

**Pets**

Fish are the only pets permitted in the residence halls and apartments. A resident wishing to keep fish may use one aquarium no larger than 10 gallons. Any pet or proof of pet found in a resident's room will result in a minimum fine of \$50.00 and the immediate removal of the pet. Daily checks at a cost of \$10.00 per day will be charged until the pet and all pet items are removed. Additional cleaning and/or disinfecting and/or charges to respond to flea treatment or damages caused by the pet may also be charged to your account. Animals around the area will be considered strays and will be removed. If you feed or encourage, in any way, a stray animal to remain in the area you will also be subject to a fine of \$50.00. If you are aware of any stray animals in the area, please contact CPS at (814) 871-7000 to request removal.

**Posting**

Posting of flyers, announcements, or any other printed or written material must be approved by the ORL prior to posting in or around any area of the residence halls and apartments. Staff reserves the right to remove any posting that is inappropriate, offensive or not approved.

**Pranks**

Pranks which result in disturbances or distress to others or cause damage to University or personal property are prohibited.

**Projectiles**

For reasons of health and safety, propelling devices such as rockets, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited. Objects may not be thrown into or out of windows. Violation of this policy will be documented through the ORL judicial system and possibly through CPS. It is highly encouraged that residents avoid this behavior as they may be held responsible for personal injury and/or property damage.

**Quiet Hours/Courtesy Hours**

Please see "Noise".

**Restricted Areas**

No student shall make unauthorized entry into any University building, office, attic, roof, or other restricted University facility.

**Room Entry**

Room entry by ORL Staff is occasionally necessary. While respecting residents' personal privacy at all times, the University reserves the right to authorize entry into their rooms at times when their welfare or the welfare of their room is concerned; to ensure proper care, maintenance and safety of the facilities; to make necessary repairs; to complete a preliminary condition report for a room being vacated; to conduct maintenance and Health and Safety inspections; and to investigate violations of University regulations, including violations of the law. Every effort will be made to give advance notice when a room entry is necessary; notice will be left when the maintenance department has responded to requests for repairs.

## **Room Modifications/Painting**

Residents are expected to attempt to leave their room in the condition they found it. Modifying electrical, cable, internet or telephone wiring is prohibited. Installation of ceiling fans is prohibited. Carpet may not be taped/glued down. Painting is prohibited. While it is encouraged that residents avoid using nails or anchors, residents who choose to use them will be billed accordingly to return the room to its original condition.

## **Roommate Conflicts**

If roommates are having a conflict, first discuss the problem with each other. Do not use passive aggressive behavior in an attempt to resolve the conflict. Face to face, calm discussions are always the preferred route. If a resolution cannot be found for the problem, then residents are encouraged to see their RA. If the RA feels that the problem is not being resolved, a referral will be made to the RD. If the problem cannot be resolved, ORL has the right to relocate one or both of the roommates.

## **Smoking**

Smoking of any substance is prohibited in all ORL facilities; this includes porches, balconies, stairwells, sidewalks, and enclosed inner courtyards. Smoking is permitted in the designated smoking areas 10 feet away from buildings.

The smell of smoke and/or evidence of butts/ashes found in a resident's room will be considered a violation of this policy. Violations of the smoking policy will be documented and handled through the conduct system, which could result in a minimum fine of \$50.00 for the first offense. All subsequent violations will be handled through the conduct system and will include the cost of rehabilitating the room and could result in reassignment. Residents will be held responsible for the actions of their guests.

## **Solicitation**

ORL does not allow solicitation by outside groups, student organizations, or companies in the residence halls and apartments without prior approval from the Director of ORL. If residents are approached by sales personnel in the hall, they are encouraged to contact their hall staff and CPS immediately. Research may be conducted in the residence halls and apartments with prior written approval from the Director of ORL.

## **Sports in the Hallways**

Residents may not engage in any sports or "sport related" activities within the residence hall rooms, lounges, hallways, or stairwells.

## **Syringe Disposal**

Residents should not place exposed hypodermic needles directly in trash containers. Please dispose used needles in a puncture proof container. If no container is available, please take used needles to the Student Health Center.

## **Traffic Signs**

Traffic signs, as well as state and city directional or informational signs, are not allowed in student rooms since possession of these items is illegal. These signs will be confiscated and turned over to the Campus Police & Safety.

## **Trash**

Residents are responsible for the disposal of any trash from their room or apartment. All trash must be placed in a trash bag and taken to either the dumpster adjacent to the building or placed down the appropriate garbage shoot. Personal garbage should not be placed in bathroom or laundry room receptacles. Staff reserves the right to open trash in order to find identifying items. Violations of this policy will be documented and handled through the conduct system, which could include a \$25.00 charge per item or bag of trash.

## **Weapons/Firearms**

Weapons, firearms, paintball guns, or ammunition of any kind are not permitted in the residence halls and apartments. This includes, but is not limited to, pellet or BB guns, slingshots, arrows, axes, machetes, numchucks, throwing stars or knives with a blade five and a half inches or longer. All items listed above may not be stored in vehicles which are parked on University property. There are no exceptions to this policy. Please see Campus Police & Safety for more information. Items will be confiscated and violations of this policy will be documented and handled through the conduct system.

## **Windows and Window Screens**

Window screens may not be removed or altered in any way. No articles may be thrown or hung from windows. The threshold of all windows and balconies may not be crossed at any time for any reason. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. It is highly encouraged that residents follow these guidelines as they may be held responsible for personal injury and/or property damage.

## **RESIDENCE HALLS AND APARTMENTS DISCIPLINARY SYSTEM**

### **Incident Reports**

Incident Reports are the primary means of communicating what occurs in the halls or apartments. The reports are used by ORL as information and historical record of events, as well as a tool for follow-up investigations, disciplinary actions, or referrals. Incident Reports are not limited to violations of residence hall procedures, but may be purely informational in nature. Residents may request information from an Incident Report, but ORL reserves the right to share only what is necessary in order to protect the privacy and confidentiality of all involved parties.

### **Disciplinary Procedures**

When an apparent violation of University or residence hall policies, procedures or standards occurs, an Incident Report is filed. Based on this report, specific violations are determined. Residents who have been documented for violation of residence hall policies or standards are subject to meet with the Student Conduct Officer or designee. The SCO or designee will contact the resident through Gannon email as the official email of university communication. For the conduct meeting, residents are encouraged to come prepared to have a discussion about the incident and how they can be a successful member of the community. If a sanction is issued as a result of a conduct meeting, the proper paperwork will be completed. Sanctions can include, but are not limited to, community service hours, programs, bulletin boards, written reports, restriction of privileges, and/or fines and charges. Some infractions will be referred from the RD to either the Area Coordinator, Director of ORL or Student Conduct Officer, which could include removal from the residence halls and apartments.

Residents have the right to appeal sanctions with the Student Conduct Officer as outlined in the outcome letter from the conduct meeting.