

Housing Policies

2022 – 2023

The following policies apply to all University residence halls and apartments. Resident Assistants, Hall Directors, and other members of the University staff have the authority to enforce these policies and to report individuals suspected of violating these rules and policies in or around the campus housing facilities. These policies apply to residents, their guests, and all other persons who enter a UWA residence hall or apartment. Each resident is responsible for his/her room and/or apartment. Residents are directly responsible for the behavior of their guests and will be held jointly responsible for any violations of these policies by their guests. Residents are expected to inform their guests of these policies; however, failure on the part of the resident to inform their guests does not exempt guests from following these policies.

If you are accused of violating a Housing policy, you will be notified by e-mail of the alleged violation and be summoned to a conduct hearing to discuss the charges. If you are found in violation of a Housing regulation, you will be assigned sanctions. Minor violations may result in a fine, educational sanction, and/or work reparation. In addition, major violations or repeated minor violations may also result in removal from campus housing and/or referral to the UWA Student Conduct Committee. If you disagree with a conduct decision, you may appeal your case to the Director of Housing and Residence Life. To do so, you must submit a written request for an appeal to the Director of Housing and Residence Life within 48 hours of receiving notification of the outcome of your disciplinary case.

I. Alcohol, Drugs & Tobacco

- A. The use and/or possession of alcoholic beverages, non-prescribed (illicit) drugs or any other controlled substances is prohibited in residence halls and on all University property, and are subject to confiscation. Anyone present in a room or apartment when an unauthorized beverage or substance is found, will be in violation of this policy. The smell of marijuana will be considered evidence that this policy is being violated.
- B. Alcoholic beverage containers (bottles, cans, etc.) and drug paraphernalia (pipes, bongs, etc.) are also prohibited in residences halls, campus apartments, and in parking lots adjacent to these residential buildings.
- C. Public intoxication is prohibited in and around residential buildings.
- D. Smoking or the use of any type of pipe, cigar, cigarette, e-cig, vape pen, or similar product is prohibited in the residential areas, both in common areas and in individual rooms, and within 50 feet of the residence halls and campus apartments. Water pipes, hookahs, and other smoking devices are prohibited, and are subject to confiscation. The presence of tobacco smoke, e-cig vapor, cigarette butts, ashtrays with ashes, and other remnants often associated with smoking and smokeless tobacco are considered evidence that the tobacco policy is being violated in the room. Anyone present in a room or apartment when someone is smoking, or one of the above listed devices are found, will be in violation of this policy.
- E. The use of smokeless tobacco, such as chewing tobacco, snuff, and smokeless pouches, is prohibited within the residence halls and campus apartments.

II. Weapons

- A. Weapons are strictly prohibited since they pose a potential threat to the campus community. If any of these items are found, University Police will be contacted and you may be temporarily suspended from housing, pending a disciplinary hearing.
 - i. Firearms, including but not limited to guns, pistols, and rifles (including air rifles)
 - ii. Explosives
 - iii. Hunting knives, swords, axes
 - iv. Ammunition
 - v. Any other item intended or constructed to be used as a weapon or which poses a potential threat, as determined by housing staff

III. University Facilities

- A. Occupancy
 - i. Residence halls and apartments are closed during official university breaks. Only residents who are approved in advance

for break housing are permitted to be in residential facilities during these times and no overnight guests are permitted.

Residential facilities are closed as follows:

| Break | Halls Close | Halls Re-Open |
|--------------|-------------------|-------------------|
| Thanksgiving | 10 AM on 11/19/22 | 10 AM on 11/27/22 |
| Winter | 2 PM on 12/8/22 | 10 AM on 1/5/23 |
| Spring | 10 AM on 3/25/23 | 10 AM on 4/2/23 |
| May | 2 PM on 5/4/23 | 10 AM on 5/25/23 |

B. Room Assignments

- i. Residents may not change room assignments without written authorization from the Director of Housing or their designee. A resident may not occupy, store personal belongings in, or otherwise use a vacant space within a room or apartment.
- ii. A resident may not create a hostile environment to encourage a roommate to move or to discourage a new roommate from moving into the room. Any resident that creates a hostile environment for his/her roommate is subject to disciplinary action and may be removed from campus housing.
- iii. All residents are required to check out properly when they change rooms, when housing agreements end, and/or at the end of the year.

