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## GUIDE TO RESIDENCE LIFE & COMMUNITY LIVING

Every resident shares the responsibility of knowing and understanding the residence hall community standards so everyone can live in a positive environment. A community that helps each member to achieve their personal and academic endeavors must be based on concern for the academic and personal achievement of your peers, mutual respect, and responsible action. This is possible when everyone makes a significant contribution to building this community. You will also want to become familiar with the SOU Code of Conduct as it outlines the standards, expectations, rights, responsibilities, and prescribed conduct for every SOU student.

### ABANDONED PROPERTY

Property left in a room with an estimated value of less than \$50 will be thrown away, recycled, or donated. Property with an estimated value of \$50 or greater will be documented and stored for 30 days. Students will be charged for the removal and storing of property for labor on an hourly basis. We will attempt to contact students via their SOU e-mail or the phone number listed with the college about the stored property and then students have 30 days to contact housing to make arrangements for their property. Students can have property mailed to them at their expense, pick it up in person, or have items donated. After 30 days, if arrangements have not been made, the property will be considered abandoned and the college will dispose of this property.

### ALCOHOL POLICY

The University policies with respect to alcohol consumption in the residence halls are as follows:

1. The sale, use or possession (including possession by consumption) of alcoholic beverages is governed by Oregon State Laws, by Ashland City Ordinances, and University regulations. All members of the University community are obligated to know and obey these laws, ordinances, and regulations. Students at the University are not exempt from state laws or city ordinances. The legal age for purchase and consumption of all alcoholic beverages is 21.
2. Alcoholic beverages may not be consumed and/or possessed in the residence hall public areas. A public area is defined as a hallway, lobby, lounge, restroom, or any other area outside of a student's room, including outside of the building on University property. If the door, window, or window blind to a student's room is open, then the room is no longer considered to be a private area for purposes of policy enforcement. No open alcoholic beverage container may be transported into or within a residence hall.
3. Paraphernalia used for drinking excessive amounts of alcohol (beer bongs, kegs, etc.), or large quantities of alcohol which could be reasonably judged as more than for personal use are not permitted in the residence halls and will be confiscated. Additionally, the student may be fined and/or receive disciplinary action.
4. Drinking games of any kind are not permitted in the residence halls.
5. If a student purchases and distributes alcoholic beverages to others, that student will be held liable for any incidents, damage, or vandalism which arises as a result of alcohol consumption.
6. A student who is intoxicated may be detained, arrested or placed under protective custody

as governed by state law.

7. Any student and/or their guests under the age of 21 may not possess empty alcoholic beverage containers for decoration or any other purpose.
8. No person under the age of 21 shall be allowed in a room where alcohol is being consumed.
9. No person 21 or older shall drink in the presence of minors.
10. Anyone in the presence of alcohol may be held responsible.

## **ASSISTANCE ANIMALS**

If you have a documented disability acknowledged by Disability Resources, you may be eligible to have a service or emotional support animal in housing facilities. Each request will be handled on a case-by-case basis by submitting a Request for Accommodations to Disability Resources. Requests must be submitted to and approved in writing by Disability Resources prior to the animal occupying the unit/suite/apartment. Students who do not have prior written approval to have an emotional support animal in housing may be found in violation of the *Pets* policy and may be subject to the procedural and disciplinary steps outlined in the *Pets* policy. Upon receiving written approval from Disability Resources to have an emotional support animal in housing, the student must meet with their Area Coordinator to discuss and sign an Owner Responsibilities Agreement. The Owner Responsibilities Agreement requires the student to: 1) contact all roommates in their assigned unit/suite/apartment to notify them of the animal prior to the animal occupying the unit/suite/apartment; and 2) participate in a pre-scheduled inspection of their unit and suite/apartment during weeks 4 and 8 of each quarter to ensure proper care of the animal and housing facility.

