

# Housing Services and Residence Life Policies

Updated November 20, 2024

|  |  |  |
|--|--|--|
| <a href="#">Air Conditioners</a>                           | <a href="#">Fire Safety</a>                                  | <a href="#">Reservation of Common Spaces</a> |
| <a href="#">Alcohol and Drugs</a>                          | <a href="#">Firearms, Explosives and Dangerous Chemicals</a> | <a href="#">Remodeling of Facilities</a>     |
| <a href="#">Bicycles, Skateboards, Roller Blades, etc.</a> | <a href="#">Fresh (Perishable) Food Delivery</a>             | <a href="#">Room Change Request Policy</a>   |
| <a href="#">Care of Furnishings, Equipment, Premises</a>   | <a href="#">Guest Policy</a>                                 | <a href="#">Safety and Security</a>          |
| <a href="#">Community Meetings</a>                         | <a href="#">Housing Staff</a>                                | <a href="#">Sales and Solicitations</a>      |
| <a href="#">Computers</a>                                  | <a href="#">Keys</a>   | <a href="#">Service Animals</a>              |
| <a href="#">Contract Renewal</a>                           | <a href="#">Needles and Sharps Disposal</a>                  | <a href="#">Service Animals in Training</a>  |
| <a href="#">Disability Accommodations</a>                  | <a href="#">Newsletters and Notices</a>                      | <a href="#">Self-Care</a>                    |
| <a href="#">Disruptive Behaviors</a>                       | <a href="#">Notice of Non-Discrimination</a>                 | <a href="#">Smoking</a>                      |
| <a href="#">Drones</a>                                     | <a href="#">Mischievous and Pranking</a>                     | <a href="#">Sexual Misconduct</a>            |
| <a href="#">Emotional Support Animals</a>                  | <a href="#">Parking</a>                                      | <a href="#">Vandalism and Defacing</a>       |
| <a href="#">Facilitated Roommate Agreements Policy</a>     | <a href="#">Pets</a>   |  |
|  | <a href="#">Posting Policy</a>                               |  |
|  | <a href="#">Quiet Hours</a>                                  |  |

The Utah State University [Student Code Article V](#) Section 3.B.22 states, “Violating any published University policy related to University-owned living units or breaching a University living unit contract” is considered student misconduct under the student code.

## Air Conditioners

Window mount air conditioners are not permitted to be attached to the building in any resident apartment due to the danger of units falling out of windows. However, there are options available for residents who would like additional cooling in their apartments. Residents can also purchase/use a portable air conditioner. These units may be identified in retail stores as “apartment air conditioners”. Typically, the units consist of an air conditioner that is on wheels with an air hose and bracket that exhaust heat out a window without removing the window screen. Residents can also purchase/use a window-mount style air conditioner, but only under the following conditions: window screen must be kept in place and not removed. Unit must be free-standing and in no way attached to the building. It is up to the resident to devise a safe way of accomplishing this. For any questions, please contact Housing Facilities at (435) 797-3117.

## Alcohol and Drugs

[Student Code Article V](#) Section 3.B.1-4 states: Possession, consumption, distribution, manufacture, or storage of alcohol and/or illegal drugs anywhere on campus is prohibited. Off-campus and University functions are subject to federal, state, or local laws. Crimes committed on or off campus violate University standards and may subject student to discipline under the nonacademic section of the student code. Disciplinary actions, which may include referral to the Substance Abuse Program, probation, suspension, and/or expulsion, are designed to maintain the institution’s integrity, protect individual rights, and help students solve personal problems. Violation of this code by students under the age of 21 may



Utah State University Housing is an Equal Housing Opportunity provider.

also result in parental notification. Staff and students are expected to report violations of campus regulations to the Office of the Vice President for Student Affairs.

The Utah State University Student Code prohibits possession, consumption, sale, distribution, manufacture, or storage of any alcoholic beverage (including beer) or illegal drugs on University property. Housing regulations further prohibit possession or storage of full or empty **alcoholic beverage, bottles, containers, receptacles, as well as brewing kits.**

**These prohibitions apply equally to all residents regardless of age.**

## Bicycles, Skateboards, Roller Blade, etc.

University Policy 501 States: “The use of bicycles, skateboards, and in-line skates shall be allowed only as a means of transportation on walkways and other vehicular travel ways of USU. Anyone using a bicycle, skateboard, or in-line skates on USU property shall give right of way to any pedestrian and shall travel at a reasonable, safe, and prudent speed. Under no circumstance will bicycling, skateboarding, or in-line skating be allowed on ramps, curbs, benches, steps, or stairs and other such structures. The use of bicycles, skateboards, or inline skates shall not be permitted inside any building.”

