

# ABCs of Residence Life

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## **MISSION STATEMENT**

We unite with our residents to achieve active and sustainable lives in the pursuit of academic success, campus engagement, and global citizenship.

## **HOW TO USE THIS HANDBOOK**

Information in this handbook is arranged in alphabetical order under general headings, as seen on the Contents pages. Also included are a subject index and information on other departments and services available throughout the university. Items in **BOLD CAPS** are listed as alphabetical headings elsewhere in the manual. Residents who have difficulty locating a specific policy or other information should contact their Resident Assistant, Hall Director, or the staff at the front desks in their buildings.

Students are responsible for observing all regulations contained herein and should read this handbook carefully. The ABCs cannot contain all university rules, regulations, and policies for which students are responsible. Students are advised to consult other publications, such as the Code of Student Conduct and the University Catalog for more information. No handbook or policy manual can contain a ruling on every conceivable situation; therefore, students are expected to behave reasonably and responsibly, in accordance with guidelines set by their specific hall staff and community.

This handbook is an official publication of the University of North Texas Department of Housing and Residence Life (hereafter known as “Housing”) and is intended to provide general information. It contains the policies, regulations, procedures, and fees in effect at the time the publication went to press.

Housing reserves the right to make changes at any time regarding current board policies, administrative regulations and procedures, amendments by state law, and fees. Information provided by this handbook is subject to change without notice and does not constitute a contract between Housing and a student.

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## ABCs

### ALCOHOL POLICY

Housing's alcohol policy is designed to ensure resident safety and help maintain individual rights to privacy, sleep, and study within the residence halls. Residence hall staff and occupants are required to comply with state and local statutes concerning the possession, sale, and consumption of alcoholic beverages. Residents who fail to comply with Housing's alcohol policy will be subject to disciplinary or remedial action by the university. If it is brought to the attention of the university that a resident has engaged in behavior in violation of Housing or UNT policies related to the consumption of alcohol, the resident will be subject to disciplinary action, even if the behavior occurred off campus. Violations of the alcohol policy within the residence halls that involve the UNT Police Department or other law enforcement agencies can result in criminal action.

Hall staff may confiscate and/or dispose of alcohol that is possessed in violation of the alcohol policy. Alcohol will not be served or permitted at residence hall functions. Alcoholic beverage signs and other alcohol-related paraphernalia are not allowed as window displays. No posters, flyers, etc., promoting the use of alcohol may be posted in any public area.

#### *Alcohol in Resident Rooms*

- **In a resident room where both residents are 21 or older**, alcohol is permitted unless any guest under the age of 21 is present. When a person under the age of 21 is present, alcohol may not be consumed or visible.
- **In a resident room where one resident is 21 or older and his/her roommate is under the age of 21**, alcohol can be possessed by the older student in the room, but no alcohol may be consumed and/or alcohol containers open when any person under the age of 21 (including the roommate) is present.
- **In a resident room where both residents are under the age of 21**, no alcohol is permitted in the room under any circumstance.

#### *Residents Under the age of 21*

Residents under the age of 21 may never possess, consume, or be in the presence of alcohol while in the residence halls, regardless of the time, place, or occasion. Alcoholic beverage containers, even for decorative purposes, are prohibited in the rooms of residents under the age of 21.

#### *Residents 21 or Older*

Residents who are 21 or older may possess or consume alcohol in their rooms, with the following restrictions:

- Residents who are 21 or over may never consume alcohol in the presence of a person under the age of 21, regardless of the time, place, or occasion. Residents may not provide alcohol to, or allow alcohol to be consumed by, individuals under the age of 21. Failure to adhere to this policy can result in the revocation of the student's alcohol privileges.

- Resident room doors must remain closed while alcohol is visible or is being consumed in the room.
- Residents may not possess or consume alcoholic beverages in hallways, lounges, courtyards, community bathrooms, parking lots, balconies, stairways, or any other public areas within the residence halls. All alcohol that is transported through public areas must be unopened and packaged inconspicuously (e.g., carried in a bag or sack).
- Residents who are 21 or over and choose to consume alcohol must not exhibit loud, disruptive or indecent behavior, vandalize property, interfere with the cleanliness of the residence halls, or participate in drinking habits which are injurious to the health or education of an individual or those around them.
- Residents are responsible for the actions of their guests at all times.
- Residents may not possess excessive amounts of alcohol. What is considered excessive is at the discretion of the residence hall staff. Kegs, trash cans, or other large vessels containing alcoholic beverages are prohibited in the residence halls.
- Alcoholic beverages may not be sold in the residence halls.

### **APOGEE (residence hall internet provider)**

Internet service is provided in the residence halls through Apogee. Residents must abide by UNT's and Apogee's Computer Use Policies ([http://www.unt.edu/policy/UNT\\_Policy/volume2/3\\_10.html](http://www.unt.edu/policy/UNT_Policy/volume2/3_10.html)).

The university computer use policy prohibits criminal and illegal acts which may involve, but are not limited to the following: unauthorized access, intentional corruption or misuse of computer resources, violation of copyright, theft, obscenity, or child pornography. Any such acts will be reported and dealt with by the appropriate University authorities and/or law enforcement agencies.

Residents may not participate in unauthorized duplication and distribution of software or other copyrighted materials (including copyrighted music, graphics, etc.). Exceptions to this are specific authorization by the copyright holder or use under the fair use provisions of the copyright law. Apogee also does not allow use of Peer-to-Peer (P2P) file sharing programs. Residents who are found to be in violation of copyright laws will be charged \$100 to remove the illegally downloaded file and the program that was used to download it. Apogee will disconnect a user's Internet for a copyright violation until the file and program are removed.

### **APPEALS PROCESS**

Residents who wish to appeal fines or charges assessed to their accounts (e.g., lost keys, cleaning, improper check out of room) should appeal to the Hall Director as soon as possible (within 60 days), while records are still accessible.

Residents who wish to appeal disciplinary action may contact the Hall Director of their residence hall. Residents appealing a decision must schedule an appointment through the hall's front desk staff within three working days of the incident or disciplinary action in question.

If a resident wishes to appeal a decision or sanction made by the Hall Director, he or she must submit a written appeal to the Associate Director for Residence Life in Central Housing within three working days of the decision. Sanctions imposed by a Hall Director which are less severe than an in-hall move may not be appealed. Further steps in the appeals process may include review by a Central staff member, the Central Housing Judicial Review Board, or the Center for Student Rights and Responsibilities (CSRR).

Beyond the Housing disciplinary process, students should refer to the Code of Student Conduct for university disciplinary procedure. All appeals must be in writing and must fall within the required time frame.

Until notified in writing that an appeal has been granted, the student must comply with all existing sanctions and expectations, unless they have been officially waived by an appropriate office pending judgment of the case.

## APPLIANCES

Electrical appliances in the residence halls must be safe in structure (such as UL-approved appliances), should require no more than 1000 watts, and must be properly used and maintained. Adapters that allow more than one item to be plugged into a single socket are prohibited unless they have an in-line fuse or circuit breaker. Residents should limit the use of noisy appliances that may disturb others.

With few exceptions, appliances with exposed heating elements (e.g., electric woks, Hibachi grills, camping stoves, Fry Daddys, toasters, toaster ovens, griddles) are not permitted in the residence halls because they pose a fire hazard. Because of their unique living arrangements, residents at College Inn, Honors Hall, Legends Hall, Mozart Square, and Santa Fe Square may use toaster ovens and toasters.

Approved appliances:

- George Foreman-type grills, quesadilla makers, sandwich makers, panini grills, rice cookers, coffee pots, cup warmers, and crock-pots
- Small oscillating fans
- Small refrigerators (mini fridges)
- Microwave ovens
- Space heaters with automatic turn-off and tip-over safety cut-offs
- Hair dryers, curling irons, and irons (must always be unplugged when not in use or when the resident leaves the room)

## ASSAULT

Residents may not harm or threaten to harm another individual. Any physical altercation and/or verbal threat should be reported immediately to the University Police (565-3000), as well as to the hall's front desk staff, RA, or Hall Director. (see also **FIGHTING, SEXUAL ASSAULT, THEFTS AND ASSAULTS**)

## BATHROOMS

### *Suite and Private Bathrooms*

In suite or private bathrooms, where a room or pair of rooms has an adjoining bathroom, residents are responsible for the regular cleaning of the bathroom and for supplying toilet paper. Guests may only use

the adjoining suite or room bathroom if they are of the same sex as the residents. Guests of the opposite sex must use the guest bathrooms located near the lobby area of the hall.

### ***Community Bathrooms***

Community baths are shared by residents of a wing or floor. Custodians stock community bathrooms with toilet paper and clean them each weekday. However, students are expected to help keep the bathroom neat and clean and should not damage the facilities or the products put there for their convenience. After an incident of vandalism or a problem with excess trash, the hall staff retains the right to temporarily close a community bathroom. For their own safety, residents are not allowed in the bathrooms during cleaning times. Community bathrooms are for the use of residents of that building only. Guest bathrooms are located near the lobby area of the hall.

### **BICYCLES**

Housing recommends that all bicycles kept on campus be registered with the UNT Police Department, who can assist in instances of theft. Bicycles should always be locked to a bike rack (bike racks are located outside each residence hall) to prevent theft, vandalism, or misuse. Bicycles locked to anything other than bicycle racks will be removed. Housing is not responsible for stolen or damaged bicycles. Residents may store their bicycles in their rooms, provided their roommate agrees and that the bicycles are clean before entering the residence hall. Under no circumstances are residents to ride a bicycle inside the residence halls. The use of rollerblades, skateboards, and other similar items are also prohibited in residence halls.

Students must take their bicycles home at the end of the spring semester. Parking & Transportation Services will remove and dispose of abandoned bicycles.

### **BOMB THREATS**

If a student receives a bomb threat, he or she should remain calm and follow these procedures:

- Note the exact time of the call.
- Write down as accurately as possible all statements made by the caller.
- Listen to determine the sex, age, accent, and distinguishing vocal features of the caller.
- Listen for background noises.
- Notify the residence hall front desk staff immediately.

In the event of a bomb threat that requires a building to be evacuated, the UNT Police and/or residence hall staff will complete the evacuation. In such an event, residents should follow the **FIRE EVACUATION PROCEDURES** section of this manual. A bomb threat, even made as a prank, is a violation of both federal and local laws. Any student connected to such an incident will be referred to the UNT Police and will face possible suspension or expulsion from the university.

### **CABLE TELEVISION**

All residence halls receive basic cable stations as a regular part of the room contract.

### **CAMPUS HOUSING POLICY**

Referenced from: University of North Texas Policy Manual



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On-campus housing, dining, and student life facilities are a vital part of the process of educating students at the University of North Texas. In order to promote the education and personal welfare of students attending the University of North Texas, all freshmen are required to live in on-campus residence halls as long as space is available. The goal is to bring students together and thereby promote intellectual exchange and to allow the staff to encourage the educational process and monitor the personal welfare of the students.