## **BICYCLES AND MOTORCYCLES**

There are bicycle racks conveniently located all over campus. Be sure to utilize appropriate locking mechanisms when using outdoor bicycle racks. Bicycles may not be stored in lounges, hallways, laundry rooms, study rooms, or any other public hall location. No motorized vehicle is allowed in the residence halls. Shasta and McLoughlin Halls are equipped with bicycle hooks within each room. These are to be used for bicycle storage only. Tampering or misusing these hooks may result in damage fees.

## **BUILDING EXTERIOR AREAS**

The use of residence hall exterior areas such as ledges, roofs, walls, stairwell grids, windows, etc., is prohibited. Engaging in this type of behavior is extremely dangerous, and could result in serious injury or even death. Climbing out onto Greensprings ledges will result in disciplinary action. Students found in violation may also be subject to University Housing fines for damaged window screens.

## **CHECK – OUT PROCEDURES**

During the course of the academic year, students checking out of their room any time should clean their part of the room so it is ready for occupancy by another student. The student must also make an appointment with their Area Coordinator. The student should then finish the checkout process and turn in keys and fobs at the University Housing Office.

## **COOKING APPLIANCES**

Small appliances are acceptable if the heating element is enclosed such as, coffee makers, popcorn poppers, crock pots, rice cooker, electric kettle, electric skillet, etc. Anything with an open heating coil is not permitted.

You are not permitted to bring your own microwaves or refrigerators into the residence halls. McLoughlin Hall suites and Madrone apartments are equipped with full size refrigerators and microwaves. Shasta and Greensprings residents have the option of renting a Micro-fridge unit for the year for a reasonable rate.

Micro-fridges are high efficiency appliances that will help us conserve energy and are a lot less expensive to operate, contributing to SOU's philosophy on sustainability. They are designed to not overload electrical circuits, which improves safety and efficiency.

## **COOKING FACILITIES**

Kitchen facilities are available for Greensprings residents, who are expected to clean up after use. Dishes, utensils or other items left in the kitchens for more than 24 hours are considered abandoned and may be discarded by the custodial or residence hall staff. Community areas such as the kitchens need to be kept orderly, since they are available for use by all Greensprings residents.

## **DINING PRIVILEGES**

Do not remove utensils or dishes from The Hawk Dining Commons. Doing so will only increase the cost of eating in the dining hall. Footwear and shirts must be worn at all times in the food service and dining areas.

## **SOU DINING**

There are many options available to students here at SOU. In addition to The Hawk Dining Commons, students can eat at the food court in the Stevenson Union using their Raider Cash. Raider Cash can also be used at The Landing Convenience Store, Java Union Coffee Shop in the Stevenson Union, and Southern Grounds Coffee Shop in the Hannon Library.

## **DRUG POLICY**

The use of illegal drugs is a very serious matter. Engaging in illegal drugs is inherently dangerous and causes members of our community to feel unsafe. Drug free students embody the spirit of communal living; students under the influence of illegal drugs do not. Any student, who uses, possesses, distributes, or is in the presence of illegal drugs, drug paraphernalia, or illegal drug activity on University property or at official University functions is subject to disciplinary action and/or prosecution by state and federal authorities.

## **MARIJUANA POLICY**

Possession or use of marijuana and marijuana paraphernalia is prohibited on campus. Even though [Oregon State law](#) allows adults age 21 and older to possess small amounts of marijuana for recreational use, federal law prohibits marijuana possession and use of any kind. Because Southern Oregon University receives federal funds, SOU must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are prohibited from possessing or using marijuana of any kind and possessing or using marijuana paraphernalia on campus. Marijuana and marijuana paraphernalia that is found on campus will be confiscated and destroyed by CPS staff and/or the Ashland Police Department.