Bikes can only be stored in individual rooms or apartments, or in specified bicycle racks in the area. Bikes should not be chained to trees, signs, rails, or poles. Housing and Residence Life requires that all residents register their bicycles with the University Police to aid in returning lost and/or stolen bikes. Residents may fill out registration information at their individual Area Offices to obtain a free bike permit. Bike permits must be taped visibly on bicycle frame. Any bicycle on Housing property that does not have an appropriately displayed bike permit may be impounded by the University Police.

Due to the damage caused to carpet and tile, bicycles, scooters, roller blades, roller skates, skateboards, etc., cannot be ridden within residence halls or apartment communities. Fines and/or sanctions may be imposed for noncompliance. The above-mentioned items cannot be stored in the hallways, balconies, stairwells, or other common areas within the residence halls or apartment communities. Only wheelchairs or equipment required exclusively by persons with disabilities are approved for indoor use, but the resident is still responsible for in-room storage.

## Care of Furnishings, Equipment, Premises

Residents are responsible for general care of the room/apartment and of all furniture and equipment provided inside or exterior to the room/apartment. An initial inspection and inventory of the room/apartment and its furnishings must be made upon occupancy by the resident's completion of the “Acceptance of Agreement” form. It is retained in the student's file, and will be the recorded basis for determining damage, loss, or cleaning charges assessed during or at termination of residency. Any charge resulting from extra cleaning, repairs, or replacements associated with damages, including normal wear and tear, may be assessed. Charges are usually assessed for labor and/or materials at a cost of \$30 per hour.

Any breakage, damage, or need for general maintenance and repairs must be reported to the Housing Facilities Office,

(435) 797-3117. Repairs will be made within a reasonable time. Resident will incur repair costs if damage is due to negligence (such as not reporting leaking water, loose hinges, etc.), carelessness, or misuse by self or visitors. **Damage assessment does not necessarily constitute immediate replacement.**

Furniture, equipment and recreation tables in common areas, lounges and study areas may not be removed from their original location. Furniture may be rearranged but must be returned to original locations after use. Violations are subject to a minimum \$50 relocation fee. Residents are not allowed to stack or “bunk” their beds (does not apply to Moen, Greaves, or Reeder Halls where they are installed).

Any physical repairs, alterations, or installations to the apartment, buildings, or grounds, are not allowed. These include but are not limited to painting, papering, dismantling furnishings, and equipment, wiring, adding, or changing locks, constructing lofts, removing window screens, installing mounting antennas or satellite dishes, constructing fences or



patio/balcony enclosures, and general remodeling.

## Community Meetings

Residents may be required by Housing and Residence Life Staff to participate in community meetings, mandatory educational programs, apartment/floor/hall/area meetings, and safety drills. Noncompliance may result in a minimum \$10 fine.

## Computers

[Student Code Article V](#) Section 3.B.25 states: Inappropriate use of computer, data network, and information technology facilities and services. Violations include, but are not limited to:

- a. Unauthorized access to data, transmissions, facilities, or services owned or created by, or intended for, another person or entity.
- b. Unauthorized use of another person's username, password, or network identity.
- c. Use of computers/computing facilities which interferes with or disrupts the work of another student, faculty member, or University official.
- d. Use of computers/computing facilities to store, access, or send obscene or pornographic materials.
- e. Use of computers/computing facilities which interferes with or disrupts normal operation of the University computer, data network, and information technology facilities and services.
- f. Use of authorized access to shared services or resources with the intention or result of denying authorized access to other persons.
- g. Introduction of disruptive computer codes.

As such, misuse of Housing-provided computer labs, e-mail terminals, computers, or in-room lines or connection is prohibited. The use of University Information Technology is also managed by [University Policies](#) 550-579.

## Contract Renewal

A Housing contract is renewable annually, at the discretion of Housing and Residence Life, for a maximum number of five additional renewals (six total years). Housing reserves the right to refuse housing to any resident who becomes delinquent in rental payments, or who has demonstrated an unwillingness or continual inability to abide by community rules, regulations, and policies within the housing system, as well as those who exceed the six-year residency eligibility.

Each academic year, current residents will be given an opportunity to sign up for preferred spaces before new, incoming student are assigned. Check with the Housing and Residence Life Office, Housing Staff or watch for published advertisements with detailed information.

