

## **Community Living**

### **Introduction to the Community Living Standards**

Living on campus is a big part of your BGSU education. Living away from your family within a diverse community will allow you many opportunities for friendship, fun and personal growth. To foster a positive community environment, we expect each student to be sensitive and respectful of the rights and interests of others, be personally honest and never place another member of the BGSU community in jeopardy or at risk.

Within this Handbook are the rules and regulations that govern community living at BGSU. You will find everything from what kinds of appliances, lights and decorations you may have in your room to guest and safety policies. If you ever have a question about a policy or procedure, please do not hesitate to contact a residence hall staff member or the Office of Residence Life for assistance. Remember, we put students first.

Showing consideration for others and respect for University and personal property are the basic foundations of community living. The success of a residential community and the learning that takes place in this environment depend on the willingness of residents to accept responsibility for their behavior, decisions and actions as community members. Residents are expected to be aware of how their actions, whether written or spoken words, sounds, or public displays of visual material, may make a person or group feel harassed, intimidated, discriminated against, or in some way create a hostile or unwelcome living/learning environment.

### **Residence Life Diversity Statement**

The Office of Residence Life values and recognizes our responsibility to foster an inclusive, safe, and respectful community so our students succeed in a diverse, global society. We are committed to building an awareness of diverse thoughts, ideas, and experiences on our campus in which our community members are empowered to use their voices and be heard.

### **Residential Student Rights**

In keeping with this expectation, the Office of Residence Life holds as an important value the ability of community members and staff to support the diverse range of student needs and experiences. Included in this range of needs and experiences are the following:

- the right to privacy
- an atmosphere conducive to study and academic pursuit
- the protection of personal and public property
- respect for the needs and values of each individual
- freedom from discrimination and harassment on the basis of race, color, creed, religion, national origin, gender, gender identity, gender expression, age, disability, or sexual orientation.

### **Residential Student Responsibilities**

Understanding that students have certain rights when living in the residence hall, it is also important to recognize that those same students have responsibilities associated with said rights. In keeping with this expectation, the Office of Residence Life holds as an important value the ability of community members and staff to abide by the general responsibilities including:

- adhering to all university policy and the Community Living Standards
- respecting the right of privacy
- creating an atmosphere conducive to study and academic pursuit
- respecting the safety and security of the hall, and personal and public property
- treating others with equal respect and dignity regardless of race, color, creed, religion, national origin, gender, gender identity, gender expression, age, disability, or sexual orientation.

## **Housing & Assignment Policies**

### **A. Acceptance Agreement**

All students living in University residences sign the On-Campus Housing and Dining Agreement for the full academic year. This agreement establishes the terms and conditions of occupancy in the University residences between the room occupant and Bowling Green State University. All residents are expected to review and understand the obligations outlined in this agreement.

### **B. ADA Accommodations**

Inquiries for disability-related housing accommodations should be made to the Office of Accessibility Services. Current students are expected to renew their status with Accessibility Services on an annual basis prior to the beginning of the housing sign-up process. Upon review of the Student's documentation, Accessibility Services will make a recommendation to the Office of Residence Life regarding the Student's approved accommodations. Students with disabilities who require emergency evacuation assistance may meet with the Office of Accessibility Services to complete a Personal Emergency Evacuation Plan. The Office of Accessibility Services will share the Emergency Evacuation Plan with the Office of Residence Life, BGSU Police, and other emergency response agencies. This plan must be updated

annually with the Office of Accessibility Services. Students with a disability may request a meeting, at move-in, with the Hall Director to discuss all approved accommodations including emergency notification, personal care attendants emergency evacuation plans, sheltering locations, and evacuation options.

The Office of Accessibility Services

Services is located at 38 College Park Office Building and can be reached via phone at 419-372-8495.

**C. Administrative Reassignment**

Under the terms of the On-Campus Housing and Dining Agreement, Bowling Green State University reserves the right to permanently move and re-assign students should it be deemed appropriate to do so. Students may be moved or reassigned in response to a bias incident, student conduct, safety and security, roommate conflicts, facility needs, consolidation, and any other reason deemed appropriate by the Office of Residence Life.

**D. Assigned Space**

Each student is assigned one Desk, Bed, Dresser, Chair, and Closet/Wardrobe. Residents must confine their personal belongings to their assigned furniture/space. Should a roommate move out, the remaining resident may not appropriate additional furniture or space not allocated to them as a new roommate may be assigned at any time.

**E. Renting & Subleasing Assigned Rooms**

Students assigned to a residence hall room have entered into a License Agreement (On-Campus Housing and Dining Agreement) with the Office of Residence Life. As such, residence hall rooms are for the use of the assigned occupant(s) (Licensee) only. The assigned occupant or Licensee may not, under any circumstance, sublease, charge rent, or other fees to any third party for use of the space assigned to the Licensee under terms of the License Agreement. The use of Airbnb or similar services is expressly prohibited.

**F. Residency Requirement** There are many benefits to living on campus at BGSU. For this reason, all first- and second-year students are required to reside in University-owned residences as a condition of enrollment. Exemptions from this policy may be granted for first- and second-year students who:

1. Have lived on campus for four semesters.
2. Are commuting daily from the permanent homes of their parents, legal guardian or spouse, located within a 50-mile radius of BGSU.
  - a. Please note that the Office of Residence Life considers the permanent home address of the student's parent(s) or legal guardian(s) to be the address-of-record on file with federal, state and local tax agencies and where a minimum of one of the student's parent(s) or legal guardian(s) reside.
  - b. Students who qualify to reside off-campus under this clause are required to complete a Residential Verification Form available in the Office of Residence Life. Please note that providing false information to the University is a violation of the Code of Student Conduct.
3. Have attained junior-level status by the first day of the fall semester.
4. Are 20 years of age or older by the first day of the fall semester.
5. Are married (proof of marriage required).
6. Are a parent with custodial care responsibilities (proof of custodial care required).
7. Are considered an independent student (as determined by the Office of Financial Aid) by the first day of the fall semester.
8. Have served in a full-time capacity in the military for 12 consecutive months or longer.
9. The student is transferring to BGSU, has been out of high school for a minimum of two years, and has completed at least 12 credit hours at an accredited institution of higher education post high school graduation.

**G. Room Assignments**

When making room assignments, the Office of Residence Life cannot discriminate on the basis of race, color, religion, national origin, age, disability, sexual orientation, gender identity, or gender expression. The Office of Residence Life reserves the right, if the need arises, to reassign students to other residences or rooms/suites/apartments within a building for room consolidation, vacancies, maintenance or safety issues, policy violations or disruption of the living environment.

**H. Room/Suite/Apartment Changes**

Room/suite/apartment changes, including moves made within suites or apartments, must be initiated with the supervisor of the residence PRIOR to moving. Room changes between university residences must be initiated with the supervisor of a residence before a new room assignment will be offered. A short period is established at the opening of each semester during which no room/suite/apartment or residence changes are made. Requests for room assignment changes will not be honored for reasons involving age, race, ethnicity, color, national origin, sexual orientation, gender identity, gender expression, orientation, disability or religion.

