



Residence Life Information and Regulations

Note: This section addresses the services, regulations, resources, and operations associated with the six University residence halls (Fromm Hall, Gillson Hall, Hayes-Healy Hall, Lone Mountain Hall, Phelan Hall, and Pedro Arrupe Hall) and independent-style living (Loyola Village and Fulton House). Behavioral expectations and standards of conduct apply to all students residing in University operated housing as well as their guests. Additional information pertaining to independent-living units may be found in the University of San Francisco Independent-Living Student Handbook.

A. RESIDENCE HALL/INDEPENDENT LIVING

The Office of Residence Life welcomes students to the academic year at the University of San Francisco.

One of the most exciting advantages of living on campus is the opportunity to establish relationships with people from many different backgrounds and parts of the world. Through living with others, students can learn more about themselves and gain the skills necessary to live successfully in a multicultural world.

Students' experiences on campus will be enhanced by their energy and enthusiasm. Living with others can be a difficult task. It takes consideration, patience, and a level of responsibility to keep a residence hall community functioning at its optimum level. An understanding of and respect for the rights and interests of others is key to making the residential experience meaningful for all who live in the halls.

The Residence Life staff is available to make students' on-campus experiences as comfortable and enjoyable as possible. The live-in staff provides direct service and support to residents. The Complex Coordinator (CC) and Hall Directors (HDs) are full-time staff members with advanced degrees who are responsible for creating a safe, supportive, and educational environment for residence hall students. Assistant Hall Directors (AHDs) and the Assistant Complex Coordinator (ACC) are graduate students who assist the HDs and CC in their responsibilities and oversee the hall desk operations. The CC, HDs, ACC, and AHDs supervise the Resident Advisors (RAs), who are students residing on the floors and trained to assist in creating a positive floor community. Resident Minister Interns (RMIs) of many faiths also live on residence hall floors; they provide spiritual direction for the residents.

The Central Office staff members are responsible for ensuring that residence hall facilities and programs meet the needs of the residents. Much of this is accomplished through the supervision and training of hall, apartment, and office staff. Central staff includes the Director of Residence Life; the Associate Director for Staff and Programs; the Assistant Director for Facilities and Operations; the Associate Director for Business Operations; the Assignment Coordinator; the Office Manager; the Coordinator of Summer Guest Housing and Publications; and the Graduate Assistant for Operations, Facilities, and Off-Campus Housing. The Central Office is located in Phelan Hall 140.

Many leadership opportunities exist for students in the residence halls. The chance to learn and develop leadership skills as a member of various residence hall committees and councils can be a valuable experience. Residents may choose to become part of the Esther Madriz Diversity Scholars, the Erasmus Community, the Martin-Baro Scholars Community, the Pedro Project, the Global Living Community, the Garden Project, the St. Ignatius Institute, and the Loyola Village Themed Communities. In addition, residents may choose to serve as a member of the Residence Hall Association or the Residence Life Student Judicial Board, or pursue a position as a Resident Advisor or desk staff member.

B. BEHAVIORAL EXPECTATIONS

The University standards, policies and procedures apply to all students. In addition, the following standards, policies, and procedures apply to students living in University-operated housing.

The Office of Residence Life policies reflect the belief that everyone living in University housing plays a role in maintaining a living environment conducive to academic and personal growth.

Living in University-operated housing requires all individuals to be responsible and respectful of the standards, policies, and procedures that have been established to protect each student, ensure personal and University property is well-maintained and protected, and to maintain a reasonable sense of order and structure. These policies assist the Office of Residence Life in providing a safe and clean academic environment. These policies are based on the concept of responsible freedom and reflect the importance of consideration for others' rights to a healthy living and learning environment.

The process outlined in the University Conduct and Disciplinary System will be utilized for all allegations of misconduct by residential students. Students found responsible for repeated violations of the Student Conduct Code (including Residence Life policies) may be removed, either temporarily or permanently, from University-operated housing. Please refer to the University Conduct and Disciplinary System for more information about the disciplinary process.

C. RESIDENCE LIFE POLICIES

- 1. Animals:** For the health and safety of the community, animals are not permitted in University Operated Housing. (Note: This does not apply to service animals and fresh water fish with a 10-gallon, 1 tank per resident room limit.)
- 2. Bicycles and Motorcycles:** Bicycles can only be stored in private, assigned rooms, or designated bike lock areas on campus (for Loyola Village residents, there are bike locks located in the garage). Motorcycles or any other gas or electric-powered vehicle or machine may not be taken inside any University-operated housing facility because of fire regulations. The University reserves the right to remove bicycles blocking the entry or exit of any building and to impound motorcycles found in any residence hall or independent-style living facility. The University provides on-campus parking for motorcycles. Motorcycles must have a permit to park on campus. Contact Public Safety at x4222 for information.
- 3. Damage Charges:** Residents must take responsibility for causing damages to University property. Whenever it is not possible to assign charges for damage or theft of University property to specific individuals, those charges will be divided equally among the members of the hall or apartment floor or community. In those instances of damage to a student room where the responsible individual(s) is not identified, the residents of the room will share the charge. At the beginning of each semester, and periodically throughout the semester, damage assessment checks of shared public spaces (e.g. hallways, lounges, etc.) of the floor will be made by the Resident Advisor. Residents are encouraged to participate in the damage assessment process, and each resident will receive a bill for his or her share of damage to a public area at the end of the semester. A complete list of damage charges and costs is available on your Room Inventory Form.
- 4. Decorating:** Residents may choose to personalize their room or unit. We encourage creativity with items such as bedspreads, posters, lamps, and plants. The basic guideline is to avoid doing things that will damage the room, doors, walls, furnishings, ceiling, or floors. Residents are not allowed to paint their room or apartment. Residents are responsible for any damage to their units, rooms, walls, floor, ceiling, and room door. Damage includes but is not limited to nail holes, stickers, holes or gouges, and graffiti. No items may be attached to the ceiling, light fixtures, pipes, from windows or hanging on the outside of the building from patios or window ledges or fire safety devices. Smoke detectors must not be covered or altered for decorating. Those found in violation may be subject to a \$250 fine.
- 5. Electric Appliances:** Electrical appliances with exposed heating elements, including but not limited to space heaters, sun-lamps, torchiere halogen lamps, ceiling fans, air conditioners, and hot plates, afford undue safety risks and are prohibited in rooms and independent living units. Woks, rice cookers, toaster ovens, coffee makers, and similar cooking appliances may not be used in any room other than a kitchen or kitchenette. Due to power and facilities risks other large electrical items are not