All unmarried undergraduate students who have graduated from high school the semester prior to enrolling at UNT, who have completed fewer than thirty (30) semester hours of university work (any hours completed while in high school not included in the thirty hours) and who enroll for nine or more semester hours are required to reside in university operated residence halls under a contractual room and board plan as long as space is available. This housing policy shall be administered by the Director of Housing who shall be authorized to grant exceptions or exemptions from the on-campus housing requirements when it is found and determined, after proper application being made, that:

- The student lives at home with a parent, grandparent, married brother or sister, or other approved relative or guardian, or in a dwelling owned by the same, or
- Because of the student's experience and maturity, (such as returning military veterans, or previously married students), he or she would be incompatible with the educational objective sought to be promoted by the on-campus housing policy and would have little to gain or to contribute to the educational objective, or
- The student will suffer significant hardship because of insufficient financial resources or because of medical reasons, which would impair the health of the student if required to live in the on-campus residence housing.

A student dissatisfied with the decision or finding of Housing regarding an application for exception or exemption may appeal to the Assistant Vice President for Business Services.

## **CENTRAL HOUSING**

The Central Housing office is located in Crumley Hall. Most inquiries about Housing can be answered at a resident's front desk or by the Assignments & Collections personnel (565-2610) in Crumley Hall. Students may be referred to the Director of Housing, Associate Director, or a Coordinator.

## **CHECK IN PROCEDURES**

When checking in, residents must complete an online Room Inventory Sheet and note any damages, missing furnishings, or other peculiarities for which they might otherwise be charged later. It is important that students submit the inventory sheet online by the date provided to them at check in, as they will be held responsible for any damages or missing items not listed on the inventory sheet.

Residents who live alone in multiple-occupancy rooms are expected to keep the second set of furniture and the other closet clear of all belongings so that a new roommate assigned to the room may move in at any time, especially during Winter Break when new residents assigned to a room frequently arrive before returning residents. Residents whose rooms require special attention before a new roommate can move in will be charged a cleaning fee of up to \$75.

## CHECKOUT PROCEDURES

On the day of closedown, residents must be out of their rooms within twenty-four hours of their last final exam or by 5 pm, whichever is first, and must be out of the building by 7 pm. Residents whose travel arrangements require that they leave Saturday must, in advance and in writing, submit a request for a later checkout time to their hall director. Detailed instructions regarding checkout procedures and expectations are available from the hall staff and the front desk staff. Residents should contact their front desk staff if they have any questions. To check out of his/her room, a resident must comply with the following check out procedures:

1. Sign up for a check out time with an RA at least 24 hours in advance.
2. Be present by the chosen time, with all belongings removed and the room (and bathroom, if a suite or private bathroom) completely clean.
3. Return the room key to the RA.
4. Sign the Room Inventory Sheet, indicating acknowledgement of the RA's assessment of the room's condition and any fees or charges assessed at the time of checkout.

Residents are responsible for the condition of their rooms. Fees for **DAMAGES** will be charged to the responsible party when necessary. If the person responsible for the damage cannot be identified, the residents of the room will each be charged with half of the damage repair cost. (See also **ZONE DAMAGE BILLING**.)

Students who fail to follow checkout procedures will be assessed a \$75 improper checkout fee and may also incur cleaning and/or damage charges. The lock change fee for students who neglect to return their key at checkout is between \$50 and \$100, depending on the hall. In some halls, residents may take advantage of an Express Checkout option that allows them to check out without having to schedule a time with an RA.

### *Thanksgiving and Spring Breaks*

Residents are not required to move their belongings out of their rooms during Thanksgiving or Spring Breaks, as all UNT residence halls remain open during those times. Students must notify the front desk staff if they will be staying for all or part of Thanksgiving or Spring Break, so that the hall has an accurate resident count in case of emergency.

### *Winter Break*

Residents who wish to stay on campus during Winter Break may do so, but must fill out an application online and pay the Winter Break fee prior to the end of the fall semester. All halls except College Inn and Mozart Square close over Winter Break. Students from other halls may move to vacant spaces in College Inn for Winter Break as space allows. All residents may leave their belongings in their rooms during Winter Break. Only students who reside in a Winter Break Hall during Winter Break will have access to their rooms during that period.

### *Summer*

Residents attending summer school sessions may stay on campus, but must fill out the separate summer housing application(s) and make payments according to the summer housing payment schedule. College

Inn, Crumley Hall and Mozart Square are the only halls open for residents attending summer school. Mozart Square is available for current Mozart residents only.

### **CHILD VISITATION IN THE HALLS**

UNT housing allows minors (children, siblings and cousins) to visit occasionally in the halls overnight. Children under the age of 12 may stay with a resident of the opposite sex. Children 12 and over who are the opposite sex of the resident they are visiting will need to stay with a friend of the resident who is the same sex as the child. (see also **VISITATION POLICY**) Residents and their guests must comply with the **GUEST** policy and must check in with the front desk staff so hall staff has knowledge of minors staying, in case there is an emergency. As in all cases of overnight guests, roommates should discuss the issue and set guidelines prior to the visitor's stay.

### **COMPLAINTS**

Residents who have concerns should take those problems to their Resident Assistant (RA) first. The RA may decide that a Hall Director needs to be consulted. In situations where residents feel uncomfortable approaching their RA, they may take their concerns directly to the Hall Director. The resident may make an appointment with the Hall Director by scheduling through the hall's front desk staff. Residents who remain dissatisfied after speaking with the Hall Director may make an appointment with the appropriate Housing official by calling **CENTRAL HOUSING** at 565-2610.

### **COMPUTER LABS**

Computer labs and **STUDY LOUNGES** are available to aid residents with their studies. Residents should treat equipment with respect and immediately report any problems to the front desk staff. Students are not able to print materials from the computer labs. Students who abuse the hall equipment or computer lab guidelines may lose computer use privileges.

### **COMPUTER SAFETY- USE OF SOCIAL NETWORKING SITES**

If information from a social networking or other website is brought to the attention of Housing staff and suggests that a student is in danger, has made any threats, or has violated the Code of Student Conduct, the university will investigate and respond accordingly.

### **CONFIDENTIAL RECORDS**

In compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, student records, which generally include the student's personal information and the student's individual relationship with the educational institution, are kept confidential. Student records are available upon request to UNT personnel with a legitimate educational interest, to the student, to the student's parent or legal guardian (after a statement of dependency as defined by the IRS has been completed), with the student's written consent, or as otherwise allowed by law. To request disciplinary records, contact the Center for Student Rights and Responsibilities. To request records specific to Housing, contact **CENTRAL HOUSING**.

## DAMAGES

Residents will be held accountable, monetarily and/or through disciplinary action, for any damage they cause to University property, which includes resident rooms. The goal of damage charges is not to penalize residents, but to recoup the actual cost of the repair or replacement of the damaged item. Residents who wish to appeal a damage charge should contact their Hall Director as soon as possible, while records are still available.

## DARTS/DARTBOARDS

Because of their potential danger to both persons and property, darts and dartboards are prohibited in the residence halls. Velcro dartboards are an acceptable alternative.

## DECORATIONS

Resident room decorations must comply with Housing policies and must not create health or fire hazards or cause damage to the room. Residents may be asked to remove decorations that are visible through windows. Residents must be able to provide a receipt for street signs or they will be considered stolen property and returned to the proper authorities. All decorations are subject to the approval of roommates, and students may be asked to take items down if they are offensive, create a hostile living environment, or are deemed inappropriate by hall staff.

For fire safety purposes, residents may not block vents, peepholes, or windows. The top edge of posters must be hung at least two feet from the ceiling. The State Fire Marshall also restricts the amount of signs or postings on resident doors.

Prior to a resident checking out, any damages resulting from nails, screws, double stick tape, or tacks must be repaired to a point of being undetectable to the naked eye. Spackle and wall paint for touchups are available to residents at the front desk at the end of each long semester.

If students decorate their rooms for the holidays, the following guidelines must be followed:

- All materials used must be flame resistant.
- Trees and other greenery must be artificial and must have proof of flame resistance.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered.
- Exits must not be blocked.
- All decorations must be removed within two days following the holiday or prior to the last day of semester finals, whichever occurs first
- String lights are prohibited inside and outside of resident rooms.
- No candles or any item producing an **OPEN FLAME** may be used.

## DINING SERVICES

Students with meal plans may eat at any of the cafeterias: Bruce Cafeteria, Clark Grill, Kerr Cafeteria, Mean Greens Café at Maple Hall, Champs at Victory Hall, and West Cafeteria.

While Dining Services (<http://dining.unt.edu>) and Housing work together to provide a pleasant experience for students, Dining Services is a separate department. Questions concerning meal plans, menu items, etc. should be directed to Dining (Crumley Hall 132, 565-2462).

### **7-DAY MEAL PLAN**

Students with 7-day meal plans are allowed unlimited “all you care to eat” meals in any cafeteria 7 days a week during normal cafeteria hours. Unused meals will not be “carried over” to later semesters or credited back to the student at the end of the semester. All meals must be eaten in the cafeteria.

### **5-DAY MEAL PLAN**

Students with 5-day meal plans are allowed unlimited “all you care to eat” meals in any cafeteria Monday through Friday, but not on Saturday or Sunday. Unused meals will not be “carried over” to the weekend, to later semesters, or credited back to the student at the end of the semester. All meals must be eaten in the cafeteria.

### **APPROPRIATE DRESS IN CAFETERIAS**

To enter a cafeteria, students must wear shoes and shirts. Swimsuits and cleats are prohibited.

### **CASH MEALS**

Faculty, Staff, students, and guests may dine in any cafeteria by paying cash at the door.

### **DIETS**

For every item served cafeterias display color-coded nutrition labels, which delineate the calories, carbohydrates, fat and protein in each dish as well as ingredients to which some may be allergic. Dining Services offers a wide variety of menu options on a daily basis to accommodate almost any diet.

### **DINING GUIDELINES**

*Meals must be eaten in the cafeteria.* Food, glasses, dishes and silverware must also remain in the cafeteria. However, customers may take out one ice cream, fruit, or drink (in the Dining or Go Green bottles only). Students must bus their own trays and should respect the dining rooms by not throwing food, throwing or damaging utensils or furnishings, or being disruptive or excessively noisy.

### **MEAL PLAN EXEMPTIONS AND CHANGES**

Requests to change a meal plan from a 7-day to a 5-day must be made at the Dining Services office (Crumley Hall 132). All requests must be made by September 18, 2009 for the fall semester and January 22, 2010 for the spring semester. There is no deadline to change from a 5-day meal plan to a 7-day meal plan. Students will be charged for their current plan until the change is approved and the process is complete. There is a \$5.00 charge for changing from a 7-day to a 5-day meal plan.

### **MEAL PLAN ID CARDS**

Students on meal plans use their UNT ID cards for admittance into the cafeterias. Meal plans are not transferable; only the student pictured may use the card for meals. Unauthorized use of an ID card is subject to disciplinary action by Housing. Lost or stolen cards should be reported to the ID card office in the Eagle Student Services Center.