## **FALSE FIRE ALARM**

Initiating a false fire alarm violates Oregon State Law. It is inappropriate to cause the Ashland Fire Department to respond to a false call when they may be needed at a real emergency. Residence halls may enforce Oregon Revised Statute #162.375, which states, "A person commits the crime of initiating a false report if the person knowingly initiates a false fire alarm or report which is transmitted to a fire department, a law enforcement agency, or other organizations that deal with emergencies involving danger to life or property. Initiating a false report is a Class C Misdemeanor." The offense is punishable by a maximum of six months in the county jail and/or a \$1000 fine.

Vapor from electronic cigarettes have been known to set off fire alarms in the residence halls resulting in disciplinary action for initiating a false fire alarm.

## **FIRE REGULATIONS**

Locked doors and fire doors should not be propped open at any time. Fire drills are held at least once each term to ensure that all residents are familiar with the alarm and with emergency procedures. You must vacate the building each time the fire alarm sounds.

During a fire alarm, rooms should be left as follows:

1. All doors closed.
2. All windows closed.
3. All curtains/blinds open.

Full fire evacuation procedures for your building will be provided to you by your Resident Assistant at the beginning of the academic year.

**Students who fail to evacuate the building when an alarm sounds are subject to disciplinary actions.**

## **FLAMMABLE MATERIALS, FIREWORKS, AND EXPLOSIVES**

Incendiary materials, fireworks, explosives of any nature, and highly flammable materials, including halogen lamps are not permitted on University property or in the residence halls due to the extreme fire danger involved and to the threat these items pose to the larger community.

Candles should not be lit in the residence halls. Only decorative candles are allowed in the residence halls as long as the wick is cut off or the candle does not show any sign of being burnt.

**The burning of incense is not permitted in any of the residence halls. Burning incense poses a danger to the community. Alternatives to incense (such as plug in air fresheners) offer safe and viable solutions.**

## **GAMBLING**

Gambling for profit is prohibited. Gambling can easily create tension and cause unpleasant situations within the residence halls.

## **HARASSMENT/SEXUAL ASSAULT/VIOLENT ACTIVITY**

Activities that promote stereotyping, racism, sexism, or that single out any particular group or oppress any individual in a negative fashion are not tolerated in the University residence halls. Also, any activity that could cause physical or psychological harm to students living in the University residence halls is strictly prohibited.

This policy addresses actions and activities which in any way violate, demean, or jeopardize an individual's sense of human dignity, personal safety, or respect. If you feel you have been a victim of any of these crimes, please seek the support of your Resident Assistant or Area Coordinator. There are many resources available to you on campus to help support you when challenges such as these arise.

Pushing, shoving, threatening, or striking any SOU student or staff member is a violation of residence hall policy and may result in disciplinary action including but not limited to eviction from the residence halls and/or arrest.

## **HEALTH AND SAFETY**

Actions which create a hazard to the health and safety of residents or cause damage to property are not permitted in the residence halls. Throwing any object from windows or landings, tampering with fire safety

equipment, smoke alarms, or electrical circuit breakers, confining or detaining people against their will, fighting with water, engaging in sports or other physical activities inside the residence halls, setting fires, or creating unsanitary conditions and other potentially dangerous situations are not allowed. The use of chemical repellants is prohibited except in defense against attacks which threaten bodily harm.

## **HEALTH AND SAFETY INSPECTIONS (& ACCESS)**

University Housing staff will enter your room to conduct regularly scheduled routine maintenance/safety/health checks. During health and safety inspections, the staff members will look for things that might contribute to maintenance, safety or health problems. They will not search the rooms, but are obligated to report any violations of residence hall policies they observe during their inspection. You will be notified of room checks at least 24 hours in advance, or they also may occur during school holidays or occupancy checks.

Except in emergencies, when a repair has been requested, or when it is impractical, the College will give at least 24 hour notice of its intent to enter a unit/suite/apartment.

## **KEYS**

Report lost keys immediately to the University Housing Office. Lost keys can be used to gain entrance into your room, putting you and your belongings at risk. Replacement costs for lost or misplaced keys are \$125 for room keys and \$50 for fob(s). In case of a lock-out, residents may borrow room keys/fobs from the University Housing Office at no charge. However, failure to return borrowed keys within 48 hours will result in changing the locks on your room at your expense.