## Disruptive Behaviors

Residents are expected to act in a manner which will not disturb the academic pursuits or infringe on the privacy, rights, privileges, health, or safety of other persons. Disruptive behavior may include pranks. Subject to applicable law, including without limitation, Titles VI, VII, IX of the Civil Rights Act, the Americans With Disabilities Act, and the Fair Housing Act, any activity that would have negative impact on a reasonable user of Housing locations by others or that unreasonably interferes with the academic functions of the University or Housing and Residence Life communities is not permitted.



Utah State University Housing is an Equal Housing Opportunity provider.

Residents found to be in violation will be required to meet with area Professional Staff to discuss the disruptive behaviors in an effort to improve the enjoyment of the community by all parties involved. A behavioral expectation plan will be created by the Professional Staff with the Resident detailing the behaviors that are disruptive and Housing and Residence Life's expectations for behavior adjustments.

Failure to abide by the behavioral expectation plan will result in additional sanctions as listed in the Housing Services and Residence Life Disciplinary Process, including the possibility of eviction.

## Drones

Residents with drones (Unmanned Aircraft Systems) for recreational use in University Housing owned or operated areas must follow FAA Guidelines as listed at [https://www.faa.gov/uas/recreational\\_fliers/](https://www.faa.gov/uas/recreational_fliers/). USU Housing prohibits the use of any drones inside any building and within 25 feet of any building to protect the buildings from damage and to protect the privacy of our residents. The operation of a drone may not interfere with any University or Housing activity or function. Operators are responsible for ensuring they know and understand local regulations for recreational drone use. Any resident who feels their privacy is being violated by the use of a drone has the right to contact the University Police at 435-797-1939.

## Firearms, Explosives and Dangerous Chemicals

[Student Code Article V](#) Section 3.B.20 states that "Illegal or unauthorized possession or use of a firearm, ammunition, explosives, weapons, or dangerous chemicals on University property" is considered a violation of student code.

Within On-Campus Housing, except as expressly permitted by law, explosives (including gasoline, firecrackers, fireworks, homemade explosives and pyrotechnics), and dangerous chemicals are not permitted.

With respect to firearms, USU Housing and Residence Life follow all applicable state and federal laws. If a student is lawfully in possession of a firearm at the student's place of residence, we recommend that the student store the firearm securely or off campus. For guidance on safe firearm possession within a residence, please view the firearm safety brochure from the Utah Department of Public Safety, available [here](#). To the extent state law allows state higher education institutions to restrict firearms and ammunition in campus housing facilities, USU Housing reserves the right to do so.

Please alert campus police or your RA if you feel unsafe in your housing unit.



## Facilitated Roommate Agreement

At the beginning of each semester, all residents in a unit should complete the Roommate Agreement Worksheet and review it with their RA within the time frame designated by their RA. As a result of this exercise, roommates should enter a Roommate Agreement that sets forth expectations regarding how roommates will share their living space.

The Roommate Agreement should address, among other things:

- Study habits and preferences
- Sleeping preferences
- Guests, visitation, and personal privacy
- Cleanliness
- Social responsibility and engagement
- Borrowing and sharing items
- Other considerations

Residence Life will help facilitate the creation of Roommate Agreements, along with conflict resolution under the terms of a Roommate Agreement, and, when necessary, facilitate the renegotiation of a Roommate Agreement.

## Fire Safety

Fire safety is an important factor in communities with large populations and shared living space. The following policies are in place to ensure the safety of individuals in their living environments.

The following items or actions can represent a potential fire hazard and are therefore prohibited. A minimum \$25 fine may result for each prohibited item discovered by staff, with fines escalating for repeat offenses.

- Incense and incense burners
- Candles and other open flame items are expressly prohibited campus-wide unless authorized by the University Fire Marshall. Decorative candles may be displayed but are strongly discouraged. Wicks must remain white and unburned. Candle warmers (including Scentsy type warmers) are prohibited as per State Risk Management requirements. Candle usage may be requested in writing and sent to the University Fire Marshall for theatrical or other entertaining arts performances, dining and food services areas, special religious ceremonies, and other purposes as may appear necessary.
- All coiled resistance units (such as hot-plates)
- Halogen bulbs
- Inappropriate indoor storage of flammable liquids.
- Installing plastic, aluminum, or paper liners in and around apartment stoves.
- Taping or hanging material from smoke detectors, fire sprinklers or fire extinguishers.
- Use of paints, stains, paint removers, solvents or other similar flammable crafting liquids or pastes inside of any Housing building is prohibited. Use of these materials should be outside on grass/cardboard surfaces where they will not permanently alter the buildings and grounds.