C. Keys & ID Card

- i. Residents are required to report broken, lost, and stolen keys immediately to the Housing Office so that new keys can be issued and the lock(s) can be changed. Lock changes cost \$60. However, if a key is not turned in at the time that the resident checks out of his/her assigned room, the resident will be charged \$100. Keys that are broken in university locks and are reported within 2 business days are not subject to the lock change fee. For a lost or stolen ID card, please notify the Information Systems office.
- ii. Keys and ID cards may not be loaned to any other person. ID cards and keys may not be used by anyone other than the person to which the key/card is assigned.
- iii. Residents are responsible for carrying their key/card with them at all times. While staff will let a student into a room when locked out, excessive lockouts, defined as 3 or more lock outs in a semester, will result in disciplinary action.

D. Damage

- i. Residents are responsible for damage to their room and/or apartment. Residents share responsibility for damage, unless responsibility is claimed by a specified roommate in writing or can be determined by housing staff.

- ii. Damage or special cleaning to common areas such as lobbies, hallways, stairwells, laundry facilities, etc., is billed to all residents living in that area (wing, floor, or building) based on a cost assessment and divided per resident, unless damage can be assigned to a responsible individual.
 - iii. Any damage deemed as "vandalism" will be charged to the responsible party (if known) or to residents of the wing, floor or building. Judicial action will follow when applicable.
- E. Furniture Adjustment/Removal
- i. Furnishings, plants and any other University property may not be removed from their designated location.
 - ii. Mattresses, drawers, and other furniture may not be moved from other rooms or switched with other residents unless approved in writing by the Director of Housing and Residence Life. Under no circumstances may furniture be removed from the assigned residence hall or apartment. No university furniture may be used outside of any residence hall rooms or apartments.
 - iii. Beds may not be dismantled, even if not in use.
 - iv. Items that lift a bed off the floor are not permitted. All bed are junior lofts, which can be height-adjusted, so bed risers are not permitted. Residents should consult an RA for instructions for adjusting the height of a junior loft. Bricks and concrete blocks are not permitted.
 - i. Beds in all residence halls except select rooms at Stickney are not bunked. They may be bunked with approval from the Director of Housing and Residence Life, but must be un-bunked anytime either roommate moves out of the room.
 - ii. Room furniture may be rearranged with mutual agreement of both roommates, but must be returned to its original location or configuration whenever a residents moves out of the room and upon final departure from the space. Otherwise, charges may be applied. This includes re-bunking beds in Stickney Hall or un-bunking beds in all other halls, leaving them as they were at the beginning of the school year. Failure to do so will result in a \$75 assessment per resident, per room affected. If a resident moves into a room that is not in the standard configuration, he/she must notify the Director of Housing and Residence Life in writing within 24 hours. Failure to do so will result in the new resident being responsible for returning the room configuration to the standard setting upon departure.
- F. Room/Apartment Restrictions:
- i. Due to the potential damage associated with exercise poles, chin-up bars (and other equipment that attaches to walls, doors, doorways, ceilings or floors), darts and dart boards, waterbeds, and shower and tub appliques, they are not allowed in university apartments or residence halls.
 - ii. The following restrictions must be considered when decorating rooms/apartments:
 - a. LED light strips, contact paper, stickers, and wallpaper may not be applied to walls, cabinets, closets, or furniture in any residence hall or apartment.
 - b. Rooms/apartments may not be painted.
 - c. Curtains may be hung with tension rods. Curtain rods may not be attached to walls with nails, tacks, screws, or other items that will damage the wall.
 - d. No material may be placed directly on windows or between the window and the blinds/curtains (ex. Aluminum foil, newspaper, etc.)
 - e. Light ropes and light strips are prohibited unless they are part of an official University display. LED string lights,