### **SACK MEALS**

Residents who are unable to eat in the cafeteria due to a work or class schedule conflict may request a sack lunch. Students must contact the cafeteria manager at least 24 hours in advance to request this special service.

### **SICK TRAYS**

Residents who are too ill to eat in the cafeteria may obtain authorization slips from the front desk staff to receive sick trays. A friend can pick up the tray with the sick student's photo ID card and an authorization slip.

### **VEGETARIAN MEALS**

Vegetarian and vegan options are available at each cafeteria.

## **DISCIPLINARY PROCEDURES**

Policies for the residence halls are developed in an attempt to establish an environment in which a large number of residents may live together, with maximum freedom, while recognizing the rights of other residents. Ideally, residents accept the responsibility of living in a community situation and are aware of how their actions affect others. Resident behavior that violates the basic standards of community living, violates University or Housing policy, or threatens the safety or comfort of the individual or other residents will be addressed by Housing staff. Policies are available for review in the ABCs of Residence Life, the Housing Contract, the Student Code of Conduct, and the Undergraduate Catalog.

Housing procedure is to meet with residents and discuss actions that are in violation of policy, either at the hall level or in conjunction with the Center for Student Rights and Responsibilities. Housing staff will educate the resident on Housing and University policy and issue appropriate disciplinary sanctions for inappropriate behavior. Residents that demonstrate a lack of responsibility through willful misconduct, repeated policy violations, failure to respond to a meeting request, or involvement in situations that constitute a threat to the safety or security of other residents are subject to additional disciplinary sanctions. Such sanctions may include fines, payment for damages, change of room/hall assignment, removal from the residence hall system, or other sanctions imposed by the Center for Student Rights and Responsibilities. Serious violations of policy (**DRUGS, ASSAULT, or SEXUAL ASSAULT**) will result in immediate University action and sanctions.

Residents involved in a disciplinary situation will be contacted by the front desk staff to pick up a summons letter. Failure to respond to an official summons is a violation of the Code of Student Conduct and can result in more stringent consequences, including: meal plan shut off, ID card access shut off, or lock change (at expense to student).

## **DISCRIMINATORY ACTS**

### ***Nondiscrimination Policy***

*"It is the policy of the University of North Texas not to discriminate on the basis of race, color, religion, sex, age, national origin, disability, disabled veteran status, or Veterans of the Vietnam Era status, in its educational programs, activities, admission, or employment policies.*

*In addition to complying with federal and state equal opportunity laws and regulations, the University through its Diversity Policy declares harassment that is based on individual differences (including sexual orientation) to be inconsistent with its mission and educational goals.”*

Direct questions or concerns to the Office of Equity and Diversity (940) 565-2456 or to the Center for Student Rights and Responsibilities (940) 565-2039. If you feel you have been discriminated against in the residence halls, please contact your Hall Director or **CENTRAL HOUSING** for assistance.

## **DRUG POLICY**

Use or possession of illegal drugs, the misuse of any legal drug or other legal substance, or the possession of drug paraphernalia is prohibited on the University campus and in all of its buildings. A student who violates this regulation or whose behavior is affected by the use of illegal drugs, misuse of legal drugs or other legal substances, will be subject to disciplinary action by the Center for Student Rights and Responsibilities, and/or the UNT Police.

### ***Search of Student Rooms for Illegal Drugs and Paraphernalia***

The University policy for room searches by residence hall staff includes specific procedures in determining whether a room should be searched for illegal drugs and paraphernalia. A hall director may be made aware of information regarding the illegal use, possession, or sale of drugs and drug paraphernalia in a residence hall room as follows:

- The hall staff member actually observes the contraband or smells the odor of what he/she believes is they believe to be a drug. Note: the use of incense or clove cigarettes is also a violation of University policy in residence halls. Residence hall staff assumes, for purposes of these procedures, that incense or clove cigarettes are being used to conceal the use of drugs and may, therefore, enter a room under the same procedures.
- An informant makes an allegation. A roommate informs a member of the residence hall staff that he or she has observed or knows of the use, possession, or sale of illegal drugs or paraphernalia or misuse of any legal drug or other legal substance, and invites the residence hall staff members to search the room. In such case, the roommate shall be thoroughly questioned and a judgment shall be made regarding his/her credibility. If the roommate appears to be credible and invites the residence hall staff members to enter his/her room for purposes of a search, the search shall take place. An informant (student or otherwise) informs a residence hall staff member that a specific resident or residents are using, in possession of, or selling drugs or paraphernalia. In such case, the informant shall be thoroughly questioned and a judgment shall be made regarding his/her credibility. If possible, other sources will be used to confirm the information. If other sources are not available, the informant's reputation for veracity and credibility as a witness shall be considered in making the decision as to whether or not to search.
- Behavior is exhibited which creates reasonable suspicion that drug activity is occurring.

All reports and information received must be fully documented. Informants may be requested (but not required) to give a written statement. In any of the above circumstances, which would justify a search, the following procedures will be used in searching a room:

- Every search will be based on timely information and conducted as soon as possible after the information or report is received.
- There will always be at least two staff members present, one of whom will be a Special Assistant, Assistant Hall Director, Hall Director, Coordinator, Assistant Director, Associate Director, or Director.
- The UNT Police will be notified and will normally become involved if there is a concern for safety, to receive contraband, or when weapons or a large quantity of drugs are discovered.
- Residence hall staff members shall go to the room with a master key, a room entry form, a staff incident report, a confiscation of property form, and a clipboard to record information. Residence hall staff members shall knock once on the door, identify themselves, and open the door. Before any search is begun, room occupants, if present, will be notified of the reason for the search and will be given an opportunity to voluntarily produce the items or materials sought. The room shall be searched in an orderly manner and all information shall be recorded. The finding of paraphernalia may justify further exploration of the room and its contents. At no time will Housing staff search a person's body. The student may be present during the search, provided he or she does not attempt to inhibit the search. If the student is not present, a determination will be made as to whether there is an immediate need to search the room. In the event of an emergency search where the student is not present, a room entry slip outlining the reason and time of inspection shall be left in the room. The room will be left in the same condition by Housing staff as when it was entered.
- During the search process, failure to comply with any reasonable request (emptying of pockets, clothing, bags, purses, etc.) by a university official could result in suspension.
- All information will be turned over to Central Housing and the Center for Student Rights and Responsibilities for appropriate action. The student will be provided an opportunity for due process, in accordance with the Code of Student Conduct.
- Residents will not be required to take drug tests. A resident may voluntarily submit to a drug test, should he or she so desire, at his or her own cost.
- All confiscated contraband will be turned over to the campus police. An independent decision shall be made by the Center for Student Rights and Responsibilities (CSRR) on a case by case basis as to whether to provide the campus police with the name of the resident accused of possessing, using, or selling contraband, or misusing any legal drug or other legal substance, and as to whether the CSRR will request that the campus police criminally prosecute the resident. The purpose of the drug search is to maintain an environment in which learning can take place by providing a drug-free living environment for UNT students, not to serve as an intermediary for police action.

These procedures do not preclude the campus police from investigating and searching students and residence halls where authorized by law. University police can use the presence of drugs and/or illegal contraband to obtain a subpoena for criminal prosecution. UNT students can also report suspected drug activity directly to the police by calling the Crime Stoppers Hotline, 369-8477

## **ELEVATORS**

The passenger elevators located in Honors Hall, Kerr Hall, Legends Hall, Mozart Square, Santa Fe Square, Traditions Hall, and Victory Hall are provided for use by residents, their guests, and residence hall staff. In order to keep the elevators clean and in safe working condition, the following actions are prohibited:



- Smoking in the elevators.
- Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping, etc.
- Overloading elevators (11 people maximum).
- Use of emergency alarms and emergency stops in non-emergency situations.
- Evacuating people from the elevator without trained personnel. If you are trapped in an elevator, sound the alarm and wait for help to arrive. Do not attempt to evacuate.

## **EMERGENCIES**

In the event of an emergency, dial 911. When making an emergency call, give a clear description of the problem, your location (including hall, floor, and room) and your name. **DO NOT HANG UP.** Immediately following the call, please contact your hall's front desk staff so that immediate assistance may be initiated by the residence hall staff. All residence halls have a Resident Assistant on call and/or a Hall Director on call twenty-four hours a day, seven days a week.

## **EMERGENCY EXITS**

Residence hall exterior doors, with the exception of the main front doors, are restricted from normal access and are to be used as exits only in a true (or in what is believed to be true) emergency. In some halls, one other door is keyed to residents' student ID cards and may be accessed 24 hours a day. Non-emergency use of emergency exit doors can result in disciplinary action, a Class C Misdemeanor, and/or a fine of up to \$200.

## **EQUIPMENT AVAILABLE FOR CHECKOUT**

Each residence hall provides a variety of games, recreational equipment, and other items that may be checked out through the hall's front desk with a student ID card. Residents can check with the front desk staff to see what is available in their hall.

## **EXHIBITIONISM**

Indecent exposure or lewd or sexual acts which take place in general-use residence hall areas (inside and outside of the buildings) or in resident rooms (in front of roommates, guests, or other hall residents, without consent of persons involved) are strictly prohibited. Such violations can result in immediate removal from the UNT housing system, as well as automatic referral to the Center for Student Rights and Responsibilities.

## **EXPLOSIVES**

Due to safety and noise concerns, firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted within or around the residence halls.

## **EXTENSION CORDS**

All extension cords not specifically approved by Housing are prohibited. Acceptable cords or multiple plug adaptors include those containing an in-line fuse or circuit breaker and overload protection. Questions pertaining to approved types of extension cords should be directed to an RA and/or Hall Director. Scented plug-ins or lamps with extra outlets are not allowed.

## **FALSE IDENTIFICATION/FALSE INFORMATION**

Furnishing a University official with a false form of **IDENTIFICATION**, using someone else's identification, or using outdated identification will result in immediate referral to the Hall Director, Central Housing and/or the Center for Student Rights and Responsibilities. Providing false information or false testimony to University officials will also result in similar referrals and possible disciplinary action.

## **FIGHTING**

Students may not engage in physical abuse, **ASSAULT**, or any conduct that might threaten or endanger the health or safety of any other student.

## **FIRE EQUIPMENT**

Fire and safety equipment must function properly when it is needed; therefore, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, or emergency lights
- Tampering with or pulling a fire alarm under false pretenses
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperative
- Propping open stairwell fire doors or tampering with corridor fire doors. Fire doors retard the travel of smoke, toxic gases, heat, and fire from the area of origin
- Obstructing halls and stairwells with furniture, debris and/or other items

Tampering with fire equipment or committing acts of arson can result in criminal prosecution, disciplinary measures, and/or possible fines.

## **FIRE EVACUATION PROCEDURES**

The fire alarm sound in most residence halls is three intermittent bursts. In the event of an actual emergency or a periodic fire drill, all residents and their guests are required to follow Housing and university fire/safety regulations and must evacuate the building. Each floor of every residence hall has a specific designated location outside the building to meet during an evacuation. At the beginning of each semester residents are given information and training regarding evacuation procedures.