permitted in rooms or independent living units, including but not limited to exercise machines and portable washers, dryers, or dishwashers.

- 6. Facilities and Property Use:** Residents and their guests are expected to be respectful of University-operated housing facilities at all times. Use by a resident or guest of any bathroom facility except that which is designated for his or her sex is prohibited. Removal, without proper authorization, of residence hall property including, but not limited to, signs, lounge and bedroom furniture, and trashcans, is also prohibited. Those found in violation of property use are subject to cleaning, repair or replacement costs for the item(s). Because of safety concerns, as well as damage risks, roofs and ledges are strictly off limits to residents or other unauthorized persons. Hanging on balconies and scaling walls are also prohibited. In addition, potted plants may not be placed on balcony or patio railings. All potted plants must have a protective saucer under them. In independent living units, storage on balconies and patios is strictly forbidden. Those found in violation of the above facilities usage policies are subject to a \$250 fine. Due to safety hazards, residents may not affix anything to the walls or the buildings, including but not limited to TVs, shelving units, satellite dishes, banners, etc.
- 7. Guest and Visitation Policy:** The University's policies on guests and visitation are based on a concern for residence hall security, the privacy rights of roommates and the community, and the maintenance of an atmosphere conducive to academic achievement. The right of a student to live in reasonable privacy takes precedence over the right of a student to entertain a guest in the room. Hosting guests is a privilege, not a right. All members of the residence hall community share the responsibility of helping to secure their community's welfare by communicating to visitors the expectations established through these regulations. Residents are responsible for the actions of their visitor(s) for the duration of their visit, and visitors must have a resident host at all times. All students, including non-resident students, are expected to abide by the terms of this policy and are subject to disciplinary action for violations.

Residents may not host overnight guests of the opposite sex. Residents may host an overnight guest of the same sex by registering the guest at the residence hall front desk. Residents are allowed overnight guest privileges four times per month (one guest on four occasions, four guests on one occasion, or any combination totaling four nights) with the consent of their roommate. Residents may not permit a visitor to remain in or use the facilities of a residence hall (including a residence room, lounge or common area) or University-operated independent living unit for more than three consecutive days during any given month without the permission of the Hall Director or Complex Coordinator. Only students that have signed a current Agreement for University Operated Housing may reside in a residence hall or University-operated apartment and only those students assigned to a particular room may reside in that room.

All guests are required to leave a valid USF or government issued picture ID at the residence hall front desk and hosts are required to register all guests and escort them at all times. As a guideline for students' safety and comfort room occupancy is limited to no more than five people in a single room and 10 people in a double room. Occupancy in University independent living units is limited to no more than 15 people in a three-bedroom unit; 10 people in a two-bedroom unit; and six people in a one-bedroom or studio unit. The Office of Residence Life depends on the integrity of the community to help staff uphold this policy. Violations of the guest policy may result in judicial sanctions, including but not limited to suspension of guest privileges and a monetary fine.

- 8. Identification Cards:** Student ID cards are produced by the One Card Office, located in Lone Mountain Main, room 130. They serve as a student's residence hall ID, meal card, Gleeson Library Card, Koret Health and Recreation Center Card, Career Services Center Card, Health Services Card and ID to cash checks on campus. Students are expected to carry their ID cards with them at all times, and IDs must be presented upon entry to all residence halls and upon staff request. All residents must have a current residence hall sticker affixed to their ID. Students that fail to present their ID when requested to do so are subject to disciplinary action, including a \$50 fine.

9. Incendiary Objects: Candles (including unburned, decorative candles), incense, and other objects with open flames are considered extremely dangerous due to the potential for fire and are prohibited in both private and public living spaces. Candles found in the residence halls or apartments will be confiscated and destroyed, and students found in possession of candles are subject to a \$250 fine and other disciplinary sanctions.

10. Indoor Athletic Activities: The playing of athletic games is prohibited within the residence halls and independent living areas because of the potential for personal injury and damage to the facilities. Prohibited activities include but are not limited to rollerblading/skating, bicycle riding, elevator surfing, tag, Frisbee, football, basketball, hockey, golf, baseball, etc.