All electrical appliances and cords must meet UL (Underwriters Laboratory) safety standards. UL-approved power strips must be used when more than two electrical items share an outlet. Power strips must be plugged directly into the wall and cannot be connected to extension cords or other power strips, even if those devices have surge protection capabilities. The Utah State University Fire Marshal highly recommends purchasing extension cords manufactured by Fire Shield which senses damage caused by overload, overheating, pinching, or aging and shuts off the power in 25/1000



Utah State University Housing is an Equal Housing Opportunity provider.

of a second if a dangerous condition is detected.

Mini-refrigerator, freezers and air conditioners that require 1500 watts of power usage or less are allowed and must be plugged directly into a wall outlet. All appliances, including microwaves, must be plugged directly into a wall outlet, not a surge protector or extension cord as required by state fire code. This policy will be enforced by staff.

Grilling on BBQs is prohibited within 10 feet of any housing building. Residents may not store propane tanks larger than 5 lbs. in their apartments.

Space heaters are strongly discouraged but can be used if they are ceramic and oil filled heaters and they **MUST** have the following: UL listing 1,500 watts or under, self-limiting element temperature setting, automatic tip over protection, built in timer that does not exceed an 8-hour time limit, built in programmable thermostat and thermal limiter to protect against overheating. If a space heater is needed the following rules are to be followed: Allow a 3 foot clearance between the heater and anything that burns, always plug the heater directly into an outlet to avoid overheating of cords, use the heater only as long as required, shut off the heater whenever it is not in use, place the heater on a level surface, always shut the heater off when no one is home to watch it!

No open element or metallic element heaters are allowed (anything that glows red when on). Also, no fuel fired heaters are allowed (kerosene, propane, etc.)

### *Lithium Batteries*

Lithium batteries are used to power many kinds of devices including smart phones, laptops, e-scooters and e-bikes, etc. Damaged or defective batteries can overheat, catch fire, or explode. Lithium-ion battery fires give off toxic gases and they burn extremely hot.

- Safety Tips

- Only purchase and use devices, batteries and charging equipment that are listed by national recognized testing lab and labeled accordingly.
- Always follow the instructions from the manufacturer.
- Only use the battery and the charger that were designated for, and came with, the device.
- DO NOT KEEP CHARGING the device, or device battery, after it is fully charged.
- Do not charge a device under your pillow, on your bed, or on a couch.
- Keep batteries at room temperature when possible. Do not charge them at temperatures below 32 degrees or above 105 degrees.
- Do not store batteries in direct sunlight or inside hot vehicles, and keep them away from children, pets, and liquids.

- Signs of a Problem

- Stop using the battery if you notice any of the following issues: odor, change in color, too much heat, change in shape, leading, or odd noises.

- Battery Disposal

- Do not put lithium-ion batteries in the trash.
- Recycling is always the best option.

Take them to a battery recycling location. Most stores that sell lithium-ion batteries will take batteries to be recycled including Home Depot, Lowes, and Best Buy.

### *Fire Drills*



Utah State University Housing is an Equal Housing Opportunity provider.

Fire drills or fire safety programs are conducted by the University Fire Marshal and Residence Life staff to ensure that residents are familiar with emergency evacuation procedures and general fire safety. When requested or mandated, all occupants must immediately evacuate a residence hall. Interfering with or noncompliance will result in disciplinary action, including a \$100 fine. Residents are also required by the Fire Marshal to keep hallways, stairwells, and balconies clear of obstructions at all times, to facilitate proper access and egress.

#### *Fire Extinguisher*

A fire extinguisher is located in all apartments on the kitchen wall. In traditional housing the extinguisher is located in the hallways on each floor. If the extinguisher is discharged while putting out a fire, promptly notify the Housing Facilities Office. If it occurs after-hours or on weekends, immediately notify the Utah State University Police at 797-1939. The extinguisher will be replaced immediately at no cost. Extinguisher must not be re-hung or relocated after discharge. Fire extinguishers are checked by the University Fire Marshal at least annually. If an extinguisher is found to be empty, tampered with, relocated, or missing, the student apartment will be charged \$75 for recharging and/or replacement.

Periodically inspect the fire extinguisher gauge to be certain it is properly charged. If the needle indicates that it is undercharged or overcharged, call the Housing Facilities Office immediately for replacement.

**Fire extinguishers or other equipment can only be discharged in an actual fire emergency.** If a resident uses a fire extinguisher to put out a fire, they should immediately contact their Resident Assistant and the Fire Marshal's Office to request a new extinguisher.

Starting fires, tampering with or misuse of fire safety equipment, or falsely reporting a fire may result in criminal prosecution.