## **FLAMMABLE FLUIDS/CHEMICALS**

Residents may not use or store flammable fluids or chemicals anywhere in the residence halls.

## **FURNITURE**

All university furniture must stay in the assigned room (unless special permission is obtained in writing from the Hall Director). In common areas, the furnishings are for the use of all the residents of the hall and must remain in the space for which it is designated. Common area furniture that has been removed by a student for his or her private use will be considered stolen.

Residents may bunk their beds, and should ask the front desk staff for assistance if the beds in their room cannot be bunked. The State Fire Marshall requires at least three feet of space between the ceiling and the top of the mattress. The University assumes no liability should a student injure himself/herself from a fall from a bunk bed. Beds must be unbunked upon checking out of the room.

## GUESTS

Residents may have overnight guests of the same sex as themselves, provided they secure the consent of their roommate(s), inform their RA, and abide by all **VISITATION POLICY** guidelines. When a guest stays in a room for more than three nights in a ten-day period, a charge of \$15.00 per night will be assessed. Guest stays of more than four nights in one semester are subject to Hall Director approval. A maximum of two guests are allowed in a multiple occupancy room on a given night. Residents are responsible for the behavior of their guests, and will be held liable for any damages their guests cause.

## HALL OR ROOM CHANGES

Residents who wish to make hall or room changes should complete Room Change Requests online through their eHousing accounts. Room change requests will be processed on a first come, first served basis. Residents may check the status of their requests on the room change list by logging into their eHousing accounts. Once space is available to accommodate a resident's room change request, he or she will be notified and given instructions on how to complete the move. The resident will have 72 hours to complete the move, which includes properly checking out of his or her former room. Residents who refuse to properly check out of their old rooms may be charged for cleaning and/or a \$75 improper check-out fee. Changing rooms or halls without authorization from the Hall Director or Assignments and Collections constitutes improper check-out and those involved will be subject to disciplinary action and a \$75 improper check-out charge.

## HARASSMENT

Harassment includes physical abuse, **VERBAL ABUSE**, threats, intimidation, coercion and/or conduct that threatens or endangers the health or safety of a person. Speech protected by the First Amendment is not a violation of this provision. However, fighting words and statements that reasonably threaten or endanger the health or safety of any person are not protected speech and will result in disciplinary action. If a resident believes he or she has been a victim of such abuse, he or she should report it to the Hall Director or **CENTRAL HOUSING** immediately.

Students may not engage in telephone harassment (includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener) or computer harassment (includes abusive, sexual or threatening emails, instant messages, postings on social networking sites, blogging, or documents sent to another individual designed to irritate, anger, or threaten the receiver). If a resident should be the victim of harassment, he or she should notify a Housing staff member or the UNT Police immediately. The student is advised to keep documentation (e.g., a log of the calls, saved texts or voicemails, print outs of the correspondence) and will be encouraged to file a report with the UNT Police Department.

## HAZING

Hazing is specifically prohibited by UNT. Hazing is defined by the Texas Education Code as "engaging in, soliciting, encouraging, directing, aiding, or intentionally, knowingly, or recklessly permitting behavior such as physical brutality, risk, or harm to mental or physical health or safety, intimidation, threat of ostracism, mental stress, humiliation, or other behavior adverse to health or human dignity to occur in association with pledging, being initiated into, affiliation with, holding an office in, or maintaining

membership in a student organization or having firsthand knowledge of the planning of hazing or its occurrence and failing to report it to school authorities.” Student organizations may not bring their activities or functions, whether formal or informal, into a residence hall without consent of the Hall Director or the Director of Housing.

## **HEALTH AND SANITATION**

Rooms should be kept clean throughout the academic year for reasons of health and safety. Residence hall staff can, and will, ask residents to clean their rooms if the lack of cleanliness could subject others to health risks or extreme discomfort. If residents fail to clean their rooms when asked by hall staff, the hall staff can request the room be cleaned by custodial staff and the resident(s) will be charged for labor and materials costs.

## **HOUSING CONTRACT**

In accordance with policy #18.5.1, it is the University of North Texas' policy for all new freshmen to live within UNT Housing while in their freshman year.

([http://www.unt.edu/policy/UNT\\_Policy/volume3/18\\_5\\_1.html](http://www.unt.edu/policy/UNT_Policy/volume3/18_5_1.html))

The University agrees to provide housing accommodations for students subject to the following:

- A. Student agrees to comply with and abide by all terms and conditions which appear in this contract, the University Catalog, the online ABC's of Residence Hall Living, and all other University rules and regulations governing the conduct of students which are now in effect and any that may be adopted and published either on paper or on the web at a later date.
- B. Residing in University-owned residence halls is considered a fundamental part of the student's education. Therefore such residency is only a license to occupy and use the residence space assigned the student for limited purposes and is not a lease of University property.
- C. Consideration of Contract: This contract is made in consideration of the fact that the student will be accepted for admission to the University. If denied admission, this Housing Contract is nullified and unused monies will be refunded upon request with proof of denial.
- D. Period of Contract: This contract is for the academic year (approx. nine months) or for students entering the University after the beginning of a semester, it will be for the remainder of the academic year or contracted summer session(s).
- E. Refund Provision: Adjustments in room charges will be made only for the late move-ins that occur two weeks after the halls have opened in both the fall and spring semesters. Room and board refunds will not be made for any reasons for the two weeks immediately preceding the

end of a semester. Room charges do not cover the non-contract winter break period when the halls are closed. A student may stay during Thanksgiving and Spring breaks, but must register in advance at the residence hall front desk. Staying in your exact room is not guaranteed as some halls may have to close for renovations. In such a case, we try to place you in another hall for the holiday. Refunds are not made because of meals missed, special diets, religious activities, employment, class conflicts, mechanical, heating or air conditioning malfunctions, or any other reason. The payment plans provide for advance payment in compliance with State Law. Proper checkout procedure will expedite refunds. Such refunds will be mailed within two to four weeks upon request. Under no conditions can on-the-spot refunds be given.

F. Late Payment Provision: A late payment fee of \$15 will be assessed if a student has not made the room and board payment required on or before the 1st of September, October, November and December for the Fall semester, and the 15th of January, February, March and April for the Spring semester. If the account remains unpaid for five (5) additional working days, the past due balance will be transferred to Student Accounting for collection. The transferred balance will need to be paid before the student can register for classes, receive transcripts and /or grades.

G. General Rules of Operation:

1. This contract is for a space in the University of North Texas residence hall system. While every effort will be made to comply with student preferences, full power is reserved by the University to make assignments of space including assignment to temporary space.
2. Changes in room assignment may be made only with the approval of the Assignments and Collections Office or the Hall Director.
3. Any student whose actions are found to be detrimental to the welfare of the student living group may be required to move into another space or withdraw from the residence hall and may also be subject to University action.
4. The student agrees not to sell, sub-lease or assign this contract to anyone.
5. If one or more vacancies occur in multiple-occupancy rooms, the remaining student(s) agree(s) to accept other roommates, as assigned, or move into another room or building if requested.
6. The University reserves the right to consolidate vacancies by closing complete residence halls or any part thereof.
7. The University may also transfer a student to another hall or space when it is deemed in the best interest of that student or the residential population.
8. The staff reserves the right to contact the student's "emergency contact" when an emergency is perceived by the staff to exist concerning the student.

H. Priority of Assignment: Typically, residence hall assignments are made by priority according to the date the housing application is received in the Housing Office online.

I. Date of Occupancy: A room reservation will not be held beyond midnight of the first day of classes unless the student notifies the Assignments and Collections Office of the student's intention to occupy the space at a later date. No credit will be given for the period the space is held unoccupied. All residence halls except for those designated by the Housing Office are closed between semesters. There is an extra fee between semesters that must be paid prior to the start of such period.

J. Conditions of Occupancy: Completion of any portion of the check-in procedures - acceptance of a room key or placement of personal belongings in the room - constitutes occupancy and obligates the student to the contract.

K. Care of Room, Equipment, Inspection: Students shall be responsible for maintaining their room in a neat and orderly fashion at all times and for correcting any abuse called to their attention by University representatives. Authorized representatives of the University shall have the right to enter any space at any time for the purpose of maintenance, drug searches, close down, safety checks, perceived emergencies, or if a University policy is believed to be violated. Students shall be responsible for all damage to University property in a room during their term of occupancy.

L. Loss of Property: Students shall be responsible for the security of their own property. The University shall not accept responsibility and is not liable for theft, damage, or other loss of money, valuables or personal effects of the student regardless of the causation of the loss. Student agrees that any personal effects, valuables or other property of the student left in the halls after expiration of the current semester rental period and not reclaimed within 30 days after the end of such semester, shall be abandoned property and may be retained by the University as its property or may be disposed through sales, donation, or in such other manners as the University in its sole discretion may determine. Student articles and belongings cannot be stored during the summer months of May, June, July and August. Students are urged to purchase their own insurance for valuable items or possessions.

M. Use of Facilities: Student rooms and the furnishings provided therein are to be used in the manner for which they are designated. No University property, including room and lounge area furnishings, may be moved within the building or taken from the Residence hall without the written authorization of the building staff. Vandalism and hall damages are billed to individuals who are found to be responsible.

N. Triple Rooms: In the event of increased demand for space, the University reserves the right to move or assign one additional student to rooms that were originally designed for three persons. These include various rooms in Maple Hall, Clark Hall, and Kerr Hall. All rooms that remain tripled after October 1 (in the Fall Semester) and February 10 (in the Spring semester) will have the room rate (not food) reduced by 10% for the days tripled. The resulting credit will be applied to the student's account at the end of each semester for the actual number of days the student was housed with two roommates.

O. Vacating: Students must vacate their rooms by 5 p.m. and their halls by 7 p.m. on the last day of final exams. Extra time can be approved by the Hall Director. Residents withdrawing from the University prior to the end of the semester must vacate their rooms within 72 hours after such withdrawal. All rooms will be inspected as prescribed by checkout policy for damages and cleanliness. Failure to abide by proper checkout procedures will result in forfeiture of room deposit plus any additional charges.

P. Cancellation Provisions:

1. This contract is binding and the Student and/or Guarantor shall be responsible for the full amount of charges for the contract period except as follows: A student may cancel this contract and recover the full amount of the previously paid deposit and prepayment if written notice of cancellation is received in the Assignments and Collections office by the dates listed in Section R.
2. Residents may break their contract with a 30-day notice to the Assignments & Collection office. This notice does not include the Winter Break holiday, which is not a part of the student's contract amount. They will incur a loss of their Room Assurance/Damage Deposit (Section Q); a \$500 surcharge; any damage or late charges; and room and board charges through the date of checkout. Students with fewer than 30 hours (precluding AP hours) must also provide the necessary documentation that they will be commuting from home; otherwise, they will not be allowed to break their contract. Students who have graduated from high school more recently than 2 long semesters prior to the date of withdrawal must also provide the necessary documentation that they will be commuting from home; otherwise, they will not be allowed to break their contract.
3. A student will be considered a "no show" if he/she does not claim the room by midnight of the first day of class. If the "no show" is an enrolled student at UNT for that semester, they will incur all room and board charges for the contract. If the "no show" is not an enrolled student at UNT, loss of deposit and prepayment will result.