## **Fire Safety Policies**

### **A. Candles & Incense**

Candles of any kind, incense-burning candles or sticks, candle or wax warmers, lanterns, or similar open flame devices (whether lit or unlit) are not permitted in any residential building (residence hall or small group living units), including but not limited to student rooms and all common area space, at any time, for any purpose whatsoever.

### **B. Damage to or Loss of Personal Property**

The Office of Residence Life, Capstone Management, and Bowling Green State University are not responsible for stolen, lost or damaged personal property. All residents are encouraged to properly insure such items of value via home owner's or renter's insurance policies.

### **C. Decorative trees**

1. Live or cut trees or greens (branches, boughs, etc.) are not permitted in University-owned buildings.
2. Artificial trees must be of a certified slow-burning or fire-resistant material. Trees not meeting this standard will not be permitted.
3. Artificial trees may be located in student rooms as long as the tree does not exceed two feet in height.
4. Metallic trees shall be lit only by indirect lighting. Lighting sets are not to be hung on metallic trees (possible shock hazard).

### **D. Electrical Appliances and Electronic Equipment**

Limitations in the availability of power to each room/suite/apartment as well as concern for fire hazards place restrictions on the types of equipment allowed in student rooms/suites/apartments. For this reason, cooking is only permitted in student rooms/suites/apartments in approved combination microwave/refrigerators, or in microwave ovens using 900 watts or less. Residents will be held responsible for ensuring that their electrical appliances and electronic equipment conform to the following guidelines:

#### **1. *Approved electrical and electronic equipment and appliances are:***

- a. Combination microwave/refrigerator units.
- b. Compact portable refrigerators (size may not exceed 5.0 cubic feet, 36 inches in height and 1.5 amps).
- c. Microwave ovens that do not exceed 900 watts.
- d. Powerstrips with surge protectors. Please do not plug one power strip into another.
- e. Televisions, stereos, CD players, computers and peripherals and other sensitive electronic equipment.
- f. All electrical appliances must be UL or CSA approved and used with a surge protector.
- g. Coffee Makers with no exposed hot surface (Such as Keurig)
- h. Window Fans
- i. Hair Dryers
- j. Curling/Flat Irons

#### **2. *Un-approved or restricted electrical and electronic equipment and appliances are:***

- a. Appliances with exposed heating elements. Among other things this includes the "George Foreman Grill" and all similar devices.
- b. Hot plates, toasters and toaster ovens
- c. Air Conditioners
- d. Quartz Halogen lights
- e. Portable Heaters
- f. Extension Cords
- g. Multi-plug adapters
- h. Electric Blankets
- i. Traditional Coffee Pots
- j. Wax Warmers (Bulb or Element)
- k. Lava Lamps
- l. Sandwich Makers
- m. Electric Woks
- n. Spider Lamps
- o. Fog Machines
- p. Deep Fryers
- q. Air Fryers
- r. Crock pots
- s. Neon Signs
- t. Candles of any kind (whether lit or unlit)
- u. Hoverboards

### **E. Fire Drills/Alarms and Emergency Evacuation**

Fire drills are scheduled periodically in University residences in compliance with state regulations. Every time the fire alarm sounds it must be treated as a real fire and you must evacuate immediately. All persons must vacate the residence any time the fire alarm is sounded or an emergency situation arises that requires the evacuation of the building. All individuals in the building must follow the directions of the staff and other emergency personnel and may not re-enter the building until the supervisor of the residence gives permission. University, state or city officials may enter rooms to verify evacuation of residents.

#### **F. Fire Safety Equipment**

Fire extinguishers, smoke detectors, sprinklers, and fire alarm systems are there for the protection of residents and should be treated with the well-being of all residents in mind. All fire safety equipment (e.g., pull stations, fire extinguishers, smoke detectors, sprinklers) should be used for emergency purposes only. Smoke detectors and sprinklers throughout the residence hall are not to be disconnected or covered under any circumstances, nor should anything be hung from them. Tampering with fire safety equipment is a crime and will result in University conduct action, possible criminal action, fines, and fees.

#### **G. Lighting**

1. Crepe paper or other materials are not to be wrapped around lights.
2. Building light bulbs are not to be painted or moved. Commercially manufactured colored bulbs may be used if positioned by custodial or maintenance employees.
3. Only use lighting sets that show Underwriters Laboratories, Inc. (UL) or Canadian Standards Association (CSA) label.
4. Decorative lights used inside buildings must be "miniature" types.
5. Lighting sets can wear out or become damaged and should be checked closely before installation for bare wires, worn insulation, broken plugs, loose sockets, etc.
6. Extension cords are not permitted in student residences. Power strips with surge protectors must be used in place of extension cords.
7. Be sure circuits are not overloaded with too many lights. If circuit breakers shut off or fuses are blown, there may be a short or an overloaded circuit.
8. Lighted decorations must not be left on and unattended. They also cannot be daisy chained together.
9. There should be no pinch in electrical cords. For instance, electrical cords should not be run through door openings.
10. Decorative lights must not be tightly coiled, wrapped around or pinched, such as under or around a bedpost.

#### **H. Removal of Fire Hazards**

The University reserves the right to eliminate all potential fire hazards in any residence if deemed necessary or appropriate by a University official or by other authorities that have jurisdiction.

#### **I. Roofs, Ledges and Sundecks**

Safety concerns restrict access by students to roofs, ledges and sundecks of University residences. Access to roofs, ledges and sundecks is prohibited outside of their use as fire evacuation routes. In addition, radio and television antennae, satellite dishes or similar devices are not permitted on the roofs, ledges or any building exterior without University approval.

#### **J. Special Amusement Buildings**

Bowling Green City Fire Department regulations prohibit haunted houses and similar amusement or educational events in which building occupants or the general public are conducted through a fixed or restricted course. This also applies to creating or building these types of structures on residence hall floors or in common areas.

### **Non-University Furniture**

#### **A. Upholstered Furniture**

Upholstered furniture used in the University residences must meet strict fire retardant codes (fabrics must meet the class I requirements of U.S. Department of Commerce Commercial Standard 191-53, California Flammability Bulletin 117, class A-ASTM-E84) or Upholstered Furniture Section Council [UFAC] [Gold tag]). Only furniture that meets this fire retardant code will be permitted in University residences. Other prohibited furniture includes:

1. Vinyl furniture.
2. Inflatable furniture.
3. Bean bag chairs or bean bag-like chairs.
4. Any upholstered furniture that is not classified as fire retardant or does not meet the above fire retardant standards.

It is the student's responsibility to ensure that any furniture brought into the building meets these standards. Possession of or bringing of furniture into University residences which is in violation of these requirements subjects the student to disciplinary action as well as the cost of the removal and disposal of the furniture.

## **Residence and Room Environment**

Residents are expected to treat all residence hall common spaces and individual rooms/suites/apartments with respect and care and may be held accountable for damages, other than normal wear and tear, found in the room/suite/apartments. In order to protect the health and safety of all residents, it is expected that all rooms/suites/apartments be kept at an acceptable level of cleanliness.

### **A. Bunk beds/Lofts**

Homemade or rented lofts of any kind are not permitted in any residence hall or small-group living unit, as the furniture provided is already "loftable." Placing beds in the bunked/lofted position is entirely optional on the part of the resident. Should a resident wish to bunk/loft a bed, assistance may be requested from the staff at the front desk of the residence hall or the house staff of a small-group living unit. Should beds be lofted, bed frames must be securely supported on both sides by University bed ends. A guardrail is provided with every University bed which should be utilized when the bed is in the bunked/lofted position. Should residents utilize their bunked/lofted bed without using the guardrail, they do so at their own risk.