11. Posting and Mailing Policy:

Posting: The Office of Residence Life is responsible for monitoring all literature distributed or posted in the public areas of residence halls and independent living units. All literature to be distributed or posted needs to be approved in advance by the ASUSF Graphics and Publicity Center, located in University Center 100, and the Office of Residence Life, located in Phelan Hall 140. Information is approved and posted based on the following criteria:

- USF departmental information, academic information, student services, and activities information. We will accept up to 110 copies of these fliers to be posted on each floor and in the lobbies of the Residence Halls.
- Residence Life reserves the right to refuse to post fliers attempting to sell goods, furniture, or services.
- Fliers that advertise or imply alcohol-related events or which violate the University's Publicity Regulations will not be accepted or approved for posting or distributing in the residence halls or apartment buildings.

Posting of materials is permitted only on designated bulletin boards. Any materials posted in other areas will be removed, and no more than one poster advertising the same item or event is permitted per bulletin board. Students or student groups found responsible for violating this policy are subject to a monetary fine and the loss of the privilege of posting materials in University-operated housing.

Mailing: The University communicates with residents by means of residence hall mailboxes, University email and voicemail. Mailboxes are located in each residence hall or independent living buildings. Residents are responsible for all information, including policy and procedure information, placed in mailboxes, sent via email or left on voicemail.

12. Quiet Hours: Residents are expected to be considerate and respectful of other residents at all times. Unreasonable noise and other distractions that interfere with the legitimate rights of others will not be tolerated. Students that create or contribute to unreasonable noise in residence halls, independent living units, or surrounding neighborhoods during non-quiet hour times, otherwise known as courtesy hours, will be subject to disciplinary action. Quiet hours are set in each residence hall and independent living building between 8:00pm and 8:00am Sunday through Thursday, and between 12:00am and 8:00am on Friday and Saturday evenings. Twenty-four hour quiet hours are enforced during exam periods. During the quiet-hour period, sound from a room should not be audible outside the room door or in surrounding rooms. Please note that excessive noise from Loyola Village residents will not be tolerated and may lead to removal from Loyola Village.

13. Smoking: Smoking is prohibited in all residence halls and independent living units, as well as in any common area within the residence halls and independent living buildings. In accordance with University policy, smoking is not permitted within 30 feet of entrance to any University building, including the residence halls and independent living buildings. Those found in violation may be subject to a \$250 fine.

14. Solicitation and Commercial Activity:

Door-to-Door Solicitation: The University does not allow door-to-door solicitation of products or services in the residence halls or apartments. Printed material may not be distributed beyond a

residence hall's front desk by any individual or group.

Reserving Public Lounge Space: Lounges and other public areas are for the exclusive use of the residence hall students and their invited guests. For special occasions these areas may be reserved through the Residence Hall Director or Assistant Hall Director. Overall responsibility for the condition of the room rests with the sponsoring individual or group, and furniture must be returned to its original order after the event. Use of a public lounge space for commercial activity is prohibited, and all University policies apply when the rooms are in use.

D. RESIDENCE LIFE OPERATIONS AND SERVICES

1. Beds and Box Springs

Because of the likelihood of excessive wear and damage, all box springs and headboards/footboards must remain in the room. Students found in violation of this policy will be fined \$250.

2. Cable Television

All residence hall rooms, floor lounges, and independent-living units are equipped with cable television hook-ups (local network only). Residents are not permitted to purchase or install additional upgrades or other services or tamper with current cable connections. Please report problems in the residence halls and Fulton House to ITS at (415) 422-6668 or itshelp@usfca.edu. Please problems in Loyola Village to Facilities Management at (415) 422-6464.

3. Cleaning, Trash, Recycling, and Composting

Residents are responsible for regularly cleaning their rooms/units and removing waste materials, and for maintaining reasonable sanitation and safety standards. Residence hall room trashcans are to be emptied into the large garbage receptacles located in the community restrooms on each floor or into the Dumpsters located outside the building. Loyola Village residents must take their garbage, recycling, and composting to specified trash rooms in the main building or directly to the Dumpsters in the garage. Garbage, recycling, and composting areas are to be kept neat at all times and should not be overflowing. All recyclable materials (e.g. cardboard [not including pizza boxes or to-go containers from Bon Appétit], cans, bottles, and paper) are to be placed in the recycling bins only. If available, all compostable materials should go into green waste bins only (e.g., waste food, pizza boxes, and paper food containers). Under no circumstances are trashcans to be left in the hallways outside student rooms. Residents who leave trash outside of their rooms or are found to use recycling receptacles inappropriately are subject to a monetary fine and further discipline sanctions. Residents are required to turn in dead batteries and empty toner cartridges to the front desk of their residence hall or Loyola Village for proper disposal. All electronic waste must be properly disposed of. Please contact the Office of Residence Life Work Crew at (415) 422-6859 for disposal of computer parts, TVs, VCRs, microwaves, and other electronic waste items. Trashcan liners and vacuums are available for checkout at the front desk.

4. Custodial Service

Custodial service for the residence halls is provided by ABLE Building Maintenance, a private company contracted by the University. The custodial staff is responsible for the daily maintenance of all common bathrooms, facilities, lounges, kitchenettes, and corridor areas. Residents are responsible for cleaning their own rooms and ensuring the cleanliness of public areas (hallways, lounges, and bathrooms). ABLE is not responsible for the removal of individual trashcans from residence hall rooms. Note: Custodial Services in Loyola Village are limited to corridors and public areas.

5. Damage and Property Loss

The University does not assume liability directly or indirectly for loss of or damage to personal property caused by fire, theft, water damage, or by any other means except to the extent provided by law. Additionally, the University is not responsible for personal property left behind by students upon checkout. Information on personal property insurance is available from the Office of Residence Life.