## **MAIL AND EMAIL**

You are responsible to check and read any information placed in your mail box and sent to your SOU Email account. Please check your mailbox and email on a daily basis. These are the official means of communication with you by the University.

Your mailing address is:

Your Name

450 Wightman St., (*Your Box number*)

Ashland, OR 97520-5020

## **MAINTENANCE**

If you have a maintenance issue in your room, you can submit a work request by visiting the University Housing website at [www.sou.edu/housing/maintenance](http://www.sou.edu/housing/maintenance). If you believe the problem to be an emergency, contact your Resident Assistant, Area Coordinator, or the University Housing Office. By submitting a work request you are authorizing appropriate facilities staff to enter your room to address the problem.

## **NEW ROOMMATE(S)/CONSOLIDATION**

If your roommate/suitemate moves out, you must keep the vacant side of the unit clean and empty for the possibility of receiving a new roommate/suitemate. A new roommate/suitemate may be assigned to a vacant space in your unit/suite/apartment anytime during the remainder of the academic year. Housing staff will make every effort to provide advanced notification that a new roommate/suitemate is coming, however a new roommate/suitemate may arrive without prior notice. You may be subject to disciplinary action if the vacant side of your unit is not clean and empty when a new roommate/suitemate arrives, if you turn away a newly assigned roommate/suitemate, or if you discourage a prospective roommate/suitemate.

## **NOISE & QUIET HOURS**

Noise is to be kept at a level which is not disruptive to others' ability to sleep or study. Residents are responsible for holding themselves and others to acceptable sound levels as defined in this policy. Residents may contact a Resident Assistant to quantify an acceptable noise level. Residents are expected to respectfully approach others directly about noise concerns. The on-duty Resident Assistant can assist residents in addressing noise when the issue persists.

### **Designated quiet hours in housing:**

- Sunday through Thursday from 11 p.m. to 8 a.m.
- Friday and Saturday from midnight to 10 a.m.
- Courtesy hours are 24/7
- Last two weeks of each term are: Quiet week and Finals week which are 24 hour quiet hours

During these times noise must be contained to a bedroom unit. Residents are expected to demonstrate courtesy and considerations towards others at all times. If a neighbor requests a reduction in the noise, whether it is during or outside of the designated quiet hours, respect and compliance are expected.

## **PETS AND ANIMALS**

The only pets allowed in housing are fish, in tanks no greater than 10 gallons. You may not house or harbor a cat, dog, fowl, reptile, arachnid, or any other animal in your unit/suite/apartment or in the vicinity of any residential building. Students who have allegedly violated the *Pets* policy will have a maximum of 48 hours to find an alternative off-campus living arrangement for the pet. A student who has been found responsible for violating the *Pets* policy may be placed on housing probation and billed a service charge of \$25 per impacted unit/suite/apartment to cover the costs of a routine inspection to assess the condition of the facility related to the pet. The student will also be responsible to pay for any cleaning, maintenance or pest control treatment that is deemed necessary as a result of the pet during the inspection. A student who has not complied with the 48-hour removal requirement, or who is found responsible for violating the *Pets* policy for a second time, may be immediately evicted from housing. Per the *Assistance Animals* policy, service and emotional support animals that are approved in writing through the Disability Resource Office are permitted in housing facilities.

## **POSTING OF NOTICES**

Only residence hall staff members may post notices, flyers, banners, etc., in the residence halls. Only SOU Dining Staff may post flyers, notices, banners, etc., in The Hawk Dining Commons. All materials posted in the residence halls, or dining hall, from campus groups or outside agencies must be pre-approved by the University Housing Office.