- such as Christmas lights, are only permitted if they are not attached to walls, ceilings, or any University appliances or furniture with adhesives, such as tape or Command hooks.
 - f. Nails, screws, and bolts with a point-size of more than 1/16th of an inch are not permitted in walls.
 - g. Fabric and tapestries may not be hung from walls or ceilings, nor may tapestries be used as window coverings.
 - h. No items may be hung from the ceiling.
- iii. Air conditioners may not be set colder than 65° and heaters must not be set warmer than 75°.
 - iv. Windows and doors must be closed when the air conditioner or heater is in use.
 - v. Air intake vents and air conditioner/heater vents may not be blocked, covered or removed.
 - vi. The University will replace burned out light bulbs if a maintenance request is submitted. A resident may not remove a light bulb from a lamp or other fixture unless the resident chooses to replace the bulb instead of submitting a maintenance request. Residents will be responsible for the cost to replace any light bulbs that are missing, when they check out of their room or apartment.
 - vii. A resident may place a message board on the exterior of the door to his/her residence hall room or apartment as long as the message board does not cause damage to the door. However, a message board on the exterior door is not considered a 'free speech area' as other members of the community do not have the option to avoid passing the board. For this reason, members of the Housing staff may erase or remove messages and flyers that a reasonable person would consider offensive or divisive.
 - viii. Exterior door decorations must be approved by Housing staff. Unauthorized decorations may be removed by University staff members.
 - ix. Bikes are not allowed in rooms/apartments (except during university break periods). Bikes MUST be stored outside on bike racks and may not be attached to any other structure. Bikes must be removed from campus when the resident moves out for the year.
 - x. The operation of unauthorized 802.11 (A, B, G, or N) wireless devices in buildings with University provided wireless networking causes radio frequency (RF) interference with the University wireless devices, degrading and/or inhibiting the use of the University network by authorized users, and is prohibited.
 - xi. Selden residents may not plug hair-dryers or other high wattage appliances into the outlet over the dresser. This outlet is only for TV's, DVD players, video game consoles, and other low wattage devices.
 - xii. Residents must maintain standards of appropriate group living behavior, including refraining from intimate activity, when a roommate is present.
- G. Common Area & Building Restrictions:
- i. Lobbies and lounges are open at designated times to all building residents and their escorted guests and cannot be used for non-housing related events unless approved by the Director of Housing and Residence Life or their designee at least ten days in advance of the event.
 - ii. Laundry rooms are for use by residents of the assigned building only. Unlocking a laundry room for anyone but you is prohibited. Powdered detergent, except pods, is not permitted to be used in the on campus washers.

- iii. Stairwells and hallways, including exterior stairwells/hallways at Hoover, Reed, and Patterson, are not storage areas. Personal belongings, including bikes, chairs, shoes, etc., may not be stored there and will be removed.
- iv. While in-room drying racks are permitted, laundry may not be hung from windows or placed at any outside location.
- v. Climbing on roofs and ledges of buildings is prohibited.
- vi. Windows may not be used as an entrance or exit, except in the case of a fire emergency. Hanging out of windows in hallways, stairwells, rooms, or apartments, is prohibited. Windows at Gilbert Hall may not be raised more than 4". The residents of the room will be responsible for the cost of repair if the window is raised more than 4".
- vii. Exterior doors may not be propped open nor may residents allow people who are not their guests into the building. Exterior doors with restrictions, such as those doors locked after a specific time, may not be used except as posted on the door. Gilbert residents and their escorted guests may only enter and exit the building through the lobby entrances of the residence hall and the entrance near the retail dining facility. Exterior stairwell doors are for emergency exit only.
- viii. Loitering within 50 feet of the building is prohibited at all UWA Housing facilities.
- ix. Vehicle maintenance, including the changing of oil, is prohibited on campus, including residential parking lots.
- x. Items checked out by residents, such as games, and equipment, must be returned immediately after use. Residents will be billed for broken items and/or items not returned.
- xi. Electric scooters and hover boards are not allowed in any university owned or university-leased building, including any residential facility.

IV. Health & Sanitation

- A. Food must be kept in sealed containers for health and sanitary reasons. Food may not be stored in any residential building over extended breaks or holidays.
- B. Fish in tanks of 10 gallons or less are permitted. All other pets/animals are prohibited in the residence halls and apartments, as well as within 50 feet of any residence hall or apartment entrance. Emotional Support Animals are not allowed in any room/apartment for which they have not been approved.
- C. All trash, especially leftover food, must be taken out in a timely manner to avoid odor and pest control issues. Residents must dispose of their trash in the dumpsters outside of their building. Trash bags or items for disposal may not be left outside room/apartment doors or in laundry garbage cans. Gilbert residents may dispose of small bags of trash (generally 3 gallons or less) in the trash chute on each floor. Any trash not in a bag, and any bags larger than 8 gallons, must be disposed of in the dumpster outside.
- D. Cooking grease must be disposed of in the trash properly and may not be dumped outside. Fines for dumping grease start at \$150 and may result in additional penalties.
- E. Your room/apartment must be cleaned on a regular basis and kept free of excessive debris. This includes, but is not limited to, refrigerators (clean and defrost), stoves/ovens (where provided), and bathrooms.