6. Keys

- a. Lockouts: Lockout keys are available for checkout at the front desk for emergency lockout use and must be returned within 30 minutes or the resident will be fined \$30. If a lockout key is not returned within 24 hours, a lock-recore will occur and the resident will be charged an additional \$30 for the lock change. After two uses of a resident's lockout key, the resident's USF account will be charged \$30 for each subsequent use during the remainder of the academic year. Each staff-assisted entry is considered a lockout key use. In addition, a meeting to discuss the abuse of the lockout key policy will be held with the Hall Director or designee.
- b. Lost Keys: Immediately report any lost keys to the residence hall front desk. The room/unit will be rekeyed with a new lock. The cost to the resident will be \$30 each time a key is lost. The roommate(s) will receive new keys, the cost of which is included in the fee. Once a lock recore request is made, it cannot be cancelled. In buildings where mailboxes are opened by key, the cost to the resident is \$8 per replacement mailbox key if their key is lost or stolen.
- c. Stolen Keys: If a resident's keys are stolen, immediately contact the front desk, Residence Hall Director, and Public Safety. Residents are responsible for the \$30 lock-change charge.
- d. Duplicated Keys: Any person found to have duplicated a University key will be subject to a monetary fine and will be subject to disciplinary action.

7. Kitchens

Kitchens or kitchenettes are available in each of the residence halls and apartments. Keys to the residence hall kitchen may be signed out through the front desk with a student ID. Because of fire safety and health restrictions, kitchens are the only areas in the residence halls and apartments where cooking is permitted; students are not permitted to cook in residence hall rooms or apartment bedrooms.

8. Laundry Facilities

Laundry rooms are located on the lower levels of all residence halls and independent-living units, and include both coin- and Dons Dollar card-operated machines for washing and drying clothes. Residents provide their own soap and should not leave their laundry unattended. If a machine is out of order, students should report it to the front desk of the building. As an added convenience, residents may make use of the online monitoring system, LaundryAlert, through the University's laundry vendor, WEB Laundry, by navigating to the website <http://www.laundryalert.com> and using the password: usf596. To add money to a Don Dollars account, please contact the One Card Office, located in Lone Mountain 130; call (415) 422-7663; visit pay stations located throughout campus; or go to the Web site at <http://www.usfca.edu/onecard>.

9. Light Bulbs

Replacement light bulbs for University-provided desk lamps or the Loyola Village tall standing lamps are available at the front desk. Facilities Management will replace vanity or overhead lights in student rooms/units upon request. Call (415) 422-6464 to reach Facilities Management.

10. Mail

U.S. mail and intercampus mail addressed to residents will arrive daily to each residence hall's front desk and will be distributed into mailboxes by a mail clerk. Residents will receive a package slip in their box or under their front door when an oversized package or package requiring a signature arrives in their name.

University intercampus mail generally does not go to Loyola Village or Pedro Arrupe Hall. All mail intended for residents of Loyola Village or Pedro Arrupe must be fully addressed, stamped, and sent through U.S. Mail. Residents of Loyola Village receive their mail directly from the U.S. Postal Service and the Loyola Village front desk does not distribute mail directly into mailboxes. Each Loyola Village unit has a mailbox dedicated to it. Keys to the mailboxes in Loyola Village are distributed to residents at check-in. Residents of Loyola Village who receive packages or mail requiring signatures will be contacted via phone by the front desk. Occasionally, the Office of Residence Life will receive intercampus mail for residents of Loyola Village and Pedro Arrupe; the

mail will either be registered at the front desk for student pick-up, with package slips left for residents under their front door, or the student will be contacted via phone by the front desk.

Urgent, hand-delivered mail from a University official that requires a signature of receipt will be registered at the front desk of all residence halls and independent-living units. Mail clerks will distribute package slips either directly into mailboxes or underneath front doors.

Notices concerning residence hall and campus events that are authorized by the Office of Residence Life also may be placed in resident mailboxes. As the University communicates with residents via mail, residents are responsible for checking their mailboxes regularly and will be held responsible for all information, including policy and procedure information, placed in student mailboxes.

11. Maintenance

If a resident's room is in need of repairs during the course of the year, the resident shall contact Facilities Management at (415) 422-6464 in order to file a Maintenance Work Order. The Facilities Management Office is open 8:00 a.m. to 4:30 p.m. Monday through Friday and is on-call for emergencies. Work requests are usually completed within two working days, depending on availability of materials and the nature of the work. Students should request a follow-up if the work has not been completed within a reasonable amount of time. Residents should be aware that maintenance and Residence Life personnel might need to enter a room to fulfill requests (see Student Privacy in the Residence Halls). For requests concerning blinds or furniture, please contact the Residence Life Work Crew at (415) 422-6859. Residents are responsible for any damage to their room beyond normal wear and tear. Maintenance repairs or clean-up costs that result from vandalism, misuse, or pranks will be charged to the responsible parties or floor community as appropriate.

12. Newspapers

Newspaper subscriptions will be delivered to the front desk. Residents should pick up their paper daily. Unclaimed papers will be disposed of at the end of the day, as determined by each desk. Students should remember to recycle newspapers when they are finished reading them.

13. Pest Control

The residence halls/independent-living units are serviced by a private pest control service. Pest problems in a room/independent-living unit should be immediately reported to Facilities Management at (415) 422-6464. Adequate cleanliness in a student's room/independent-living unit will reduce the likelihood of having pests.