4. This contract may be terminated without charge other than payment of room and board for the student's length of stay in the residence hall and any late or damage charges if the student graduates after the fall semester, marries at the end of the fall semester and resides with spouse, participates in University academic programs requiring residence outside the community or withdraws from the University.
5. Students who are expelled or suspended from the residence halls or University will incur full penalties.
6. The University reserves the right to cancel this contract at any time for any reason deemed in the best interest of the University.

Q. Room Assurance/Damage Deposit: A Damage Deposit of \$75 must accompany this contract. The \$75 deposit is to guarantee occupancy and to cover the first \$75 worth of charges for damage to the premises and other applicable charges at the end of the contract period. Charges above \$75 will be added to the student's account for immediate payment. The deposit will be refunded within two to four weeks of departure, upon request, if there are no charges.

R. Refund Provisions: This contract is binding and the Student and/or Guarantor shall be responsible for the full amount of the charges for the contract period if not cancelled according to the following schedule:

Fall 2009-Spring 2010 Refund Provisions With Written Cancellation Postmarked By

July 1	100% Prepayment & Deposit (\$400)
July 15	100% Prepayment only (\$325)
August 1	\$200
August 11	\$100

Spring 2010 Refund Provisions With Written Cancellation Postmarked By

December 14	100% Prepayment & Deposit (\$400)
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Cancellations can also be emailed to [housinginfo@unt.edu](mailto:housinginfo@unt.edu) according to the above guidelines. Cancellations received or postmarked after August 11 and December 14 forfeit entire deposit and prepayment unless accompanied with copy of denial of admission to the University.

S. Dining Service:

1. Students living in the Residence halls, except non-freshmen students at College Inn, Santa Fe Square, Mozart Square, Legends Hall, and Honors Hall are required to have a five or seven-day meal plan. Any changes to a meal plan MUST be made with Dining



Services in person. Students are financially responsible for all meal plan charges from the date the residence halls open each semester.

2. Failure to eat meals in the residence hall cafeterias will not result in any reduction in meal plan charges since the meals are prepared and costs are incurred. It is the student's responsibility to contact the Dining Services Office should their meal card not work properly.
3. The deadline for making meal plan changes occurs two weeks from the date that the residence halls open. All meal plan changes and cancellations must be made in the Dining Services Office, not in the Housing Department.
4. Visit Dining Services online at <http://dining.unt.edu/>

### ***CONTRACT INFORMATION***

#### *Facilities for People with Disabilities:*

The residence hall system makes every reasonable effort to provide facilities that meet the needs of people with disabilities. There are a limited number of wheelchair accessible rooms and we are able to make other reasonable adaptations upon advance request. If you have a disability for which you will require such accommodations, please contact the Assignments and Collections office at least 60 days in advance. A private room is usually not possible because of our high occupancy.

#### *Nondiscrimination Policy:*

It is the policy of UNT not to discriminate on the basis of sex, race, color, religion, age, national origin, disability (where reasonable accommodations can be made) disabled veteran status or veteran of the Vietnam Era status in its educational programs, activities, admissions or employment policies. In addition to complying with federal and state equal opportunity laws and regulations, the University through its diversity policy declares harassment based on individual differences (including sexual orientation) inconsistent with its mission and educational goals. As a resident student we do consider gender, classification, smoking, and extreme age differences in making room assignments. Please do not ask for a room change based on other discriminatory considerations.

### ***EXPLANATION OF ASSIGNMENT CHOICES***

Roommate Preference: If there is a specific person with whom you would like to live, the following will increase your probabilities of the assignment:

- a) Both students must request each other to be roommates.
- b) Both students must select the same residence hall.
- c) Contracts received prior to April 1 will have a better chance of preferred roommate selection.
- d) Students have the option to utilize the new roommate matching program, accessible through the ehousing website.

Hall Choice:

When applying for Housing online, you will know immediately if your first choice is available. If not available, you will be able to continue to choose in order of preference. NOTE: Larger rooms in Maple, Clark and Kerr Halls are tripled by request or if space is needed.

## **HOUSING CONTRACT CANCELLATION FOR FRESHMEN**

Freshmen may only cancel their Housing contracts due to a hardship situation that requires they commute from home. A hardship situation is defined as a financial, medical, or personal change in circumstances, which has occurred after signing the contract, which prevents the student from being able to meet the terms and conditions of his/her housing contract, and which cannot be alleviated through any means or method under his or her control.

A freshman requesting an exemption to cancel his or her Housing contract must complete a Housing Contract Cancellation Form and a Commuter Exemption Form, which can be obtained in the Assignments & Collection office in Crumley Hall. The student must return the forms, along with the required documentation, which may include any of the following: for financial hardship—income tax information, a financial aid needs assessment, notarized parent statement of changes in income; for medical hardship—signed medical statements from your physician or other qualified medical practitioner; for personal hardship—details of date, place, time, and circumstances. Students found presenting false information will be subject to severe university penalties and/or disciplinary action. The student must also be prepared to answer questions in regard to efforts he or she has made to solve the problem without breaking his or her contract. Exemptions usually will not be granted to freshmen who wish to move to apartments or to live with friends or relatives other than parents.

If an exemption request is approved, the student's final bill or refund will be prepared. The student's account must be settled in full before leaving the Housing system. If the exemption request is denied, the student must fulfill the rest of the Housing contract. Students whose exemption requests are denied may appeal to the Associate Director for Business Operations, the Director of Housing, and the Assistant Vice President for Business Services, in that order.

(See also **HOUSING CONTRACT** cancellation provisions, section P)

## **IDENTIFICATION**

The student ID card is a student's official University identification. Students must carry their UNT ID on campus. Identification may be required of any person on University property, and the student ID card must be presented to any UNT official upon request. Failure to produce an ID is an act of **NON-COMPLIANCE**, and the individual(s) may be asked to leave, escorted to the hall's front desk, or trespassed by the UNT Police, and may be referred to Central Housing or the Center for Student Rights and Responsibilities. (see also **FALSE IDENTIFICATION**)

## KEYS

Each resident is issued his or her room key upon check in. Room keys may not be issued or lent to friends or relatives. Students may not have university keys duplicated or locks altered. Keys must be returned when residents check out of their rooms.

If a resident loses his or her key, he or she should report the loss immediately to the front desk staff. Residents who lose keys will be charged \$50 for a lock change (\$75 if the resident lives at College Inn, \$100 if the resident has a semi-private room). Once a lock change has been completed, the charge cannot be reversed, even if the key is found.

For information regarding mailbox keys, contact Assignments and Collections.

## LAMPS

The following lamps are considered safe and are permitted:

- non-halogen desk lamps
- lava lamps
- black lights

The following are not permitted:

- halogen lamps, due to heat they generate
- non-halogen desk lamps with an extra outlet in the base
- lights or lamps that hang from the wall or ceiling
- rope or string lights
- neon signs

## LAUNDRY FACILITIES

Laundry rooms are provided in each residence hall for use of Housing residents only. Residents using them are subject to quiet hours and visitation hours. The machines are serviced by a private vendor and all inquiries regarding repairs and refunds should be directed to the front desk staff.

## LOFTING BEDS

West Hall rooms are provided with full lofting beds; Kerr Hall and McConnell Hall rooms have medium loft beds. Residents who wish to set up their own loft beds in their rooms must comply with the following guidelines:

- Plans to set up a loft bed must be discussed between roommates.
- Lofts are subject to safety checks by staff at any time.
- Lofts should be free standing and not attached to the wall, floor, or room furniture.
- Lofts cannot permanently alter the room in any way.
- Lofts made of wood should have 4x4 posts and must be treated with fire retardant.
- Lofts must have at least three feet of space between the top of the mattress and the ceiling. Mattresses are 7 inches thick, and standard ceiling height is 9 feet.
- Lofts cannot be built from stacked-up plastic crates/cinder blocks or rest on desks, window sills, or other furnishings.
- Lofts must not in any way endanger any resident.
- Lofts are the sole responsibility of the owner.
- The original mattress and bed frame must be stored safely and undamaged in the room.\*

- Lofts must be taken down by the student when the student leaves and cannot be stored in the hall during the summer.
- The hall director has the right to refuse the use of a loft bed at any time.

\*Since most Housing-provided mattresses are both flame retardant and anti-microbial, it is recommended that a student use the provided mattress. If the provided mattress is damaged or dirty, a student may contact the front desk staff about receiving a replacement.

## MAIL and PACKAGES

Residents may sign up for mail boxes in the University Union. Any personal mail or bills must be sent to the resident's mail box. Mail from the United States Postal Service cannot be delivered to the residence halls or the Housing Administration mailbox.

Packages sent via UPS, Fed Ex, and DHL can be addressed to the resident's mailbox. Packages and other services, such as florists, can also be sent to the residence halls. Before sending a package to the hall, residents and parents should verify the delivery address at

<http://housing.unt.edu/housing/index.php?page=Staff%20Directory> or through the hall's front desk

staff. Desk personnel will sign for the package and notify the resident to pick it up at the front desk.

Students who receive notification of a package should pick it up at their earliest convenience, as some of the items may be perishable. For large deliveries, the front desk staff should be notified in advance. The Housing Department will not sign for packages requiring a signature from someone of legal age (21 and over); such packages will be returned to sender. A resident should inform the front desk staff and/or the Hall Director in advance if he or she is expecting to receive a perishable item or medicine, such as insulin.

## MAINTENANCE

Housing has its own maintenance office that deals with the physical condition of the residence halls.

Maintenance personnel work between 8 am and 5 pm on weekdays and also are available on an on call basis for any maintenance emergencies that may occur during evening or weekend hours.

Residents may submit a work order at their front desk for repair of items in the building or in their rooms. Problems should be reported as soon as possible to prevent escalation of the issues. For emergency repairs, the front desk staff should be contacted immediately. Residents should cooperate fully with university personnel so that repairs may be made as quickly as possible. Residents are responsible for changing the light bulbs of fixtures that are within reach and may bring a burned out light bulb to the front desk to exchange for a new one.

## MEAL PLAN SHUT OFF

When reasonable attempts to solicit a disciplinary appointment with a student have failed, the student's meals may be blocked until the **NON-COMPLIANCE** has been rectified. A student will be notified in writing of the deadline for scheduling the discipline appointment and will be given an appropriate amount of time to do so before his or her meal card is turned off. A resident who fails to respond to the written warning may have his or her meal plan blocked for use until the appointment is scheduled.

## **NON-COMPLIANCE**

Failure to comply with reasonable directions and requests of a university official, or failure to heed an official summons of any university official acting in the performance of his or her duties will result in immediate disciplinary referrals to the Hall Director(s), to the Central Housing Office and/or the Center for Student Rights and Responsibilities. Failure to appear for disciplinary appointments is viewed as non-compliance and may result in similar action as noted above. Failure to schedule disciplinary appointments or appear for them can also result in a student's meal plan being blocked.