## **PRIVACY**

Your room is your private domain to the extent that it is not being used for illegal, disruptive, or dangerous purposes. During vacation periods, your room will be inspected for compliance with maintenance, health, and safety standards. University officials may also enter your room if they have reasonable cause to suspect dangerous or criminal activities within or believe that someone's health and safety are in jeopardy.

## **PUBLIC DISPLAY OF OBSCENE OR SENSITIVE MATERIALS**

The University Code of Student Conduct states that students are "to be positive contributors to the University, Ashland and the surrounding communities," "... to treat others courteously and with respect," and "to exhibit conduct appropriate to a learning atmosphere and to respect the rights, dignity and worth of

every individual in the University community.” Engaging in behavior that is violent, abusive, indecent or profane is a violation of the Code of Student Conduct. Students of SOU should strive to build community through open and honest communication that is based upon a mutual respect. This type of positive behavior allows communities to flourish.

## **RESIDENCE HALL EQUIPMENT AND FURNISHINGS**

Students are not permitted to remove furnishings from their permanent designated locations within the residence halls. This includes any University owned furniture and fixtures in a student’s room and all furniture, appliances, decorations, artwork, etc., which is intended for use by all residents (social lounges, study spaces, etc).

## **ROOM CHANGES**

Generally, students may not change rooms within the first ten business days of each term and during the last ten business days of each term. Students desiring a room change should contact their Area Coordinator to discuss a room change request. The student must have the appropriate professional staff members involved in the room change process. When students receive keys for a room change, they must move promptly and within the time parameters set as to avoid fees.

First time room changes approved by professional staff are of no charge. However, there will be a \$25 administrative fee for each additional room change. If a student fails to get the University Housing Office’s approval prior to any room change, an additional \$150 fee is charged to the student for improper room change.

## **ROOM PERSONALIZATION**

While we attempt to furnish each room with the basic essentials, we recognize that a comfortable living environment is individualized, so adding furniture to a room is permitted as long as it does not create a health or fire safety hazard or damage the room in any way. Other than bunking beds in the manner to which they are designed, no furniture is to be stacked. Please keep in mind these guidelines when decorating your room:

### The following are not permitted:

1. Dart boards
2. Modification of electric utilities
3. Painting of the room
4. Use of stickers or tape on furnishings, mirrors, windows, doors, walls, ceilings, cabinets, etc.
5. Items hung from the ceiling (tapestries, blankets, flags, posters, etc.) that block easy access, restrict view into the room, inhibit light fixtures or smoke/fire detectors, or create room dividers
6. Penetration of ceilings or walls (screws, nails, thumbtacks, etc.)
7. Lofts and be raisers
8. Waterbeds
9. Any posters/flags/items/pictures that others may find offensive

## **SAFETY AND SECURITY**

The Campus Public Safety Office is responsible for the entire campus community.

Safety and security are the responsibility of every resident and staff member. To ensure a safe and secure environment in the residence halls we ask that you:

1. Lock your door whether you are in or out of your room.

2. Make sure your residence hall is secure by not propping open doors, lending out your keys, or letting people into your building whom you do not know.
3. Get to know your neighbors and recognizing and reporting conduct that is out of the ordinary.
4. Report lost keys/fobs immediately to the Housing Office.
5. Properly label and engrave your belongings.
6. Make sure your belongings are covered by insurance, either under your parents' policy or your own.

## **SMOKE DETECTORS**

If your smoke detector malfunctions, submit a work request or notify a Resident Assistant as soon as possible. Tampering with a smoke detector, including removing its battery, is a violation of residence hall policy. Smoke detectors are critical in keeping everyone safe within the residence halls.

## **SMOKING**

Smoking is not permitted in any of the residence halls and dining facilities including utilization of electronic cigarettes. Smoking within the residence halls is a fire hazard. Smoking outdoors, including utilization of electronic cigarettes, must be done away from the buildings at a minimum of 25 feet so as to prevent any smoke from entering into the residence halls.