14. Recreation Equipment

Recreation equipment, such as cue sticks, pool balls, and ping-pong paddles, is available for use with pool and ping-pong tables located in some of the residence halls. Residents must sign-out the equipment from the front desk and will be held responsible for any damage to the equipment.

15. USF Recycles Program

USF is committed to developing environmentally responsible practices, both in energy conservation and solid waste management. The USF Recycles Program recycles aluminum cans; brown, green and clear bottles; paper cardboard; and plastics. Over 200 bins are placed around campus, including in the residence halls and independent-living units, to collect approximately seven tons of material each month. Students are required to help the efforts of recycling by placing materials in the proper bins. All cans and bottles must be free of food and should be rinsed out prior to placing in the bins. It is the responsibility of the entire floor to keep recycling rooms/areas clean. In situations where clean-up costs or vandalism charges are assessed, such costs or charges will be divided equally among the members of the floor. Students found responsible for improper use of the recycling/trash areas will be subject to a monetary fine and further judicial sanctions. USF Recycles can be reached at (415) 422-2705.

16. Refrigerators and Microwaves

Small room-size refrigerators (no larger than 3.8 cubic feet) and microwaves (no larger than 1.4 cubic feet) are available for rent through a non-University vendor. Students are limited to one mini-

refrigerator and one microwave per residence hall room. To assist with energy conservation efforts and to alleviate the frequency of blown circuits, the University recommends using Energy Star Products. Because Loyola Village and Fulton House are equipped with full-size refrigerators and microwaves, residents are not permitted to bring their own refrigerators or microwaves.

17. Residence Hall and Independent-Living Unit Front Desks

Residence hall and independent-living unit front desks serve as resource centers for each building in the delivery of a variety of services. The front desk provides 24-hour security, emergency assistance, and hall and campus information. It is also the place to check out lockout keys and hall equipment, such as vacuums.

18. Storage

Because of limited space, the Office of Residence Life is not able to provide storage facilities for residents. Storage companies are listed in the local Yellow Pages.

19. Telephones and Ethernet Cords

All rooms are furnished with an analog telephone. The telephone system provides long distance calling through the University. Residents receive a personal billing number (PBN) that allows them to place long distance calls. The phone in each room is part of the University system and offers options such as voicemail. Ethernet cords are available at the front desk. Additionally, each hall has a courtesy phone located in the lobby for calls to student rooms and on-campus locations only. Emergency phones are located on each floor and outside of each campus building. Please direct phone and computer problems to ITS at (415) 422-6668.

20. Vacuums

Vacuums are available at the front desk for checkout. Due to the high number of requests for vacuums, residents of residence halls are allowed a maximum of 30 minutes for use of vacuums; residents of Loyola Village are allowed a two-hour limit. Residents are responsible for the care of the vacuum cleaners while in their possession; this includes checking the vacuum bag to see if it needs to be emptied, emptying it if it is full, and removing any debris from the roller prior to returning it to the desk. If there are other issues with the vacuum, the student is responsible for informing the front desk.

21. Vending Machine Refunds

Vending machines are located in each residence hall. If a resident loses money in one of the machines, he or she should report it to the front desk to fill out a loss form. The desk clerk will direct the resident to the correct department for the proper refund.

E. AGREEMENT INFORMATION AND RELATED REGULATIONS

1. Room Assignments

Room assignments are made based on information submitted on the application for university-operated housing. Hall and floor preferences, lifestyle preferences, age, and class standing are major considerations when making assignments.

2. Consolidation of Residence Hall Spaces

The University reserves the right to assign residence hall rooms and independent-living units to make the most effective use of available space. Residents without an agreement for a single room and who do not have a roommate are subject to room consolidation with another student. Residents assigned to a double room are only contracted for one space within that room. If a resident of a double room does not have a roommate, they are not permitted, at any time, to assume, occupy, or use the other space or furnishings in the room. When space permits and at the discretion of the Director of Residence Life or designee, residents living alone in a double room may be offered the opportunity to rent their double room as a single at an increased cost. If a resident's roommate moves out of the room after Room Change Week and another roommate is not assigned to the room during the semester, the student will have the option of remaining in the room and will not be charged the single-room rate. This provision is made as long as the roommate moved out of the room through no fault or cause of the student

remaining in the room.

3. Room Check-In and Check-Out

- a. At the beginning of the year, each resident will receive a Room Inventory Form to complete. It is the resident's responsibility to inventory the condition of the room and then have it verified by his or her Resident Advisor within seven days of checking in to the residence hall room or apartment. Any resident who fails to complete the Room Inventory Process may be held responsible for all damages to the room/unit.
- b. Whenever a resident plans to move out of his or her room – for a room change, at the end of the academic year, or due to an approved agreement release – he or she needs to inform the Resident Advisor, Complex Coordinator, or Hall Director. The RA, CC, or HD will provide the resident with instructions on how to properly check out of his or her room. The resident is responsible for making an appointment with a Resident Advisor, Hall Director, or Complex Coordinator to complete the Room Inventory Form once all of his or her belongings have been removed from the room. The student will also need to fill out a forwarding address card at the front desk and turn in the room key(s). Please read all memos and information from Residence Life to avoid any last minute confusion, frustration, or a \$50 improper checkout fine.
- c. Once a student has checked out of a particular building, either because he or she has relocated to a new room in a different hall or moved out for the semester, that student may not return and enter the building unless he or she is registered as a guest. Students found in violation of this policy will be subject to disciplinary action.