### **B. University Furniture Storage**

All University furniture must remain in the room in which it is originally located. The Office of Residence Life does not provide storage facilities for furniture. All furnishings must be returned to the original position in the room before the student checks out of the room. You may be asked to deloft your bed at the end of the academic year regardless of the position of the furnishings at move-in.

### **C. Decorations**

In an effort to maintain an environment that is safe and free of potential fire and other life safety hazards, residents are asked by the Office of Environmental Health and Safety to adhere to the following decoration guidelines within the residence, whether within their own rooms/suites/apartments or within the common areas of the building:

#### **1. General requirements**

- a. All decorations shall be fire resistant, or noncombustible (Ohio Fire Code, FM-306.1-5). Decorations must have the label of Underwriters Laboratory (UL) or similar standard.
- b. No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, aisles, stairwells or exit routes. Room doors may have a minimal amount (<20%) of decorations and must comply with paragraph 1a above.
- c. Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, PED boxes and audible fire signals/ strobe lights cannot be decorated, covered or obstructed in any way.
- d. Straw, hay, leaves, corn shocks and dry vegetation are not permitted in any building.
- e. Excessive dirt or sand is not permitted in any building.
- f. Further information on University policies regarding the use of decorations in University residences is available from the hall or unit director.

### **D. Room Entry**

University officials, including Office of Residence Life and Capstone Management staff members, are authorized to enter, search and/or inspect student rooms, suites, apartments and public rooms in the residence halls and small group living units. There are three occasions when room entry may be necessary:

#### **1. Room Inspections**

Routine and mandated inspections may be necessary to verify the following: acceptable standards of safety and hygiene, observance of University residence policies and procedures, University regulations and requirements of public law, and maintenance and repair of equipment. The time and date for building inspections will be posted 24 hours in advance.

#### **2. Room Searches**

Searches of student rooms by University officials shall be authorized and conducted under one or more of the following conditions:

- a. By the consent of the occupants of the room.
- b. By warrant issued by an appropriate legal body/agent.
- c. Upon reasonable cause to believe that there is a violation of the Code of Student Conduct, the Ohio Revised Code, or the Community Living Standards.

#### **3. Performance of Duty**

University officials reserve the right to enter a student room/suite/ apartment, locked or unlocked, at any time it is deemed necessary for immediate resolution of policy violations, addressing disruptive behavior, maintenance problems, illness, hazards and other similar emergencies or potential crises.

### **E. Check Out**

Students are responsible for returning their room key upon checkout. When checking out of a room/suite/apartment at the end of the semester or at any time during the semester, the resident will follow the check-out procedures available at the residence hall front desk or from the supervisor of the residence. The resident is responsible for properly completing the check-out procedures and leaving the room/ suite/apartment clean, including vacuuming and dusting. A student who fails to check out of their residence by the deadline/closing date and time may be subject to a late checkout charge.

Belongings left at checkout will be considered Abandoned Property and will be treated as such.

#### **F. University Furniture**

All furnishings provided by the University, including bed ends and bed springs, must remain in the room/suite/apartment common areas unless specifically authorized by the supervisor of the residence.

#### **B. Non-University Furniture**

Upholstered furniture used in the University residences must meet strict fire retardant codes (fabrics must meet the class I requirements of U.S. Department of Commerce Commercial Standard 191-53, California Flammability Bulletin 117, class A-ASTM-E84) or Upholstered Furniture Section Council [UFAC] [Gold tag]). Only furniture that meets this fire retardant code will be permitted in University residences. Other prohibited furniture includes:

- a. Vinyl furniture.
- b. Inflatable furniture.
- c. Bean bag chairs or bean bag-like chairs.
- d. Any upholstered furniture that is not classified as fire retardant or does not meet the above fire retardant standards.

It is the student's responsibility to ensure that any furniture brought into the building meets these standards. Possession of or bringing of furniture into University residences which is in violation of these requirements subjects the student to disciplinary action as well as the cost of the removal and disposal of the furniture.

#### **G. Wall and Door Decorations**

You may make your room feel more like home by putting posters and pictures on the wall. White adhesive putty is the recommended way to do this. Avoid the use of two-sided tape, colored putty, or nails as these items create residue that must be removed or holes that must be filled. No more than 20% of the surface area may be covered.

#### **H. Water Beds**

Water beds are not permitted in University residences because of weight restrictions in the halls and possible water damage to the buildings.

### **Residential Maintenance**

**A. Damage Policy** Damage may lead to curtailment of services, loss of ability to make repairs and/or increased room rates. The actions of individual residents have a profound impact on the community as a whole. In light of this, the University has established the following measures of accountability for damage incurred to University residences.

1. Room occupants are required to complete and/or review a room inventory form at check in. The room inventory form should be completed and checked for accuracy as it will be used to assess the condition of the room during or after the checkout process. The cost of repair or replacement of University property damaged since the completion of the inventory form will be charged to the room resident(s). Room furnishings must be in their proper location at checkout. Students are expected to behave in a manner that is respectful of the environment in which they live and which reduces the risk of damage occurring.
2. Damage may be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is damage occurring through intentional happenings, happenings related to alcohol use, or through disruptive behavior resulting in damage. Damage includes any occurrence which necessitates surplus and/or unreasonable custodial and/or maintenance services.
3. While students are liable for all damages to University residences resulting from negligence, vandalism, accidents or misuse—in the case of malicious damage, disciplinary action, as well as financial restitution, may be initiated.

**a. Damages in Student Rooms/Suites/Apartments** Charges for damage to individual student rooms or for suites/apartments will be the responsibility of:

1. The student who accepts responsibility or is found to be responsible for the damage or,
2. The residents of a room/suite/apartment/chapter house where the damage occurred.

#### **b. Common Area Damages**

A common area is defined as any space other than individual student rooms/suites/apartments. Such spaces would include hallways, stairwells, elevators, lounges, kitchens, bathrooms, lobby areas, stairwells, etc. Charges for damage to common areas in a University residence may be the responsibility of:

1. Any individual who accepts responsibility or is found to be responsible for the damage or,
2. All the residents of the particular wing, floor, building, or small-living unit (Greek Village) where the damage occurs. The supervisor of the residence, in conjunction with campus operations staff, and Office of Residence Life Central Staff, will determine the appropriate action to be taken related to common

area damages.

### **c. Damage Billing & Appeals Process**

Whenever possible, individuals will be held accountable for damage to their room, suite, or common area of their living unit. When an individual cannot be identified for damage to a room, suite, or common area, then the residents of the floor/wing or Greek Chapter may be billed. Damage billing is typically done at the closing of the living units for break periods. However, excessive or unusual damage may be billed during the semester.

1. A letter outlining the damages, costs, and appeal process will be sent to the individual student and/or to the Greek Chapter President.
2. The individual will be able to submit an appeal to the Office of Residence Life during a two week period beginning from the date of the letter.
3. A member of the Office of Residence Life will review the appeal and damage billing documentation and make a decision about the appeal. The decision is final.