## **SOLICITATION**

Solicitation of any kind and the selling of articles or materials within the residence halls are prohibited. Should you witness any solicitation please contact your Resident Assistant, Area Coordinator, or the University Housing Office.

## **SUSTAINABILITY**

SOU is committed to providing a sustainable and healthy atmosphere for its students. As such, you are encouraged to take part in this by maintaining an awareness of energy conservation, recycling, and water usage. Help our community by not overusing water or leaving lights on when you are not in the room.

## **VISITATION POLICY**

In order to protect everyone's rights, each student assumes certain responsibilities when they have guests. Each resident is responsible for the conduct of their guests, both in the residence hall room and on campus. This policy includes guests from other floors and halls. Roommates are jointly responsible for guests and their behaviors. Both roommates may be called into the student conduct process if a guest violates residence hall policy.

Unaccompanied people who do not have business in the halls or who are not guests of a resident will be asked to leave immediately. Please call the staff member on duty or Campus Public Safety (541-552-6911) if you need assistance.

A student may have an overnight guest for up to three nights in a row with a maximum of seven nights in an academic year with the approval of your roommate.

## **TELEPHONES**

Land line phone access is not provided in the residence halls. Students are asked upon check-in to provide their cell phone number to University Housing staff. Staff will use this number should they need to contact you regarding university and/or housing related matters only, or in the case of an emergency.

## TRASH & RECYCLING

You will be provided a trash container, a blue commingled recycling bin and a red glass recycling bin in your room. You are responsible for emptying these receptacles at the Recycling Centers/Rooms in your building. Do not empty your wastebasket into common area trash cans in bathrooms, kitchens, hallways, etc, as this can overflow the barrels quickly. Cleanliness is an important element in sustaining a healthy environment.

Additionally, we ask that you make a commitment to recycling cardboard during move-in and throughout the year. We expect you will join us in our mission to keep Southern Oregon University and the environment free of unnecessary waste.

## VANDALISM & PUBLIC AREA DAMAGE

It is the responsibility of every resident to eliminate damage and vandalism and to identify those responsible. The cost of damages and vandalism, for which no one assumes responsibility, may be divided and billed to individual floor members or to all students in a residence hall/complex. If you witness vandalism or destructive behavior, immediately contact your Resident Assistant or Area Coordinator.

## WEAPONS & AMMUNITION

Weapons, air soft guns, ammunition, fireworks, and explosives are prohibited in the residence halls. These items pose a safety issue to the community, and can cause serious injury or death. They are intimidating items that will not be tolerated within the residence halls. Weapons include, but are not limited to; firearms, BB guns, paint-ball guns, martial arts paraphernalia, hunting weapons, explosive devices, knives, switch blades, devices that produce a projectile through a barrel, and/or replicas of any of the above-mentioned items.

Closeable pocket knives and kitchen knives allowed. Any knife being used inappropriately, will be confiscated by Campus Public Safety. Students must make arrangements to store firearms and ammunition outside of the residence halls. Students can contact Campus Public Safety at 382 Wightman St. or call (541-552-6258) for information on storage.

## WINDOWS

Windows and screens are considered to be part of a student's room. Any damage to these items will result in a charge being assessed to the occupants of the room. If a screen is damaged or removed, the room owner(s) will be charged the cost of fixing or replacing the screen.

IMPORTANT NUMBERS	
Campus Public Safety	541-552-6911
Student Health and Wellness Center	541-552-6136
24 Hour Crisis Line (Sexual Assault, Domestic Violence, Suicide)	541-779-4357
Poison Control Center	1-800-222-1222
Ashland Community Hospital	541-482-2441
Mental Health Crisis Service	541-774-8201
University Housing Office	541-552-6371

*Please address any questions or concerns regarding the contents of this document to your Resident Assistant or to the University Housing Office at 541-552-6371. Please visit our website for additional resources and information: [www.sou.edu/housing](http://www.sou.edu/housing).*