4. Dates of Occupancy for 2009–2010

The dates of occupancy are from 9:00 a.m., Saturday, August 22, 2009 to 12:00 noon, Saturday, December 19, 2009 for the fall 2009 semester; 12:00 noon, Sunday, January 3, 2010 to 12:00 noon, Saturday, May 22, 2010 or 24 hours after a student's last final exam, whichever comes first, for Intercession and spring 2010 semester. Students participating in commencement ceremonies at the end of the spring 2010 semester are permitted to stay until 12:00 noon, Sunday, May 23, 2010. Exceptions to the above dates must be requested in writing and approved by the Director of Residence Life or designee. Residents authorized to check in prior to the agreement period of occupancy may be assessed additional daily room charges. All University-operated housing facilities are closed during the Winter Break period (12:00 noon, Saturday, December 19, 2009 to 12:00 noon, Sunday, January 3, 2010).

5. Room Changes

We encourage residents to make all reasonable attempts to work out any issues with their roommate(s). If all attempts have been unsuccessful, the resident should discuss the situation with their floor Resident Advisor. Residence Life staff members are trained and available to support student efforts to work out any concerns that occur. Many rewarding roommate relationships have resulted from time, patience, and open communication between roommates. However, if all attempts to work through conflict fail, room changes are permitted during the second week of classes each semester, subject to availability. Guidelines are distributed to all residents each semester explaining the room change process and residents may contact their Hall Director for more information if needed. All residents involved in the room change must be in agreement before changes are made. Unauthorized room changes are not permitted and may result in termination of a resident's agreement, assessment of a disciplinary sanction (a \$150 fine), or both. If a student is requesting a room change for a medical reason, he or she should contact the Student Disability Services Office, located in the lower level of Gleeson Library.

6. Single Rooms

Single rooms are limited and offered on a first-come, first-served basis. An interest list for single rooms is maintained in the Office of Residence Life. The list is established by the order of class rank (graduate residents get first choice, followed by seniors and juniors).

7. Summer Sessions

Limited housing is available during Summer Session for students enrolled in Summer Session. Current residents who plan to enroll in Summer Session must complete a separate Agreement for University Operated Housing available through the Office of Residence Life. Residents remaining on campus will be consolidated into one designated residence hall.

8. University Residency Requirement

Students who graduated from high school in 2008 or 2009 and are under the age of 21 are required to live in University-operated housing. Exemptions from this requirement may be granted to students living at home with their parents if their parents' permanent address is within a 40-mile radius of campus, or for medical or financial hardships as determined by the Director of Residence Life or designee. All requests for an exemption must be made on the Exemption Request Form and submitted to the Office of Residence Life for approval. When campus housing nears capacity, the University reserves the right to relax the exemption requirement at its discretion.

9. Agreement Releases

The Agreement for University Operated Housing is a legally binding document for the duration of the period of the agreement. However, a resident may request a release by submitting an Agreement Release Request form provided by the Office of Residence Life. The Director of Residence Life or designee will consider requests for release based on a significant change in finances, illness or hospitalization, or leave of absence, transfer, or withdrawal from the University. All requests are granted based solely on these grounds, and if a release is granted, the resident's One Stop account will be credited according to a pro-rated formula for room charges, plus the actual balance from the pre-paid meal plan. Agreement releases will not be granted during the final four weeks of the semester.

10. Meal Plans

Campus dining services are provided by Bon Appétit, a private company contracted by the University. The Flexi Standard meal plan is a Flexi-point plan that utilizes a declining balance system, similar to a pre-paid credit card, which allows each student to pay for only what he or she chooses. The plan is not a guarantee of any specific number of meals. Students at all times are responsible for being aware of their remaining balance and should budget and spend according to their needs and preference for meals.

Residents assigned to live in Gillson Hall, Hayes-Healy Hall, Phelan Hall, Fromm Hall, Lone Mountain Hall, and Fulton House Cottage must purchase a mandatory meal plan each semester.

Flexi-points may be used at a variety of facilities located on campus, such as The Market, Jamba Juice, Outtakes, The Wolf and Kettle, Law School Café, Club Ed, and Crossroads. Points may be used to purchase any items offered.

The Flexi plan is non-transferable and non-refundable. This means that any balance remaining at the end of the spring semester is forfeited. Also, the value of Flexi-points cannot be transferred to pay other bills owed the University (such as tuition). Flexi-points do carry over from the fall to the spring semester, but a new plan must be purchased each semester. Students are responsible for spending their Flexi-points in a wise manner to prevent running out of points too soon or creating a large unspent balance at the end of the semester or year.

Students who either have diets restricted for medical reasons or have classes scheduled off-campus, which makes it impossible to eat some of their meals at USF, can receive consideration for a modification of the required meal plan. Modified meal plans are only granted for these two reasons. All requests for a modified meal plan must be made prior to October 1 in the fall semester and February 20 in the spring semester. Forms to receive consideration may be obtained at the Dining Services Office, located in University Center 416; all decisions are made by Dining Services.

F. EMERGENCY PROCEDURES

1. Emergencies

In case of emergency, dial x2911 for Public Safety, fire or ambulance response. Refer to the last page of this Handbook for additional information about non-residential Emergency Procedures.