Final costs will be billed to the individual or Greek Chapter account. Any bill that is not paid in full will may be sent to collections by the Bursar's Office. Once a bill has been sent to collections, the Office of Residence Life cannot reverse the charge.

**d. Replacement Cost for Damage or Loss** It may be necessary to bill students for damages, misuse or loss of items.

### **A. Maintenance Requests**

Concerns regarding maintenance or custodial conditions in your residence and maintenance reports for your room should be submitted online by going to the "Forms and Resources" section of the Residence Life web site. Should you experience problems with this reporting procedure, or to report damages in common area space, contact the front desk in the residence halls or the Conklin Front Desk for the Greek Village. If a requested repair is not completed within 7 days; please contact the supervisor of the residence to follow up on the status of your request.

### **B. Pest Control**

Bowling Green State University regularly treats the residence halls for pests (Ants, bats, cockroaches, bed bugs, rodents, etc). If residents become aware of pests in their room or in common areas, the resident must submit a work order and notify Residence Hall staff to have the room/area inspected/treated for pests. Residence Life staff will provide the occupants with instructions for preparing the room for treatment. Failure to abide by the treatment instructions may result in a referral to student conduct and/or financial responsibility for the treatment. If a pest problem continues, the resident must inform hall staff. Residents are prohibited from using personal pesticides or any chemical product that could be considered poisonous in their room.

### **C. Recycling**

Bowling Green State University supports and encourages students to participate in the recycling of glass, aluminum cans, plastic bottles, office paper and newspapers. Every room has a recycling container which can be used to take the items to designated recycling areas located on each floor and in lobby areas. Trash, and other items unsuitable for recycling (including used pizza boxes), must not be placed in recycling containers.

### **D. Trash**

In University residences, with the exception of Falcon Heights and Centennial halls, trash must be removed by the student from the building and placed in the dumpsters provided. Trash may not be taken to or left in the lounges, outside building doors, restrooms, laundry rooms, recycling areas, containers or hallways. Failure to remove trash properly may result in disciplinary action or improper checkout charges when moving out of the room. Students who live in Falcon Heights and Centennial halls should dispose of room trash by utilizing the trash chutes found on each floor.

### **E. Use & Misuse of Equipment or Property**

Expectations and standards for behavior in University residence communities are outlined in these Community Living Standards. When resident behavior does not meet these standards, Residence Staff will address the behavior with the resident. When appropriate, staff will provide notice to residents on misuse of equipment or property and residents will be given the opportunity to rectify the situation prior to fees being assessed. Charges for items vary depending on the scope of the loss, damage or mess. The amount to be charged to the resident is determined by the supervisor of the residence in conjunction with custodial and maintenance personnel.

### **Residential Network Responsible Use Policy**

It is the responsibility of residents to use residential computing facilities and services in compliance with University, city, county, state, and federal laws and regulations. Violation of policies governing the use of residential computing resources may result in the suspension of network or lab use privileges, or other disciplinary action by the University. In an effort to ensure proper use of facilities and services, the following rules are in place to promote responsible use of the residential computing network.

- A. Residential computing network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, wireless, hardware and data jacks.
- B. The residential network (in-room connections or computer lab connections) may not be used to provide Internet access to anyone outside of the University community for any purposes other than those that are in direct support of the academic mission of the University.
- C. Residents utilizing in-room Ethernet connections will receive a network address for their computer. Use of a network address other than the one assigned may cause network problems and is prohibited.
- D. The residential network is a shared resource. Thus, network use or application use which inhibits or interferes with the use of the network by others is not permitted. For example, applications which use an unusually high portion of the bandwidth for extended periods of time, thus inhibiting the use of the network by others, are not permitted. Residential computing reserves the right to terminate any in-room or cluster computer connection without notice should it be determined that network traffic generated from that connection drastically inhibits or interferes with the use of the network by others.

### **Computer Lab Responsible Use Policy**

The residential computer labs are provided as work environments for students and members of the residential community. The primary use of these resources is for academic related work. All other uses are considered secondary.

- A. During the academic year, residential computing resources are for use of the on-campus student population. The only exceptions to this policy are use by residential computing staff, and use by University faculty and staff for presenting classes or seminars to on-campus students.
- B. Academic work by students takes precedence over all other uses of the lab computers (such as games, non-academic e-mail, non-academic Internet browsing, etc.). When the lab is full and other residents are waiting to use a lab computer, non-academic use is prohibited.
- C. Printing to lab printers is limited to academic work and to single copies of the material.
- D. Usage of the lab is governed by the Community Living Standards (for example, Quiet Hours) and by any specific lab rules approved and posted by residential computing.
- E. Anyone whose use of the computer lab hampers, endangers or otherwise disrupts other students' use of the computer lab may be asked to leave by residential computing staff.
- F. Anyone who is using a computer to display material that is offensive to other members of the community may be requested to move to another computer.
- G. Accessibility to a residential computing lab when staff are not present is conditional upon responsible use. Residential computing labs operate with a base number of hours with staff present. Labs may also operate without staff present for extended access hours. Continuation of extended access hours is conditional upon:
  1. NO THEFT of equipment or residential computing materials.
  2. NO DAMAGE to the lab or any items in the lab.
  3. NO TAMPERING with security systems, computer software, etc.
  4. NO ABUSE of the lab or of posted lab rules.
- H. Possession of food and drink, and the use of all tobacco products, including smokeless tobacco, is prohibited in residential computing labs

### **Safety & Security**

Safety is a priority at BGSU. Emergency telephones that ring directly into the police station are located all across campus and new lighting has been installed in many areas. Within the residence halls there are student clerks who make rounds of the residences and report safety and security concerns. However, all residents play a role in maintaining a safe environment in their living units. Educational initiatives in the residences may include sessions on safety precautions ranging from making sure to lock your door when you leave your room or when you are sleeping to not propping open exterior doors. Residents are also encouraged to immediately report any suspicious behavior in or around the residence to the residence hall, house staff or University Police. All student residences are equipped with an electronic door access system on exterior doors. Students will use their BG 1 Card to use to gain access to their place of residence. In keeping with the University's commitment to providing students with a healthy and safe environment conducive to intellectual pursuits and personal development, students are expected to know and abide by the following safety policies:

#### **A. Bathrooms**

All bathrooms within residence units are designated for either men or women only. Under no circumstances is any person permitted to enter the bathroom of the opposite sex. There are guest bathrooms located in the lobby of most residential units. All bathrooms on residence hall floors, with the exception of Greek Units, are fitted with card access. Your BG 1 Card should not be shared with others. Such sharing compromises the safety and security of the entire floor and building, and those suspected of sharing this information are subject to disciplinary action. Bathroom doors are to be closed at all times (except when being cleaned by custodial staff). Anyone propping or disabling the locking mechanism on bathroom doors is subject to disciplinary action.

**B. Electronic Door Access System**

All of the University residences have been equipped with an electronic door access system. The effectiveness of this system is dependent upon its proper use. Misuse and mismanagement of BG 1Card reduces the system's effectiveness and places the safety of all residents at risk. Propping of doors that are electronically supervised will sound an alarm and alert the building staff of the residence of an illegal entry. Tampering with the electronic door access system makes for an unsafe living environment, is strictly prohibited and will result in disciplinary action.