V. Fire Safety and Emergencies

- A. Improper activation of the fire alarm system is a Federal Offense. Anyone found doing so may face disciplinary and criminal charges, and may be temporarily suspended from housing,

pending a disciplinary hearing. Tampering with fire alarms or smoke detectors, including deactivating, disconnecting, or covering a fire alarm/smoke detector, is prohibited.

- B. All residents must evacuate during a fire alarm, as well as participate in all other emergency evacuations (such as those for tornado warnings). Residents must follow the directions of housing staff and emergency personnel when evacuating.
- C. For the safety of our residential community, the following are prohibited, including within 50 feet of any residence hall or apartment:
 - i. George Foreman grills, waffle makers, hot plates, and similar appliances that have a heating element
 - ii. Rice cookers without auto shut-offs [all rice cookers prohibited in Gilbert and Selden]
 - iii. Air fryers, deep fryers, instant pots, pressure cookers, slow cookers (such as Crock Pots), fondue pots, electric woks, and electric skillet
 - iv. Coffeemakers and electric tea kettles without auto shut-offs
 - v. Toaster ovens and pizza ovens
 - vi. Charcoal, propane, and other types of grills and hibachis
 - vii. Washers, dryers, air conditioners, and other large appliances
 - viii. Microwave ovens that use more than 800 watts
 - ix. Refrigerators, except compact fridges for Selden and Gilbert
 - x. Hover boards and electric scooters
 - xi. Candles, incense, potpourri simmer pots, wax warmers, and electric candle warmers
 - xii. Halogen lamps and other halogen lights
 - xiii. Personal heaters and electric blankets
 - xiv. Fireworks (neither the use nor possession of)
 - xv. Live Christmas trees
 - xvi. Multi-plug adapters without surge protection
 - xvii. Irons without auto shut-offs (must be used with ironing board or pad)
 - xviii. Rope lights and strip lights,
 - xix. Fabric/tapestries attached to/hanging from ceiling or wall
 - xx. Any item not listed here that is deemed by housing staff to pose a threat. It must be immediately removed upon request
- D. The following are permitted with limitations:
 - i. One microwave, not to exceed 800 watts, may be used in the kitchen(ette) area of each room/apartment. In Selden, a microwave may be placed on the wall across from the dresser cabinet.
 - ii. Refrigerators, not to exceed 4.0 cubic feet and 350 kWh/year, are permitted in Gilbert and Selden only. The university provides refrigerators in all other facilities, so personal refrigerators are not permitted.
 - iii. Coffee makers, electric tea kettles, rice cookers, toasters, and irons with an automatic shut off function are permitted IF monitored carefully while in use. Coffee makers, electric tea kettles, and toasters may only be used on countertops in the kitchen(ette) area of each room/apartment. In Selden, these should only be used on a solid, stable surface. Irons may only be used on an ironing board/pad
- E. Appliances may not be left unattended, even for a moment, while in use.
- F. All residents are required to have a flashlight in their room in case the power goes off in their building.

V. Visitors and Guests

- A. Guests must be escorted at all times by a resident of the building they are visiting and are only permitted during the following times:

| Gilbert | |
|--|---|
| Sunday – Thursday 10:30 AM – 12 Midnight | Friday & Saturday 10:30 AM – 2:00 AM |
| Hoover, Patterson, Reed, Selden, and Stickney | |
| Daily: 10:30 AM – 2:00 AM | |

- B. For residents living in Gilbert Hall, when entering the building, you must show your UWA Student ID, with valid Gilbert Hall security sticker, to the front desk worker or security station worker by the elevator. After 7 PM, you must sign any guests you are hosting in when they enter and out when they exit. Guests must also have a photo ID to sign in and out.
- C. Residents are responsible for the conduct and actions of their guests.
- D. Residents are permitted to have overnight guests of the same gender ONLY if approved by the resident's roommate and the Hall Director. Residents must register the guest via the online form at least 48 hours prior to the visit (or by Thursday at 5 PM if visiting over the weekend). Each overnight guest is limited to 2 consecutive nights and may not exceed 4 nights per semester unless approved by the Director of Housing and Residence Life by completing the online form at least 72 hours in advance of the visit.
- E. Guests of the opposite gender, and any guest under 17 years of age, are not permitted overnight visitation.
- F. Children under 10 must be escorted by a parent at all times.
Children under 3 years of age are not permitted in the residence halls or campus apartments except on Move-In Day and during official open house events.