## **OPEN FLAMES**

### ***INDOORS***

Odor-producing paraphernalia requiring the use of open flames (including decorative candles, candles used for religious worship, and incense) are fire safety hazards and are prohibited. Heated elements that could be left unattended for long periods of time (such as wickless candles on a heated melter or scented light bulb rings) and which require heat to release scent are also prohibited. A \$50 fine may be assessed the first time a candle or incense is found in a resident's room; a \$100 fine may be assessed for each additional offense.

### ***OUTDOORS***

**SMOKING** must be kept at least 25 feet from any building entrance.

Most halls have outdoor grills available for resident use. Residents wishing to use a grill should ask for instructions and procedures at the front desk and may be asked to check out the grill with an ID. Fires may only be made in appropriate grills or fire pits. Gas grills/charcoal grills cannot be used in the residence halls, including on the balconies of College Inn. (see also **APPLIANCES**)

## **PARKING**

Parking permits for residence hall residents must be purchased from the UNT Parking Office. Permits may be displayed only on those vehicles for which they were purchased and are valid for the academic year in which they are purchased. Free parking is available to students by parking at Research Park (with a free Research Park permit) and commuting by UNT bus to the main campus. Parking complaints or concerns should be addressed to the UNT Police Department Parking Office, 565-3020.

## **PAYMENT SCHEDULE**

Fall payments are due on the 1<sup>st</sup> of September, October, November, and December; spring payments are due on the 15<sup>th</sup> of February, March, April, and May. Failure to make a payment on time will result in a \$15 late fee and may result in having the student's account blocked from receiving grades, transcripts, or registering for subsequent semesters.

## **PARENTAL NOTIFICATION FOR DRUGS & ALCOHOL**

In accordance with the Higher Education Reauthorization Act of 1998, Housing has the authority to contact the parents of students who engage in drug and/or alcohol behavior while under the age of 21. Housing will not contact parents for every violation of drugs or alcohol, only when it is severe enough that the department believes the parents of the underage resident need to be involved in the incident

(e.g., when a student's actions or an ongoing pattern of behavior represents an imminent risk to the health, safety, or welfare of a student or other members of the UNT community, or when Housing is aware of a student's alcohol or drug-related behavior which requires emergency or medical care).

### **PERSONAL SAFES/LOCK BOXES**

Although residents are encouraged to keep valuables (e.g., jewelry) at home, we understand that they may want to have lock boxes or safes for valuable personal belongings. If an administrative search occurs in a room of a resident who has a personal, locked container, the residence hall staff will ask the resident to open it. If a resident in this situation is non-compliant in opening the container, it will be confiscated by the staff and either turned over to the UNT Police as evidence or to **Central Housing** for investigation.

### **PEST CONTROL**

Residents who discover insect problems should report them to the front desk staff so that their rooms may be sprayed. Residents may not use bug bombs or any insect killer that could be considered poisonous. To avoid attracting insects and spiders, residents should keep their rooms clear of open food and cardboard boxes and should limit the items stored under their beds.

### **PETS**

Fish are the only pets permitted in the residence halls. For health reasons, other animals such as mammals, birds, insects, reptiles, turtles, arachnids, crustaceans, and amphibians are prohibited. Aquariums must be unplugged during semester breaks, along with all other electrical appliances.

### **PHONES**

Phone lines are not provided in student rooms. Courtesy phones are available throughout the building, including at each front desk, and may be used for local and 911 calls.

Students who wish to have phone lines in their rooms may pay for the cost of the lines, which will be billed per semester with other housing fees. Student phone line activation requests should be emailed to [housinginfo@unt.edu](mailto:housinginfo@unt.edu). Student phone line fees are determined by the actual cost Housing is charged by the phone company (currently a \$25 activation fee and a charge of \$20 a month). The activation fee will be assessed each time the resident changes rooms, or after any deactivation.

### **POOL**

The College Inn pool is available for use by all UNT Housing residents and their guests. Please see additional rules posted by the College Inn pool.

### **PRACTICE HOURS**

Music practice hours vary from hall to hall. In some halls practicing is prohibited. Students should consult the staff in their hall to find out the policy in their building.

## PRIVATE ROOMS

Private rooms are available in College Inn, Traditions, Legends, and Victory Halls. Semi-private rooms are available in Mozart, Honors, and Legends Halls. Double occupancy rooms cannot be used as private rooms when there is a high demand for space in the residence halls; both spaces must be utilized, regardless of the reason for the private room request. Students who harass their roommates in an attempt to obtain a private room will be subject to disciplinary action, an in-hall or out-of-hall move, consolidation, and/or charges for a private room. (see also **ROOM ASSIGNMENTS**)

## PROFANITY/OBSCENITY

The use of rude, vulgar, indecent, or obscene verbal or written expressions, while protected by the First Amendment, is considered detrimental to the community residence hall environment and is not condoned. Advertising in the halls must be approved by the residence hall staff. Housing reserves the right to refuse any advertisements which contain rude, vulgar, indecent, or obscene expressions. Hallways and bathrooms are considered public areas and are subject to the same restrictions.

## PROGRAMMING IN THE RESIDENCE HALLS

The residence halls sponsor numerous academic, cultural, educational, social, and recreational programs. Housing programming utilizes a wellness model geared toward the holistic development of the student and the community. Most programs are provided free to residents and provide opportunities for residents to grow socially, culturally and educationally, while interacting with their peers and having fun. Many programs are sponsored by the **RESIDENCE HALL ASSOCIATION (RHA)**. Students requiring special assistance to attend hall-sponsored functions should contact their front desk staff.

## QUIET HOURS

During Quiet Hours, residents are expected to respect their neighbors and must keep noise levels to a minimum in order to accommodate the sleep and study habits of their peers. Noise restrictions include conversations in hallways, telephone calls, and other noises, such as radios, televisions, or slamming doors. In order to foster a sense of community and promote individual maturity, the primary, initial responsibility for the enforcement of Quiet Hours belongs to the residents. Residents disturbed by noise exceeding Quiet Hours guidelines are encouraged to approach the other student personally and politely ask him or her to comply with the Quiet Hour policy. If the request is disregarded, the resident may then contact a hall staff member.

Although Quiet Hours may be amended with the approval of **Central Housing** and the individual hall staff, Quiet Hours generally are as follows:

Mozart Square: 20-hour quiet hours

- Sunday-Monday: 10 pm – 6 pm

Santa Fe: 22-hour quiet hours

- Sunday-Monday: 8 pm – 6 pm

Traditions: 19-hour quiet hours

- Sunday-Monday: 10 pm – 5 pm

All Other Halls:

- Sunday - Thursday: 10 pm –10 am
- Friday and Saturday: Midnight – noon

In most halls Quiet Hours are extended during Dead Week and Finals Week each semester. Housing may establish “quiet wings” in certain halls (with extended Quiet Hours all year), based on student interest and hall need.

In addition to Quiet Hours, “Courtesy Hours” exist in every hall 24 hours a day. Students are expected to respect their neighbors at all times, keeping conversations, music, and other noise at a reasonable level. Any student approached by a peer regarding a noise complaint should demonstrate respect by attempting to lower noise levels. Consistently loud residents will be required to meet with the Hall Director to discuss their disruptive behavior.

### REAL Communities

The goal of Housing’s learning communities program, or REAL (Residents Engaged in Academic Living) Communities, is to enhance students’ education at UNT by creating learning opportunities outside of the classroom. Students who join REAL Communities live on wings with other students of similar majors or areas of interests and can attend faculty or staff led programs and events centered on their REAL Communities. By taking part in these communities, students receive a network of peers with comparable interests and goals, and -have the support of the professors and advisors affiliated with their REAL Communities. For more information about REAL Communities, contact Housing at 565-2610.

### RECYCLING

Recycling bins are located in various residence hall common areas, and on individual wings in some halls. Students can recycle mixed paper, newsprint, plastic bottles, glass, and aluminum. Cardboard to be recycled should be placed in the designated area for each hall. The following rules apply to recycling:

- Recycling bins are not to be used as **TRASH** receptacles.
- Only paper may be placed in the large, blue recycling receptacles.
- Only plastic bottles and aluminum cans may be placed in the bottle-shaped recycling receptacles.
- No dirty paper (e.g., pizza boxes) may be placed in the recycling receptacles, because it causes the other paper to become greasy and unrecyclable.
- Paper, plastic, glass and aluminum recyclables may be combined when taken to one of the mixed-stream recycling dumpsters, which are available at many halls.
- Cardboard bins are placed near outdoor trash dumpsters during move-in and should be utilized to maintain space within dumpsters.
- Recycling and donation stations for abandoned and unwanted items will be available during closedown week of the spring semester. See the front desk for details.

### REGISTERED SEX OFFENDERS

To uphold the safety and security of the community in the UNT residence halls, students who are required by the State of Texas and/or Megan’s Law to register as sex offenders are not permitted to reside in the residence halls at UNT.



## **RESIDENCE HALL ASSOCIATION (RHA)**

Each hall has its own individual hall association, which provides a variety of programs and serves as the students' voice to the hall staff. Participation in a hall association is an excellent way to get involved in the hall and campus life and can provide leadership development opportunities. UNT's Residence Hall Association (RHA) unifies each of the individual hall associations into one larger campus group. RHA sponsors cultural, recreational, social, and educational events, promotes UNT school pride, and represents student opinions about residence life issues to the Housing administration and the larger campus community.

## **RESIDENCE HALL STAFF**

### ***Custodians***

The custodians keep public areas of the building clean. Residents should help keep their surroundings attractive by cleaning up after themselves and not abusing the facilities available to them. Custodians report directly to the Custodial Supervisors.

### ***Desk Staff***

Except at Honors Hall, Legends Hall, Mozart Square, and Santa Fe Square, the main desks of each building are staffed twenty-four hours a day, seven days a week when halls are open. Desk clerks at these desks are responsible for assisting visitors to the building; issuing equipment, games, keys to study rooms, and other materials available to residents for check-out; reporting maintenance requests; and performing other administrative tasks that may arise. They are also an excellent resource for Housing and University information. Desk clerks report directly to the Hall Director.

### ***Facility Assistants (FAs)***

The Facility Assistants (FAs) provide minor maintenance and seek to make the halls' environments relaxing and beautiful through beautification projects. These student employees also serve as couriers by helping Housing move furniture and other supplies into and around the halls. The FAs work cooperatively with the hall staff to see that the facilities needs of the building are met. FAs report directly to the Coordinator for Building Services.

### ***Housing Ambassadors (HAs)***

Each hall has its own Housing Ambassador (HA), and his/her room serves as the hall's tour room. These upperclassmen give hall tours, represent Housing at university functions, answer questions via telephone and email, and help students with Housing payments. HAs report directly to the Coordinator for Business Operations in the Assignments and Collections office.