**C. Elevators**

Some of the residence halls have passenger elevators. Use of the elevators may be limited on occasion in order to accommodate residents or guests with a disability, the moving of belongings or for emergencies. Use of the elevators is a privilege and students are expected to make use of them in a responsible, safe and respectful manner. In keeping with this expectation, tampering with the alarm, misuse or defacing of the elevators, or entering the elevator shaft is prohibited. Elevators in the Greek Units may only be used for individuals with disabilities and are not available for general use by building occupants.

**D. Keys & BG 1 Card**

Students will be issued a key and provided building access on their BG 1 Card, which they are expected to use responsibly, taking into consideration the safety, security and privacy of other residents. Keys and BG 1 Card are for personal use only, and students are not to duplicate, loan or share these with others at any time. Keys and BG 1 Card are the property of the University and may not be duplicated or modified in anyway. Keys must be returned when a student checks out of the room and/or suite/apartment or at the request of the supervisor of the residence. A person suspected of duplicating or sharing their key or BG One Card may be subject to disciplinary action.

**E. Lost or Stolen Keys/BG One Card**

Should a key or BG 1 Card be lost or stolen, students are responsible for reporting the lost or stolen item to the front desk or supervisor of the residence immediately so that appropriate steps can be taken to prevent illegal entry. Students will incur a cost for obtaining a replacement personal entry device. New locks for either the room/suite/apartment or for all exterior doors to the residence will be installed depending upon which key or keys have been lost or stolen. The cost of replacing locks and keys will be incurred by the responsible party.

**F. Lock-out Key Policy**

Students who are accidentally locked out of their rooms/suites/apartments can obtain a lock-out key and temporary PED from the front desk or supervisor of the residence. The lock-out key and temporary PED is for short-term use and should be returned within 30 minutes. Use of the lock-out key or temporary PED, in excess of two (2) times during a given semester is considered excessive and students will be charged for each additional use of a lockout key, since all students are expected to carry their keys and personal entry devices (PEDs) with them at all times.

To encourage students to use their keys responsibly and to protect University property as well as all persons and property of persons that may be at risk due to lock outs, the following schedule of charges applies for lockouts each semester.

1. Fee Schedule

- a. 1st and 2nd time: No Fee  
3rd time: \$5
- b. 4th time: \$10
- c. 5th time: \$20 and student shall face conduct action
- d. 6th time: \$40
- e. 7th or more: All subsequent lock-outs during the semester will be assessed at \$80 per lock-out.

Failure to return the lock-out key or temporary PED within the allotted time period or other forms of abuse, misuse, or excessive use may result in conduct action, loss of lock-out key privileges, or both. All charges shall be placed on the student's bursar account.

**G. Mercury Thermometers**

Mercury thermometers are prohibited in all residential buildings as they pose a serious health and safety hazard if broken.

**H. Misplaced Keys**

If a key is misplaced, residents are responsible for reporting the misplaced key to the front desk or supervisor of the residence. A lock-out key may be obtained for an extended 48-hour period to allow time to locate the misplaced key. If the misplaced key is not found and/or the lock-out key is not returned within the 48-hour period, the misplaced key will be considered lost and a lock change will be ordered and charged to the party responsible.

**I. Missing Persons**

All students residing in University Housing shall be given the opportunity to provide a confidential contact person to notify should they be missing for 24 hours or more. In instances where the missing student is under 18 years of age, parent(s)

or legal guardians will be contacted in addition to the confidential contact person. Individuals should report anyone believed to be a missing person to a member of the Residence Life staff and/or BGSU Police. If a student is believed to be missing, hall staff will contact University Police to begin an investigation.

#### **J. Personal and Community Safety Expectations**

In order for safety measures to be effective, students must make proper use of these features. Residents are encouraged to lock their doors when leaving the room/suite/apartment for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building and is a policy violation subjecting the resident to disciplinary action. Residents may not allow others to enter the residence via any locked door other than the main entrance.

#### **K. Reporting Misuse**

It is an expectation for all community members to take an active role in ensuring the safety of the residential living spaces on campus. Misuse of keys, personal entry devices (PEDs), or BG 1 Card must be reported to an Office of Residence Life staff member immediately.

#### **L. Tornado Procedures**

##### **1. Tornado Watch**

A tornado watch indicates that weather conditions are such that a tornado could develop in this area. Should a tornado watch be issued, residents are asked to follow the accompanying procedures.

- a. Residents should make certain they are familiar with the location of the shelter area in their building so that should the need arise, they will know where to find appropriate shelter.
- b. Residents should be prepared to move to that area in the event that a tornado warning is issued.
- c. Residents are encouraged to listen for a radio, TV or hall PA announcement, county sirens indicating the need to take shelter, and be checking for a text message from AlertBG, if they have signed up for this service.
- d. Residents should use their best judgment when deciding whether to leave the building during a Tornado Watch.

##### **2. Tornado Warning**

A tornado warning indicates that a tornado has been sighted in the area. Should residents hear the county tornado warning sirens or otherwise be advised that there is a tornado warning in effect for the region, residents are to seek shelter immediately and follow the directions of Office of Residence Life staff regarding emergency evacuation and remain in the shelter areas until the all-clear is given by the appropriate staff member or official. Note: Wood County conducts a test of tornado sirens on the first Saturday of every month at 10 a.m.

#### **University Residence Policies**

As with all large residential communities, there are behavioral parameters within which all community members are expected to conduct their affairs. Individuals who choose not to act responsibly and violate the University Residence Policies, Code of Student Conduct, and/or local, state and federal laws will be held accountable for their decisions. The regulations and policies contained in this section should not be regarded as a comprehensive code of desirable conduct; rather they describe the minimum standards needed to reconcile the principles of maximum freedom and necessary order to achieve the basic purposes and goals of the University. By forming a code of ethics and rules and regulations, the University does not absolve each student from accepting responsibility for his or her own behavior. Indeed, the University reaffirms the principle of student freedom coupled with an acceptance of full responsibility for individual action and the consequences of such action. Residents have the right to file a complaint in the event that their rights within the residential community are being violated by another's failure to follow these policies. Such complaints may be registered through residence hall staff or through the Office of the Dean of Students.

Students are expected to respect the rights of others within their residential community. Residents will be held responsible for their actions and decisions, as well as the actions of their guests. In striving to provide an environment for all residents to study, sleep and interact, it is expected that students be familiar with, and abide by, the policies which appear in this publication.

#### **A. Apartment & Greek Unit Policies**

In addition to the Student Code of Conduct, and the Community Living Standards, additional policies apply to those students living in university Apartment(s) or Greek units. Additional policies and procedures, for Apartment(s) and Greek units, may be found on the Office of Residence Life's website on the "Forms and Resources" section.

#### **B. Alcohol**

Bowling Green State University is committed to maintaining an academic and social environment conducive to the intellectual and personal development, safety and welfare of all members of the University community. While alcohol is a widely accepted part of American culture, students under the age of 21 may not consume or possess alcohol. Students who are of legal age may drink in their rooms or in the rooms of people who are also 21 or older. Students who are under 21 and choose to drink are not only violating hall policy, they are breaking the law. Offenders may be subject to the campus conduct process, legal prosecution or both.