2. Fire Regulations

- a. **Fire alarm systems:** All residence halls and Loyola Village have fire alarm systems consisting of pull stations and bells. Activation of the pull station will ring the bells in the hall. Activation of the smoke detectors within the room will sound in the individual unit only. Please call (415) 422-2911 to report the fire and summon the fire department.
- b. **Smoke detectors:** All student rooms have single station smoke detectors. Activation sounds a local alarm in the room only. Students are not permitted to tamper with, disable, or destroy smoke detectors or other fire safety devices. Students found in violation of the fire regulation procedures will be charged a \$250 fine and will face University disciplinary action.
- c. **Fire lanes:** It is essential that fire lanes be clear of vehicles and obstructions at all times. Vehicles in violation will be cited and are subject to towing at the owner's expense.

3. General Fire Evacuation Procedures

All students should be familiar with the fire evacuation route in their building. The University asks all students to read the evacuation procedures for people with disabilities (below) in case they need to assist a person with a disability in an emergency.

- a. When the building alarm sounds, residents should roll out of bed to the floor, get down on hands and knees, and crawl to the door and touch it. No one should stop for clothes, papers, or jewelry.
- b. If heat is detected after a few seconds, residents should not open the door. They should immediately call (415) 422-2911 to report their location and hang a sheet or towel out the window to attract attention. If residents feel no heat from the door, they should open it just a crack to check for smoke. If no smoke is detected, they should exit and proceed out of the building. Residents should keep low to the floor if smoke is present.
- c. Residents should exit the building quickly and calmly, using the designated stairwells.
- d. Once outside, residents should move away from the building to allow the fire and police personnel to respond to the alarm.
- e. Residence Life staff members or Public Safety will notify residents when it is safe to return to the building. Evacuation procedures for every hall are posted and Resident Advisors will help familiarize residents with them. Students should remember that fire exits are for emergency use only. Residents who do not immediately evacuate the building during a fire alarm will be fined \$25 and are subject to civil prosecution as well as University disciplinary action.

4. Fire Evacuation Procedures for Persons with Disabilities

The most important factor in emergency safety for people with disabilities is advanced planning. Student Disability Services (SDS) may assist in planning specific evacuation strategies. For this or for detailed information on Evacuation Procedures for Students with Disabilities, students should contact SDS at (415) 422-2613 or the Office of Residence Life at (415) 422-6824.

- a. **Mobility Impairment** (please read the General Fire Evacuation Procedures above for additional instructions):
 - i. Do not use elevators when a building alarm is sounding, unless authorized to do so by police or fire personnel.
 - ii. Get to the door and feel for heat. If heat is not detected, open the door just a crack and check for smoke.
 - iii. If there is no detected smoke, students are advised to close the door and call Public Safety at (415) 422-2911 immediately. Once on the phone with Public Safety Dispatch, the caller should inform the dispatcher that the fire alarm is going off in the building. Students should give their name and exact location, and mention that they are a person

- with a disability with limited mobility.
- iv. Students are advised to ask officials if they have any information on the alarm at that time, and that with no sign of immediate danger, they will be remaining in their rooms with the door closed. If the dispatcher knows that it is a true fire, they will instruct residents to the nearest fire exit stairwell to wait on the landing for emergency personnel to assist in evacuation.
 - v. If during the time in the room students begin to detect smoke or feel the door and it has become hot, they should call Public Safety again and get to the window. Students are advised to tell them what has changed and that they are near the window. If unable to contact Public Safety, students should again attempt to gain the attention of someone below. If possible, they should grab towels or clothing, get them wet with water, and shove them around the door to seal the cracks.
- b. Blindness or Visual Impairment (Please read the General Fire Evacuation Procedures above for additional instructions)
- i. USF encourages visually impaired students to practice escape routes ahead of time in case they are alone during an emergency evacuation. The University recommends that students with vision impairments learn where the nearest telephone and alarm boxes are in order to call for help, how to describe their exact location in the building, and how to best let others know where they are in the event of an emergency. It is important to be comfortable with the options for self-protection, including procedures to follow if a fire is between a student and all escape routes.
 - ii. Students with a person with a visual impairment when a building fire alarm sounds should offer to lead him or her out of the building to safety by offering an elbow.
 - iii. Residents should give verbal instructions about the safest route or direction using compass directions, estimated distances, and specific directional terms.
 - iv. When students reach safety, they are advised to orient the person to where he/she is and ask if any further assistance is needed.
- c. Deafness or Hearing Impairment (Please read the General Fire Evacuation Procedures above for additional instructions)
- i. Many campus buildings are equipped with visual signal lights in the event of a fire alarm. If the person is unaware that the alarm is sounding, get his or her attention by using eye contact, and if necessary, touch. Clearly state the problem. Gestures and pointing may be helpful, but students should be prepared to write a brief statement if the person does not read lips.
 - ii. Offer visual instructions to advise of safest route or direction pointing toward exits or evacuation maps.

5. Power Outages/Elevators Down

If a power outage occurs during daylight hours, all residents (including residents with mobility impairments), are encouraged to remain in the building. The residence halls and Loyola Village are equipped with emergency lighting in all stairwells and hallways. During the hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, students can call Facilities Management at (415) 422-6464 to report the power outage. For power outages that occur outside the above noted hours, students can call Public Safety at (415) 422-4201 to report the outage. Students should wait for instructions from Public Safety or University personnel if an evacuation is necessary. If they are inside an elevator when a power outage occurs, or if the elevator stops working, they are asked to use the emergency phone located inside the elevator to notify Public Safety. Remember that not all cell phones are operational inside of elevator cars. Students should not attempt to get out of the elevator; this could result in severe harm. Residents with mobility impairment should notify Public Safety that they are in the building where a power outage or downed elevators has occurred. If it becomes necessary for students to get out of the building, students are advised to call Public Safety and let them know where they are and that they are

need of assistance. If the power outage or downed elevators are anticipated to last overnight, the Office of Residence Life will make every effort to reasonably accommodate residents and relocate them to another space in University Operated Housing.