### ***Resident Assistants (RAs)***

Each wing or floor has its own Resident Assistant. These upperclassmen or graduate students plan programs for the wing and the building, serve as a resource for residents, and help to create and maintain an environment conducive to academic, personal, and social growth. RA duties include various administrative functions, desk and on call shifts, and a variety of other obligations. RAs are also responsible for the enforcement of Housing policies and the documentation of policy violations.

Residents should contact their RAs first with any questions or problems; if the RA cannot personally help the resident, he or she will direct the resident to someone who can. RAs report to the Hall Directors.

### *Hall Directors*

The Hall Directors and the Assistant Hall Directors are full-time, live-in staff and are ultimately responsible for the operation of the residence halls. They supervise the other hall staff members, coordinate hall functions, advise the hall associations, monitor hall maintenance and cleanliness, provide assistance or discipline when necessary, and perform administrative functions as needed. Residents who have special problems or who have ideas for hall programs or other hall improvements should see their Hall Director. Hall Directors report to the Associate Director for Residence Life.

### *Housing Counselors*

Housing employs four part-time counselors (doctoral students in UNT's counseling program) to assist with individual issues our residents may deal with. Each counselor is in an on call rotation and available to respond to student crisis issues during evenings or weekends. A student can talk to a counselor by contacting their front desk staff. Students can also make a counseling appointment through the Counseling & Testing Center at 565-2741. Housing Counselors report to the Associate Director for Residence Life.

## **RESTRICTED ACCESS/RESTRICTED AREAS**

Unauthorized entry to restricted areas such as building mechanical rooms, custodial closets, or roofs, is prohibited. Residents may not enter the building through windows or methods other than approved doors. **EMERGENCY EXITS** are for emergency use only.

## **ROOM ASSIGNMENTS**

Housing attempts to accommodate all student preferences for housing assignments. Assignments are based on the date contracts and deposits are received. Assignment to a private room depends on the availability of space. (see also **HOUSING CONTRACT, Explanation of Assignment Choices**)

## **ROOM CONSOLIDATION**

If half of a double occupancy room is vacant and other space is available on campus, the student occupying the room may be given an option to pay the private room rate (one and a half times the room rate), or maintain the double occupancy rate, in which case a new roommate may be assigned to the room at any time. The first option is typically only available in the spring or summer semesters due to high occupancy in the fall semester.

When there are a much higher number of vacancies than projected, it is sometimes necessary to close down a residence hall or certain wings or rooms of a residence hall. While this seldom occurs, in such an instance residents may be required to move and consolidate into other rooms.

## ROOM ENTRY AND SEARCH

### *Room Entry*

Occasionally it is necessary for the university to exercise its contractual right to room entry. The established procedures are designed to ensure reasonable, restrained use of the right of entry. A residence hall staff member may enter a room in any of the following circumstances:

- At the invitation of the resident
- For monthly safety checks
- To provide maintenance
- During building closedowns for holidays and at the end of semesters
- If an emergency exists or is believed to exist
- If there is cause to believe there is a violation of university regulations (including reasonable suspicion of a violation of the drug and/or alcohol policy, failure to evacuate during drills, or failure to respond to the request of a staff member to open the door during a policy violation)

Resident rooms should not be entered without the staff member knocking and announcing their presence. Entry following the knock will be preceded by a time lapse of sufficient duration to provide the occupant(s) the opportunity to verbally respond or open the door. Rooms may be entered in the absence of either occupant. When university personnel enter a student room in the absence of the occupants, the privacy of the occupants with respect to other students will be maintained and the residents will be notified in writing of the reason for the entry.

Each month RAs enter rooms to perform safety checks, which include checking smoke detectors and conducting visual scans of rooms for unsafe conditions (see **SAFETY IN THE RESIDENCE HALL**). During holiday closedown preparations, staff members enter each room to make certain required closedown procedures have been followed and to conduct a visual safety scan of the room. With the exception of regularly scheduled entries, RAs must obtain permission from Hall Directors to enter student rooms unless an emergency exists or there is evidence that an emergency exists. This evidence may not necessarily be revealed to the students unless an inquiry is made. Hall Directors will be informed of all entries made.

Items that are specifically prohibited or that pose immediate danger to the health or safety of the residents may be removed from the room without prior consultation with the owner. If an item is removed in the absence of the resident, the resident(s) will be notified of the removal by a receipt left for the item removed. If the removed item may be legally possessed by the student outside the residence hall system, it may be claimed by the student but must be immediately removed from the residence halls. Any item, if used irresponsibly, may be confiscated from a room, or the resident may be required to remove the item from the room. Residents should comply with staff requests regarding responsible use of their belongings.

### *Room Search*

A resident room may be searched if there is a clear indication that established conduct, standard of health, or safety regulations are being violated, or if an emergency situation occurs that makes it necessary for a staff member to search a room for a particular item (e.g., a discarded prescription bottle

or a particular telephone number or address). Before any search is begun, room occupants will be notified of the reason for the search (if they are present) and will be afforded an opportunity to voluntarily produce the items or materials sought. (see also **DRUG POLICY**)

General room searches (the search of multiple rooms in a given area in the absence of legitimate cause to search a specific room) will be permitted only in the case of very extreme situations and must be approved by the Assistant Vice President for Business Services.

### ***Maintenance and Service Personnel Entry***

Maintenance and service personnel may require entry to a room for maintenance or repair. They will follow the established procedure for room entry. Maintenance personnel are not authorized to search student rooms, but if during the performance of their properly assigned duties they encounter or observe evidence of activities or articles in violation of university rules and regulations and/or the laws of the State of Texas, they will immediately report such evidence to the Hall Director.

### ***Non-Residence Hall Personnel Entry/Search***

All non-maintenance related entries and searches by non-residence hall staff should be coordinated with the University Police. A member of the police staff will participate in the search. A Hall Director will usually accompany the personnel as an observer. Unless one of the situations listed below exists or an emergency exists or is believed to exist, staff will not allow an entry or search:

- A legal search warrant entitles the name holder to search the area designated for a specific item.
- Entry and search is incidental to arrest or probable cause for arrest. If an arrest for certain unlawfully possessed items is the result of either a warrant or “hot pursuit,” an incidental search may be made of the immediate vicinity of the arrest (including the body of the person being arrested).

## **ROOM RESERVATION POLICY**

### ***Non-Reservable Space***

Common and public areas (lobbies, TV lounges, living rooms) are considered the residents’ “living rooms” and are limited to resident use and Housing programming functions and meetings. Non-university groups, student organizations, or University departments may not use these facilities for meetings or programs of any sort.

### ***Reservable Space***

The following facilities can be reserved by residents, registered student organizations, and University departments: Clark Blue Room and Clark Park; Crumley Conference Room and Crumley Park; Honors Park, Honors Study Rooms, and Honors Common Room; Kerr Blagg Room, Kerr Beach, and Kerr Basketball Court; Legends Park; Maple Suite; McConnell Board Room, McConnell Park, Mac Café, and Bewley Parlor; Mozart Square Third Floor Study Room; Traditions Study Rooms and Third Floor Meeting Room; Victory Media Room, and Victory Seminar Room.

### ***Guidelines for Reservations***

Programs sponsored by Housing have first priority for reservations. To reserve Kerr Beach, Kerr Basketball Courts, or Clark, Crumley, Honors, Legends, or McConnell Park, students, organizations and

departments must see the Special Assistant for Clark Grill in Crumley Hall. Students, organizations and departments wishing to reserve any other space must go through the Hall Director of that building and submit a Room Reservation form. Charges are assessed for use of the Crumley Conference Room, with the exception of resident use. A student, organization or department given a key to a room is responsible for all activity that occurs in the room while in possession of the key, as well as for the key itself. The individual may not transfer or assign the key or responsibility for the facility to another person or organization. Students, organizations, and departments must adhere to all University and Housing policies while using the room.

## **ROOM USE**

Residents are not permitted to sublet, use their rooms for commercial purposes, or let any guests stay past three days without approval from the Hall Director. Residents may not remove equipment or furnishings from any room in University Housing.

## **ROOMMATE CONFLICTS**

Most roommate conflicts that arise can be solved directly by the residents involved through open, respectful communication. When these efforts fail, the residents should contact their RA so that a conflict mediation can be arranged. If the RA is unable to resolve the matter with the roommates, the matter will be referred to the Hall Director. If a conflict is deemed volatile or cannot be resolved, all parties may be relocated within the Housing system (unless one or more parties request to voluntarily move to another room). If intentional roommate conflicts occur (e.g., a resident appears to run off roommates for individual gain), the hostile roommate will be subject to relocation or removal from Housing, as well as a possible referral to the Center for Student Rights and Responsibilities. (see also **HOUSING CONTRACT** section G.3; **COMPLAINTS**)

## **SAFETY IN THE RESIDENCE HALL**

Residents should keep their rooms and bathroom doors locked at all times, including when they are in their rooms and when they leave for short periods of time. Peep holes should be used before opening the doors to visitors. Residents are encouraged to get to know the other residents of their wing so that they are familiar with the people who normally pass through it. Residents are asked to report suspicious behavior to the University Police (565-3000) and/or the front desk staff, but should never confront a suspicious individual.

To prevent damage or injury, activities such as running, speed walking, jogging, rollerblading, skateboarding, skating, roughhousing, scuffling, using water guns, water balloons, and throwing, bouncing, or kicking objects in halls, stairwells, and other common areas are prohibited.

When on campus during evening or early morning hours, students are urged to walk with a friend or utilize the e-ride transportation service, which is available seven days a week between 9 pm and 2 am and provides transportation to and from any place on the UNT campus. E-ride mini buses are marked with UNT emblems and include lift equipment. <http://www.unt.edu/transit/eRide.html>

## ***SAFETY CHECKS***

Resident Assistants (RAs) conduct safety checks of every resident room once every month. RAs test smoke detectors, ensure the safe use of **EXTENSION CORDS**, and look for potential fire hazards, such as **OPEN FLAMES** (candles, incense), **APPLIANCES** with exposed heating elements, fireworks/firecrackers, or other items not approved by Housing. Items which pose a safety hazard will be confiscated. (see also **ROOM ENTRY AND SEARCH**)

## ***SELF-INFLICTED HARM***

UNT is committed to maintaining the physical and emotional well-being of students and has established guidelines for instances in which residents have attempted or accomplished self-inflicted harm.

***No Immediate Threat to Self*** If there has been talk of self-destructive behavior, but no physical action has been taken, the resident will be evaluated by Housing personnel and Counseling and Testing. Based upon this evaluation, staff may elect to 1) call the student's Emergency Contact, 2) refer the student to the Student Health and Wellness Center for further evaluation, 3) mandate counseling within or outside the University, and/or 4) establish a Behavioral Agreement between the student and the university. Refusal to cooperate with the reasonable requests of the staff regarding disruptive and potentially dangerous behavior could jeopardize the resident's status as a Housing resident.