1. The University adheres to and enforces all federal and state legislation governing alcohol.

2. In a University residence, alcoholic beverages may be possessed or served only in student rooms/suites/apartments where a resident of the room is of the legal drinking age. Alcohol is not permitted in common areas including but not limited to hallways, lounges, recreation areas or outside of a student room or suite.
3. Common containers including but not limited to beer balls, kegs, wine boxes, and containers of mixed punch of any kind are not permitted.
4. If residents 21 years of age or older elect to keep alcoholic beverages in the room/suite/apartment, they are responsible for and must take affirmative steps to ensure that underage individuals do not gain access to alcohol.
5. Alcohol may not be sold or purchased in University residences.
6. Devices that allow for the drinking of large quantities of alcohol, such as a beer bong, are not allowed in University residences.
7. Games that promote or involve excessive drinking, are not permitted in the University residences.
8. Alcohol containers (whether full, partially full or empty) may not be possessed or used as decorations by those under the age of 21 in University residences.

### **C. Animals – Service & Emotional Support**

In order to provide reasonable accommodations and in compliance with federal law, the Office of Residence Life allows qualified students to have one Service or Emotional Support Animal (ESA) in the residence halls. Students must first contact the Office of Disability Services (38 College Park Office Building, 419-372-8495) for approval.

#### **1. Definitions**

##### *a. Emotional Support Animal*

An “emotional support animal” (“ESA”) is an animal that provides comfort to an individual with a disability upon the recommendation of a healthcare or mental health professional. An emotional support animal does not assist a person with a disability with activities of daily living but rather its role is to live with a student and alleviate the symptoms of an individual’s disability to provide equal opportunities to use and enjoy residential life at the University. Emotional Support Animals must remain in the owners assigned room at all times.

##### *b. Service Animal*

Any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Service animals may accompany its owner anywhere in the residence halls.

##### *c. Pet*

A pet is an animal, other than a fish, kept for companionship and does not assist an individual with disabilities or act as an emotional support animal. For this reason pets are not covered by this policy and are not allowed in university residence halls.

#### **2. Owner Care & Handling**

- a. Animals must be properly licensed in accordance with all federal, state, and local laws.
- b. Service and Emotional Support Animals must be in good health and have all vaccinations.
- c. Service animals may accompany the owner to any location at any time. Emotional Support Animals may not leave the owners room, with the exception of allowing the animal to relieve itself, and must not create a disturbance while the owner is away from the room.
- d. Service and Emotional Support Animals must be under the control of the owner at all times.
- e. Owners of a Service or Emotional Support Animal will maintain a clean, healthy, and odor free living space.
- f. Owners of a Service or Emotional Support Animal are responsible for cleaning up after your animal’s waste, and should carry sufficient and appropriate equipment to clean up after the animal. Waste must be bagged and discarded in waste receptacles located outside of the residence halls.
- g. Owners of a Service or Emotional Support Animal must assure the animal doesn’t interfere with the daily routine or activities (ability to sleep, enter or exit the hall, study, etc.) of residents who reside in the hall.
- h. The owner of the animal is financially responsible for any damage caused by the animal. This includes bodily injury or property damage.

#### **3. Non-Owner Care & Handling**

- a. Individuals other than the owner should never touch or handle an animal unless invited to do so.
- b. Individuals other than the owner should not feed the animal.
- c. Individuals other than the owner are not to intentionally startle the animal.
- d. Individuals other than the owner are not to attempt to separate the animal from the owner.
- e. Individuals are not to inquire for details about the owner’s disability or reason for having a Service or Emotional Support Animal.

#### **4. Removal of Approved Animal**

The Office of Residence Life may exclude or remove any animal that;

- a. Poses a direct threat to the health or safety of others,
- b. The animal’s presence requires an unreasonable alteration of the University’s normal functions,
- c. If the owner consistently fails to comply with the policy governing animals in the residence halls, or
- d. The animal’s presence creates an unreasonable and unmanageable disturbance to the community, the student conduct process will be utilized.

#### **D. Bicycles, Mopeds and Motorcycles**

Campus regulations regarding the parking and storing of bicycles, mopeds and motorcycles must be observed. Motorcycles and mopeds are not permitted inside a University residence. If a resident brings a bicycle into the residence, the bicycle may not be parked or stored in corridors, restrooms, lounges, entryways, trunk rooms or in any area of the building other than the owner's room/suite/apartment. The owner is responsible for any damages or soiled carpet caused by bringing a bicycle into a residence. Riding bicycles inside a building is prohibited. Bicycles, mopeds and motorcycles must be registered with the Bowling Green City Police, 175 W. Wooster St. For more information please call 419-352-2571. Bicycles and mopeds may only be locked to bike racks and not to ramps, stairwells or other stationary objects. See the Parking and Services publication regarding designated parking areas and bicycle registration.

#### **E. Cooking in Rooms/Suites**

Approved combination microwave/refrigerator units for food preparation are permitted in all University residences. Individual microwave units of no more than 900 watts are permitted in student rooms. Refrigerators no larger than 5.0 cubic feet, 36 inches in height and 1.5 amps are also allowed. For fire safety considerations, however, hot plates, toasters, toaster ovens, "George Foreman Grills", waffle irons/makers, air fryers, crock pot, and similar devices are not permitted in student rooms/suites.

#### **F. Dining Room/Utensils and China/Kitchen**

Use Dining room property, which includes trays, plates, glasses and silverware and other equipment/furnishings must not be taken from kitchens or any dining facility to any area, including student rooms/ suites/apartments and lounges. Violation of this policy is considered theft and may result in University conduct action, or possible criminal action. University Dining Services refrigerators and freezers are not available for storage of personal food supplies or beverages.

#### **G. Drugs**

The use and/or possession and/or provision of a place for the use of illegal/controlled drugs is governed by local, state and federal laws. All cases or evidence of use, possession, cultivation or sale of drugs in University residences will be handled by the appropriate law enforcement agencies and reported to the Office of Residence Life. This includes the possession of prescription drugs not prescribed to the student in possession of them.

#### **H. Explosives, Firearms, Fireworks and Weapons**

Explosives, firearms (actual, or novelties/toys reasonably resembling actual firearms), fireworks, firecrackers and similar devices, and weapons of any kind create a potential safety hazard and, therefore, the use or possession of these items is prohibited in University residences. Weapons include, but are not limited to, knives with blades over three inches, guns, bb/pellet guns, airsoft guns, paint guns, tasers, bows and arrows, machetes, Ninja stars, nunchucks, grenades and swords.

#### **I. Guests**

##### **1. General**

A *visitor* is defined as any person who is a student and is not an assigned resident of the University hall or house being visited.

A *guest* is defined as any person who is not a student and is not an assigned resident of the University hall or house being visited.