VI. Noise

- A. Quiet hours are in effect in and around all residential buildings (including parking lots) from 10:00 PM to 8:00 AM daily. Excessive noise could include loud talking and laughing, as well as audio devices being played at a volume that can be heard and/or felt from outside the room/apartment.
- B. Courtesy Hours (an understanding that excessive noise is never permitted) are in effect at all times in and around residential buildings.
- C. Stereos or speakers may not be placed in windows to direct music outside of the residence hall except during official university functions. Commercial sound systems are discouraged and may be banned by housing staff if issues arise.
- D. Cheers, dance performances, stepping, or any activity that causes excessive noise is prohibited in and around all residential areas unless approved in writing by the Director of Housing and Residence Life at least 48 hours in advance.
- E. During finals week, all buildings observe 24 hour quiet hours.

VII. Solicitation & Fundraising

- A. Solicitation (including the sale of merchandise, memberships, and services, babysitting, hair cutting/styling, and other commercial activities) and fundraising are not allowed in or around the residence halls or apartments unless otherwise approved in writing by the Director of Housing and Residence Life at least 24 hours in advance.
- B. All signs and information posted in and around the residential areas must be approved by the Housing Office. Unapproved signs and posters will be removed and thrown away. Any damages caused by these signs and posters will be assessed to persons/organizations who posted the sign/poster. Posters and flyers promoting events taking place at bars and similar establishments are prohibited.

VIII. Parking

- A. All on campus residents must provide updated vehicle information for any vehicle they bring to campus. Updated information should be sent via e-mail any time there is a change.
- B. Orange parking spaces are reserved for hall directors and full-time Housing staff.
- C. Spaces marked "15 minute parking" are for the loading and unloading of your vehicle. You must move your vehicle to another space before the 15 minute time limit has expired.
- D. Parking is not permitted by residents in any other reserved/designated space, such as the state/service vehicles space at Gilbert hall.
- E. Parking on the grass, in fire zones, on sidewalks, and in handicapped designated spaces (unless authorized by permit) is also prohibited. This applies to all vehicles, including motorcycles and golf carts.

IX. E-Mail Communication

- A. The University conducts most communication via e-mail. The Office of Housing and Residence Life considers e-mail the official form of communication. Therefore, students are required check their university e-mail account at least every other day (excluding weekends). Students are also required to open messages regarding student conduct issues as soon as they are aware that a message has been received.

X. Community of Learning & Respect

- A. All residents and their guests should have respect for others and respect their views and ideas. Each person should conduct themselves in such a manner as to maintain a learning environment in and around the residence halls.
- B. The housing staff at UWA accommodates people from various backgrounds, including but not limited to: race, color, national origin, gender, religion, disability and sexual orientation. Residents are to treat each other with respect at all times. Reports of harassment, including name calling, bullying, physical abuse, mocking and any activity that could be perceived as harassment, will be investigated and appropriately resolved.
- C. To maintain an educational environment, students should respect the rights of others to carry on conversation. However, loud or abusive language is not conducive to a positive environment and will not be tolerated.

XI. Statement of Compliance

- A. Students must abide by all Federal, State and local laws, as well as the UWA Code of Conduct. Any violations of these laws and policies in the residence halls will result in disciplinary action.
- B. Residents and guests must comply with instructions of Housing staff members acting in the performance of their duty.
- C. Students are required to carry their student ID whenever they are in or around the residence halls and campus apartments, including parking lots adjacent to housing facilities. Housing staff, including professional staff, Hall Directors, and RAs, have the right to ask for your name and student ID card any time you are in or around a residential building. Failure to comply, including not presenting proper ID or providing false information, will result in judicial action and potential intervention by University Police.

The University of West Alabama does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, or sexual orientation in employment or the provision of services.