6. Earthquake Procedures

- a. Inside a building, students should:
 - i. Stay inside.
 - ii. Take cover underneath a desk or table against an inside wall, protecting their head and neck.
 - iii. Stay away from windows (or where glass can shatter) and from objects that could fall on them.
 - iv. Not use elevators.
- b. Outdoors, students should:
 - i. Stay in an open area away from trees, buildings, walls, and power lines. Students are advised not enter any building.
 - ii. Drop to their knees and get into the fetal position, close their eyes, and cross their arms over the back of your neck for protection.
 - iii. Stay in the fetal position until the shaking stops.
 - iv. If students are in a moving vehicle, they should pull over, stop the vehicle, and stay in the vehicle. Once the shaking has stopped, they can proceed with caution.
- c. After the shaking stops, students should:
 - i. Be prepared to evacuate if instructed to do so. The decision to evacuate campus will be based on the severity of the earthquake and the damage to the buildings.
 - ii. Facilities Management will go building by building to inspect the structures and deem them safe or not. If they deem a building unsafe, they will pull the fire alarm to evacuate the building, post notices, and lock down the building. Students should follow evacuation procedures and help where necessary.

7. Personal Preparedness

Students should:

- a. Keep enough emergency supplies in their room/unit (medication, flashlight, comfortable clothes and shoes, bottled water, food, batteries, portable radio) for up to seventy-two hours in case of serious emergency.
- b. Post the emergency procedures information in a visible location in their room/unit.
- c. Become familiar with the quickest exit routes from their building.
- d. Locate the nearest fire extinguisher and pull station, and register for a fire extinguisher training course.
- e. Register for CPR, first aid, crime prevention, or other safety training courses.
- f. Prepare a plan for themselves by specifying what to do, where to go, and how to cope. Designate an out-of state relative or friend to act as a contact for separated family members.
- g. Communicate their personal preparedness plan with family and loved ones.

G. STUDENT PRIVACY IN THE RESIDENCE HALLS & INDEPENDENT-LIVING UNITS

1. Limitations to Privacy

The University of San Francisco recognizes the basic right of each resident to privacy in his or her University-operated residence hall room or unit, whether located on or off campus. Although every effort will be made to respect this right of privacy, the University reserves the right to enter any resident's room or unit to conduct a search for health, safety, or maintenance reasons, as well as suspected violations of University policies or procedures, or local, state, or federal laws.

It should be clearly understood that the guidelines outlined herein for search and entry are intended for

the protection of the individual resident and the University. It is anticipated that the spirit of this search and entry policy will reflect an attitude of fair play to maintain the integrity of the individual and the University.

2. Room or Independent-Living Unit Entry

Rooms or independent-living units can be entered by authorized representatives of the University for the following reasons:

- a. Inspecting for condition of room and compliance with safety regulations
- b. Repairing, maintaining, or cleaning of facility and furnishings by an employee or authorized representative of Facilities Management (including contracted janitorial personnel)
- c. Responding to reported or perceived emergency situations
- d. Enforcing University policies and investigating possible infractions thereof
- e. Inspecting rooms and independent-living units to ensure that the building is vacated in fire drills, during vacation periods and, in the judgment of an authorized person (i.e., a University Life official, Residence Life staff member, or a Public Safety Officer), there is an immediate and clear emergency regarding health or safety (e.g., a bomb threat, the presence of harmful animals, or a particular telephone number or address needed in an emergency situation)

Authorized representatives of the University are expected to respond to violations of campus policy discovered upon entering a resident's room or unit. Violations will be documented and students may be subject to disciplinary action.

3. Room or Independent-Living Unit Search

Residence hall rooms and independent-living units will be searched only with the voluntary consent (waiver) of the resident unless an Administrative Search Warrant has been granted by the Vice President for University Life or designated representative. The occupant(s) will be informed of the reason for any room or independent-living unit search. It is understood that this policy in no way limits bona fide law enforcement officials with a search warrant from lawful entry. A possible reason for a room search includes, but is not limited to, an indication that the occupant is in violation of University policy with regard to conduct, health standards, or safety regulations.

4. Procedures for Room Entry or Search

- a. No resident's room or independent-living unit should be entered without first knocking. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide occupant with ample opportunity to open the door him or herself. In cases in which a room or independent-living unit is entered in the absence of its occupant, written notification will be left by authorized personnel.
- b. Residents will be given a receipt for any belongings removed following a search or discovered upon entry. Their belongings will be returned, if and when it is safe and lawful to do so, after the disposition of the case by the appropriate University or civil authorities.
- c. Two University representatives must be present when searching a room or independent-living unit if an occupant is not present.

5. Administrative Search Warrants

The Administrative Search Warrant authorizes only University officials to search a room or independent-living unit. Any search by local police or other civic officials must be conducted with a search warrant issued through a court having competent jurisdiction. An Administrative Search Warrant must include the following information:

- a. The violation(s) suspected
- b. The basis for suspicion and the particular item(s) for which the search is being conducted
- c. The room or unit number to be searched and the occupant(s) name(s)
- d. The date and approximate time of the search

The Administrative Search Warrant must be authorized by the Vice President for University Life or designee.