A *host* is defined as a person who is assigned to the particular University student room being visited. In order to maintain a living environment that respects the privacy of all residents, guests, and visitors must adhere to the following specific policies:

- a. Guests and visitors are subject to the same rules, regulations and expectations as a resident, and the host is responsible for informing his or her guests of the rules, regulations and expectations in advance.
- b. The needs of roommates/suitemates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount, and supersede the right to host a guest and/or visitor. Roommates reserve the right to reasonably refuse guests at any time.
- c. Hosts assume full responsibility for the behavior and activities of their guest(s) and/or visitor(s) regardless of whether the host is present to observe the behavior of the guest(s) and/or visitor(s). However, hosts are expected to, whenever reasonably possible, and in compliance with these Community Living Standards, accompany their guests at all times.
- d. For safety and security reasons, guests must be escorted at all times and in all areas of the residence by his/her host of the building.
- e. Visitors may only enter the building if they are accompanied by a host who is a resident of the building. *Guests and visitors* will be required to present a picture ID and sign in to gain entrance to the building regardless of their time of arrival to the building. Guests may only enter the building if they are accompanied by a host who is a resident of the building.
- f. During the course of their visit, guests and visitors are expected to behave in a way that positively contributes to the residence community, showing respect and consideration for others and for property.
- g. Guests and visitors who are acting inappropriately may be asked to leave the residence.
- h. Guests and visitors will not be issued keys or PEDs, nor are residents to permit guests or visitors to use keys, BG 1 Card or PEDs.

## 2. **Overnight Guests**

Overnight guests or visitors are allowed to stay in University residences with the prior consent of both the host and the host's roommate(s). However, the needs of roommates/suitemates to sleep, study and otherwise be free from interference and disruption as well as the right to privacy are paramount and supersede the right to host an overnight guest and/or visitor in the room/suite/apartment. Given the prior consent of the roommate(s), guests/visitors are allowed to stay a maximum of three (3) consecutive nights in a ten (10) day period. Guests/visitors may not sleep in lounges or on lounge furnishings and may not sleep in any bed without the prior consent of the individual assigned to those beds.

## **J. Identification**

Residents are expected to carry their Student Identification Card with them at all times. Residential students may be asked to produce their ID in a number of instances including but not limited to, entering the building during posted hours, checking out equipment, obtaining lock-out keys, or during documentation of policy violations. Failure to produce university identification, at the request of a university official, may result in denial of services or referral to student conduct.

## **K. Kitchen Use**

Most residence halls are equipped with a small, limited use kitchen and is intended for use by residential students. These kitchens are typically equipped with a stove, refrigerator, sink, and cabinets. Residents are expected to follow the "Guidelines for Use" document posted in each hall. After use, each kitchen must be thoroughly cleaned (stovetop, countertop, sink, dishes, floor, trash, etc.). Failure to clean the kitchen may result in the facility being locked. Dry goods may not be stored anywhere in the kitchen. Students may store cold/wet items in the refrigerator as long as each item is labeled with a name and date. All items in the refrigerator will be disposed of after one month or when the item is no longer useable. Limited cooking equipment is available for use at each hall front desk and must be returned clean. Students using the kitchen should be familiar with the location and use of the Fire Extinguisher. Students using the Kitchen, do so at their own risk and the University will not be liable for lost, stolen, or disposed of items including but not limited to food and cooking utensils. Greek and Apartment units have their own kitchens with a modified version of the "Guidelines for Use" document. Residents of the Greek and Apartment units must adhere to the "Guidelines for Use" document posted in their kitchen and on the residence life website.

## **L. Laundry**

Laundry facilities are provided for each residence. Use of the laundry facilities by residential students is paid for as part of the room fee (exceptions include leased apartment facilities). Use of the laundry facilities by non-residents is prohibited. Violators of this policy will be referred to the student conduct process. Do not leave your laundry unattended. If clothes are left in the laundry room for more than 48 hours they should be taken to the front desk Lost and Found. Residents should always clean the dryer filter trap after every use.

## **M. Lost & Found and Abandoned Property**

Abandoned items will be disposed of or donated. Hall staff will generally attempt to store abandoned items as lost property for up to one month, depending on available space. Attempts to contact students will be made first by phone, then by e-mail, and finally by certified letter. Each residence hall will maintain a Lost and Found system at the front desk. Items brought to the lost and found will be kept for one month. If the individual owner can be identified, hall staff will make attempts to contact the owner to return the item. At the end of the one month period, unclaimed items will then be disposed of, destroyed or donated in the appropriate manner.

## **N. Lounges and Common Areas**

Every residence unit contains a variety of common area spaces. Some are designated study lounges, while others are used for program events and meetings. Residents wishing to reserve space in a building must contact the supervisor of the residence. All lounge furniture and wall hangings should remain in their assigned location for use by all community members. Lounges are not to be used to provide overnight accommodations for residents or guests.

## **O. Mail**

USPS paper mail, such as letters and magazines, is delivered daily, Monday through Friday, to the residence hall front desks and placed in the student mailboxes provided to all on-campus residents. No mail is delivered on weekends or University holidays. Student packages, from all carriers such as USPS, UPS, and FedEx, will be delivered to the Student Package Center located at the Information Desk on the first floor of the Bowen Thompson Student Union. Students will receive an email notification when the package is ready for pickup. A valid BGSU ID is required for package pickup. For more information, visit the Postal Services website: [www.bgsu.edu/postal](http://www.bgsu.edu/postal) Residence hall and Greek unit mail should be addressed to the street addresses provided by the Office of Residence Life. A complete list of halls and street addresses is available on the Office of Residence Life web site <http://www.bgsu.edu/residence-life/residence-hall-mailing-addresses.html>

*An example would be:*

John Doe  
Room 123, Offenauer West  
522 Thurstin Ave.  
Bowling Green State University  
Bowling Green, OH 43403-4603.

*Only the following items may be placed in residence mailboxes:*

- a. U.S. mail delivered by the Post Office
- b. Individually addressed campus mail
- c. Office of Residence Life approved announcements and notices, unaddressed items, or unaddressed advertising of any nature will not be placed in residence mailboxes unless approved by the Office of Residence Life.

#### **M. Musical Instruments**

Because different musical instruments can be played at different volumes, some may not be appropriate for use in the residence halls. Acoustic guitars, non-amplified electric guitars and electronic pianos are some examples of instruments that can be played at a reasonable level and are permitted in the residence halls. Many living units have practice rooms that may be reserved for those choosing to bring wind, orchestral, percussion or amplified instruments to the University. To the extent that such instruments violate the courtesy or quiet-hours policies, they are not permitted in the residence halls.

#### **N. Pets**

Pets are not permitted in University residences, including student rooms/suites/apartments, except fish in an aquarium no larger than 20 gallons. Electrical aquarium accessories must be unplugged during extended vacation periods. If any unauthorized pet is kept in a resident's room, disciplinary action will be taken, and a cleaning fee may be charged to that resident.

#### **O. Posters, Table Tents and Advertising**

The display of posters and fliers in University residences is governed by the Office of Residence Life. A full copy of the applicable policy, including appropriate numbers of posters is available in brochure form at this office. Only University departments and registered student organizations in good standing are eligible to display posters/fliers in University residences, after obtaining the requisite approval from the Office of Residence Life. After obtaining approval, items must be submitted to the front desk of the hall and may only be distributed within the hall by persons employed by the Office of Residence Life. Failure to follow this policy may result in the elimination of the privilege of displaying posters and fliers on the part of the organization or department. The display of table tents in dining facilities is governed by Dining Services. A full copy of the applicable policy is available at this office.