***Immediate Threat to Self*** If a resident has made an actual attempt to inflict harm upon him or herself, immediate physical assistance will be given to ensure the student's physical safety, and any of the following may occur: 1) 911 may be called, 2) UNT Police and professional medical personnel may be contacted for transport to the hospital, 3) the student's Emergency Contact may be called, 4) referral may be made to the Student Health and Wellness Center, Counseling and Testing, or a local treatment facility, 5) the UNT Police may contact the Crisis Unit of local MHMR or the Denton County Sheriff's Department for aid in student evaluation.

## ***SEXUAL ASSAULT***

Allegations of sexual assault are considered extremely serious and will be dealt with immediately. Investigations of this type of offense will include Housing, the Center for Student Rights and Responsibilities, and the UNT Police Department. Students are encouraged to report any knowledge of such offenses immediately.

## ***SMOKING (Cigarettes, Cigars, Pipes, Hookahs)***

University policy restricts smoking on campus, and prohibits smoking within 25 feet of any building entrance. Residents are prohibited from smoking in the residence halls, including balconies and stairways at College Inn. If found smoking in the residence halls, a student will be assessed a \$50 fine for the first violation. A \$100 fine will be assessed for each additional violation, in addition to more serious disciplinary measures. Residents are responsible for discarding cigarette butts and ashes in the appropriate receptacles. Clove cigarettes, herbal cigarettes, and similar items are prohibited, since such items make it difficult for staff members to effectively evaluate possible violations of the University **DRUG POLICY**. Students smoking illegal substances will be subject to UNT's drug policy sanctions.

## **SOLICITATION AND POSTING**

Soliciting in the residence halls is prohibited for safety reasons and to protect residents from unwanted disturbances. Students and campus organizations who wish to sponsor an informational table in the halls may request permission from the Residence Life Coordinator for Marketing and Communications two weeks prior to the event. Only one table per day will be permitted in each hall.

## **STORAGE**

Typically, the University has no storage space available for student use. Limited space may be available for students who wish to store belongings over the summer. Items left in storage by students not currently living in the residence hall will be considered abandoned. Housing will dispose of these items as outlined in the **HOUSING CONTRACT**, section L.

## **STUDY LOUNGES**

**COMPUTER ROOMS** and study lounges equipped with tables and chairs are available in most residence halls. These facilities provide an area to study during the day or night and are large enough to accommodate several students. So that all residents may benefit from the study areas, lounge furniture is not to be removed from the study lounges.

## **TEMPERATURE**

Housing defines the temperature “comfort zone” as between 71 and 81 degrees Fahrenheit. If a resident feels that the temperature in his or her room is uncomfortable, he or she should contact the front desk staff. If the temperature problem is discovered or reported after 5 pm, the resident may be asked if, with the assistance of extra fans or blankets, the problem may wait to be addressed in the morning. Temperatures interfering with reasonable sleep or study needs will be treated as an emergency and dealt with as soon as possible, regardless of the time of night. (see also **THERMOSTATS** and **WINDOWS**)

## **TEMPORARY ASSIGNMENTS**

Sometimes, especially for the fall semester, more students apply for housing than can be accommodated in designated student rooms. In these instances, Housing makes additional space available for temporary housing (e.g., in residence hall staff rooms, activity rooms, conference rooms, or in other areas which can be converted to provide temporary housing), which gives more students the opportunity for on-campus housing. Because some students typically fail to claim their permanent space or withdraw shortly after the semester begins, students housed in temporary assignments will be given permanent assignments in the newly vacated spaces.

## **THEFTS AND ASSAULTS**

Thefts or assaults should be reported immediately to the UNT Police (565-3000), as well as to the building staff (i.e., front desk staff, RA, or Hall Director). As a precaution, students should keep their doors (including bathroom doors) locked at all times. Services offered by the UNTPD to deter theft include TAG-it (engraving identification numbers on valuables), bike theft prevention and other educational programs, and the supervision of parking areas.

## **THERMOSTATS AND VENTS**

Residents may not tamper with thermostats or vents in student rooms or in common areas. In most halls, resident room vents are part of an airflow return system, which has been precisely calibrated. Opening windows or tampering with these vents alters the airflow and disrupts the comfort of the entire wing. Students should call the front desk staff regarding any **TEMPERATURE** complaints.

## **TORNADO EVACUATION PROCEDURES/POLICY**

The National Weather Service issues two types of tornado alerts: tornado watch and tornado warning. Residents should be familiar with this distinction and the course of action to follow for each.

### ***Tornado Watch***

A tornado watch signifies that atmospheric conditions are right for a tornado to develop. Residents should monitor television or radio weather bulletins for details and changes in weather conditions. The residence halls will not activate hall alarm systems unless the watch becomes upgraded to a warning.

### ***Tornado Warning***

A tornado warning is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued and the residence hall alarms will sound in *one long continuous alarm* (in some halls students will also hear a voice with pre-recorded instructions on how to proceed). Whether the alarm is due to an actual emergency or a periodic tornado drill, residents and their guests must immediately comply with the directives given by hall staff. Residents must remain in the designated area through the duration of the warning for their safety. Each semester during the wing/hall meetings residents will be trained where to go in case of a tornado warning.

## **TRASH**

Dumpsters are provided near each building for residents' trash disposal. For health and safety reasons, residents must take personal trash, boxes, pizza boxes, etc. to the dumpster. (see also **RECYCLING**)

## **TRIPLE OCCUPANCY**

In emergency situations (fires, flooding, etc.), Housing reserves the right to, for a limited period of time, add a third person to what are typically two-person rooms. Additionally, Housing may add a third person to rooms already designed for triple occupancy. (see also **HOUSING CONTRACT**)

## **VACUUM CLEANERS**

Residents may check out a vacuum cleaner from the front desk of their residence hall. Vacuum cleaners should be handled carefully, should not be removed from the residence hall, and should be returned in a timely manner. If a vacuum needs repair, please return it and inform the person working the desk.

## **VANDALISM**

Residents who remove, destroy, or deface personal property or any property or area related to UNT (including vandalism committed in the elevators or on the ceilings, walls or grounds surrounding the buildings) will face disciplinary action and may be asked to pay to restore items or areas to their original condition. Common areas may be temporarily closed because of vandalism.



## VENDING MACHINES

Students who lose money in vending machines should report the loss to the phone number located on the machine or to the Business Services office located in Crumley Hall. Students who lose money in a change machine, washer or a dryer should contact the hall's front desk staff. The abuse of vending, laundry, change, or ice machines will be considered **VANDALISM**.

## VERBAL ABUSE

Inappropriate response to Housing staff members by being argumentative, shouting, making rude, vulgar, indecent, or obscene comments and/or gestures is considered verbal abuse, or "staff abuse." The incident will be automatically referred to the Hall Director or to **CENTRAL HOUSING**. Major violations will also be referred to the Center for Student Rights and Responsibilities. Any student who feels that he/she has been treated with disrespect by a staff member should make an appointment to discuss the matter with the Hall Director.

## VISITATION

During visitation hours residents may enjoy the privilege of having guests of the opposite sex in their rooms, in the hallways, and on the wings. The visitation policy exists to ensure the comfort and the security of all residents within the hall. Because a resident should feel safe and comfortable in his/her own room, a resident's request for any guest to leave his/her room, regardless of the guest's sex, must be honored, even if the request is made outside of visitation hours. The spirit of this policy should be upheld irrespective of sexual preference and regardless of the sex or gender of the guest.

General visitation rules:

- Freshmen Visitation Hours (first year out of high school and/or first year of college):
  - Sunday—Thursday: 10:00 am-1:00 am
  - Friday and Saturday: 10:00 am-2:30 pm
- Upperclassmen Visitation Hours
  - Sunday –Thursday: 10:00 am – 1:00 am
  - Friday and Saturday: 24 hours, with roommate consent.
- Guests should respect residence hall policies at all times and cooperate fully with hall staff. Residents are responsible for the behavior of their guests.
- Guests must enter and exit through the main entrance and are expected to stay in the room they are visiting and not wander the halls.
- The host or hostess may need to accompany the guest upon entering and leaving the residence hall, according to individual hall policies.
- All guests of the opposite sex must be off the wings, out of the hallways, and out of the stairwells by the end of the allowed visitation hours (except in the case of coed wings).
- After visitation hours, no individual will be allowed to remain in TV rooms, lounges, resident rooms, etc., unless he/she is the guest of a resident in that residence hall.

Prior to having overnight guests, residents should fill out a roommate contract regarding visitation. Contracts may be amended as needed with the agreement of both residents. If there are problems, it is

the responsibility of the roommate who is unhappy with the situation to enlist the aid of the RA to assist in resolving the problem.

Visitation Hours apply to the residence hall room. Therefore, students in a room belonging to freshmen must adhere to the Freshmen Visitation Hours, regardless of their designation. Similarly, freshmen are allowed to visit upperclassmen residents in their rooms during appropriate Upperclassmen Visitation Hours. (see also **GUESTS**)

## **WATERBEDS**

Waterbeds are prohibited, due to their great weight and the potential for resulting structural damage to residence halls.

## **WEAPONS**

The use or possession of any weapon, including, but not limited to, rifles, shotguns, hand-guns, Airsoft guns, CO2 guns, BB guns, air rifles and pistols, bows and arrows, non-culinary knives with a blade longer than 5 ½ inches, daggers, swords, spears, brass knuckles, nunchucks, or ammunition is prohibited within the halls. Furthermore, it is illegal for any student to bring a firearm into the residence hall or any building on campus, even if that student has a permit to carry a concealed weapon. Violations of Housing or university weapons policies will result in immediate action, such as referral to the UNT Police Department or the Center for Student Rights and Responsibilities for imposition of serious disciplinary action, including removal from Housing.

## **WEATHER CONDITIONS AND REPORTS**

On rare occasions, the University will close during ice storms or heavy snowfall. When this happens, the residence halls will remain open. Students may learn of the open/closed status by consulting local television and radio stations or visiting [www.unt.edu](http://www.unt.edu). (see also **TORNADO EVACUATION PROCEDURES**)

## **WINDOWS**

Due to the sensitive nature of the residence hall heating and air-conditioning systems, windows must remain closed unless otherwise advised by the hall staff or publicized by the hall front desk. Bruce Hall, Mozart Square, and Santa Fe Square residents may open their windows only when not using their individual heating or air conditioning units. Open windows can damage or render the heating and air conditioning equipment ineffective (often resulting in the extreme discomfort of other rooms in the hall and on the wing).

Windows should be kept locked at all times. Students are not allowed on window ledges, and may not use window ledges for storage, throw objects from windows, or hang objects from windows or railings.

Window screens must be kept in place at all times. Removal of window screens may result in reinstallation charges.

## **WING MEETINGS**

Each semester during the first week of classes RAs hold wing meetings to distribute information concerning rules, safety and security, wing expectations, etc. Residents are responsible for all

information provided at wing meetings, and residents who are unable to attend should inform their RA as soon as they are aware of the conflict so that they may obtain the information individually.

### **ZONE DAMAGE BILLING**

Housing reserves the right to use zone damage billing if extreme or continued vandalism occurs in an area of the building and/or the responsible individual(s) cannot be identified. Before applying zone damage billing, every effort will be made to identify the individuals responsible.