#### **P. Quiet Hours and Consideration of Others**

The University strives to provide its residents with a living environment that is conducive to learning. Residents and their guests are thus expected to respect the rights of others with regard to quiet for studying, sleeping and individual lifestyle choices. Quiet hours and courtesy hours are the vehicles for achieving this environment. In each residence, a program of "quiet" hours is established initially by the supervisor of the residence. That program of "quiet" hours must fulfill the following minimum requirements:

1. Sunday through Thursday: Quiet hours must begin no later than 11 p.m. and continue until at least 8 a.m.
2. Friday and Saturday: Quiet hours must begin no later than midnight and continue until at least 9 a.m. (*Note: Specific quiet hours for each hall may be adjusted within the minimum guidelines at the first Hall Council/house meeting. The established hall quiet hours can be reviewed at any time when deemed necessary by residents of each hall within the established guidelines listed above.*)
3. Twenty-four hour quiet hours are in effect at all times during final exam periods. These quiet hours will begin at 12 midnight the Sunday prior to the final exam period and continue until the residence closes at the end of the semester. No alterations of the 24-hour policy during finals week are permitted.

During quiet hours, the noise level in the living unit must be kept at a minimum. Music, talking or other sounds are too loud if the sound can be heard by neighbors, in the corridor or outside the building. At no time is a person to create a disturbance or noise that disrupts the activities of another person within the residence. All requests for quiet are to be immediately complied with by discontinuation of the activity causing the disturbance or noise. In the spirit of community, stereo speakers/subwoofers and stereos must not be directed out the windows/doors or used outside the residence without permission.

The use of headphones is also strongly encouraged. Repeated disregard for the noise level in use of sound equipment may result in the removal of the equipment from the student room/suite/apartment. Courtesy hours: defined as hours of reasonable quiet, are to be maintained at all times, even during those times not designated as quiet hours. During courtesy hours, residents are expected to keep noise and activities at a level which will not disturb neighboring residents, including those living on other floors. All requests for quiet are to be immediately complied with by discontinuation of the

activity causing the disturbance or noise. Residents are expected to anticipate and respect the needs of other students; specifically, the need to live in an environment with minimum annoyances or obstacles to academic pursuits and student wellness.

**I. Roommate Agreements**

Since sharing living accommodations is a new experience for many students, all roommate pairs will be asked to complete a roommate agreement. This agreement encourages honest and open communication between roommates and establishes agreement for standards to be followed in the room. No agreement is permitted to contain clauses that allow for the violation of any University or Residence Life policy. If assistance is needed in establishing this agreement, you are encouraged to meet with your Resident Advisor or hall/house staff. Since the needs and routines of roommates change during the year, it is recommended that the roommate agreement be modified as needed. Failure to adhere to the roommate agreement may result in referral to student conduct.

**J. Routers & Rogue Hotspots**

Students living in the residence halls are not permitted to use wireless routers or devices that transmit a wireless signal that creates interference with the University owned Wi-Fi system. Student wireless devices may disrupt internet services for other students and staff. Residents found in violation of this policy will be asked to disable the wireless device immediately and may be referred to student conduct.

**K. Smoking**

Bowling Green State University recognizes the need to create and maintain an environment that sustains and enhances the general health of its faculty, staff, students and visitors. Therefore, by resolution of the Bowling Green State University Board of Trustees, effective January 1, 2014, and by Ohio state law, smoking is prohibited in all facilities owned or leased by Bowling Green State University and on the grounds of any property owned or leased by the University. Smoking is defined as inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant, per section 3794.01 of the ORC. This includes all buildings owned or controlled by Bowling Green State University, shelters, indoor and outdoor athletic facilities, indoor and outdoor theatres, walkways, sidewalks, residence halls, and parking lots (unless otherwise designated). Smoking is prohibited on sidewalks that adjoin University property. Smoking is also prohibited in any vehicle or equipment owned, leased or operated by Bowling Green State University. Application of this policy to university owned detached single family residences shall be determined by University Facilities at the time any such lease is executed. Cigarette butts and ashes must be disposed of in the appropriate receptacles located in designated smoking areas. The use of e-cigarettes, or personal vaporizers, in Residence Halls is strictly prohibited.

**L. Soliciting/Selling**

Soliciting in residences is not permitted. Solicitation is defined as any activity designed to advertise, promote or sell any product or commercial service or encourage support for or membership in any group, association or organization and includes door-to-door canvassing. Soliciting/selling includes conducting a business in a University residence such as baby-sitting, beer distribution or selling such items as cosmetics, food, hair supplies or hair cutting/styling, raffle tickets, magazines, bagels, candy bars, etc. Advertising signs, posters and fliers in connection with such solicitation or selling may not be distributed or posted in University residences. Fundraising events/soliciting are not permitted in residences unless authorized by the Director of Residence Life or his/her designee. Voter registration (although not door-to-door) may be authorized with the specific approval of the Director of Residence Life as per the University policy on Political Campaigning

**M. Sports and Roughhousing**

Indoors Sports and roughhousing are prohibited in all areas of the residence halls/houses, as such activity may disrupt the living/learning environment and is considered unsafe relative to persons and property. Prohibited activities include (but are not limited to) tossing, bouncing, or kicking of balls or objects, wrestling, the use of roller blades, Nerf guns, and the use of water guns or water balloons.

**N. Storage**

When a student checks out of their residence hall room but does not remove personal belongings from his/her room, the items become the property of the university and will be disposed of after 30 days. Students claiming items within the 30-day time period may be assessed a storage and packing fee. There is no storage of personal items at any time. This includes temporary storage of lofts or personal furniture. Personal items may not be stored in the hall common areas (hallways, study lounges, kitchenettes, trash rooms, bathrooms, custodial closet, etc.)

**O. Wall and Door Decorations**

You may make your room feel more like home by putting posters and pictures on the wall. White adhesive putty is the recommended way to do this. Avoid the use of two-sided tape, colored putty, or nails as these items create residue that must be removed or holes that must be filled. No more than 20% of the surface area may be covered.

**P. Windows Coverings & Screens**

Regulation window coverings (blinds/drapes) are installed in every residence hall room. These window coverings must

not be removed. Personal drapery may be hung using only a spring tension rod. Personal drapery and decorations should not be visible from outside the hall. Personal drapery and decorations should not interfere with egress. Window screens and/or storm windows must not be removed at any time. Residents assume any associated costs of replacement, repair, and re-installation of Window Screens.

**Q. Use of Telephones in Student Rooms**

Every room has the capability of having a telephone line activated. Students must request to have an active telephone line provided in their assigned residence hall room. It is the responsibility of the student to request a phone line be activated through Information Technology Services (ITS). Students requesting an active phone line for their residence hall room will be billed an additional fee that corresponds to the requested level of service provided.

Per University policy and applicable law, it is unlawful to obtain or attempt to obtain telecommunication services by use of a false, fictitious or counterfeit number. It is unlawful to charge telephone calls to the telephone number or credit card number of another person without valid authority. Avoiding or attempting to avoid payment for telecommunication services by use of any fraudulent scheme, device, means or method is prohibited by law and by University regulations. Criminal prosecution and/or disciplinary action may be taken.

Students are responsible for any long-distance calls made from the telephone line in their room.