#### *Smoke Detectors*

Smoke detectors are located in all Housing facilities. When the detector is activated, it will make a loud, piercing sound. When the detector beeps intermittently, the batteries need to be replaced. It is the resident's responsibility to report to Housing Facilities whenever the smoke detector is inoperable or batteries need to be replaced. Any smoke detector problems after 4:30 p.m. or on weekends can be directed to our On-Call Maintenance staff and will be handled as quickly as possible. Calls can also be left after-hours on the dispatch voicemail at Residential Facilities and will be handled the next morning. Residents should please leave their name, apartment number, time of call, and current problem with the detector. Excessive amounts of smoke from cooking, or steam from the bathroom, may activate a smoke detector. If the smoke detector is overly sensitive notify Housing Facilities.

If Housing staff determine that the smoke detector and /or battery has been removed, tampered with, or is inoperable and has not been reported, the student will be charged \$75. If there is a second violation, the student will be charged \$100 and appropriate restorative measures imposed.

#### *Fire Sprinklers*

Many Housing buildings have been retrofitted with fire sprinklers. It is critical that residents not tamper with the sprinkler systems, especially the sprinkler heads. **Per Fire Code, nothing can be stored or hung within 18 inches (457 mm) of fire sprinklers.** The water in the sprinkler systems is under tremendous pressure and a damaged sprinkler head or pipe can lead to significant damage to both the building and resident's property. The resident will be responsible for all damages caused to Housing facilities by breaking/or tampering with a sprinkler head. Housing is not responsible for any damage or losses that occur because of sprinklers being activated for any reason. Housing strongly recommends residents seek insurance for their personal property.

## Fresh (Perishable) Food Delivery



Grocery delivery and delivery of fast food or restaurant food will not be accepted at the area office. Residents who order items for delivery must arrange to meet the delivery person to accept the items they ordered. If the resident is not present to accept a delivery, the delivery will be rejected and the delivery person will be informed that it may not be left at the office.

Meal kits delivered through USPS, UPS, Fed Ex, etc. will be accepted at the area office and will be logged through the package delivery system. Residents will be notified of the delivery and are responsible for picking it up in a timely manner. Packages that contain perishable food items that begin to smell or leak after the resident has been notified of the delivery will be discarded.

## Guest Policy

**Guests Generally.** A guest is defined as any individual who is not a contracted resident of the specific residence hall, floor, or room in question. Each guest must have a resident host and be escorted at all times in the residence halls. Unescorted guests will be required to leave the building in which they are found. Moreover, guests must not be left unattended or left alone in the residence halls. Keys are for the sole use of the resident to whom they are issued. Guests may not be loaned keys to any residence or building.

Guests must adhere to all federal, state, and local laws, and University and Housing and Residence Life policies. Resident hosts assume responsibility for the compliance of their guests with Housing and Residence Life policies. A guest's resident host is responsible for notifying the guest of University and Residence Hall policies and procedures. Guests must comply immediately with all directives issued by identified University officials, Housing Services staff, and Residence Life staff. If Residence Life staff determines that a guest's behavior is disruptive or in violation of Utah State University policy, the guest may be asked to leave. If the guest is also a contracted resident in a Residence Life facility, they may face discipline under the appropriate policy.

Students may entertain guests in their suites, apartments, or rooms at any time, as long as consideration is given to the rights of roommates, suitemates, and other floor members, and the expectations agreed to in their Roommate Agreement. Generally, rights to sleep, study, and feel safe in one's living space take precedence over social uses of a room. In the event that a roommate's guest interferes with any of these considerations, Residence Life staff should be contacted to help the roommates facilitate a solution.

**Overnight Guests.** An overnight guest is defined as one invited to stay overnight in the unit of a resident host. Overnight guests may not stay more than three (3) consecutive nights and no more than eight (8) nights per semester, per guest. Exceptions can sometimes be made, in writing, by the area professional staff member if there are unique circumstances that warrant additional consideration. All overnight guests must be registered by the resident via the Housing and Residence Life Form: [https://usu.co1.qualtrics.com/jfe/form/SV\\_5AZ0z2BQAzLZJ3g](https://usu.co1.qualtrics.com/jfe/form/SV_5AZ0z2BQAzLZJ3g).

Unauthorized guest occupancy may result in fines and/or other disciplinary action including possible referral to the Director of Residence Life and/or University Conduct Officer and possible termination of contract.

## Housing Staff

Housing and Residence Life staff members represent the University and are considered its agents and officials, with authority commensurate and necessary to accomplish a requested task or action. Failure to comply with verbal and/or written instructions issued by Housing and Residence Life staff, or impeding their performance or duties, will be deemed a violation and may result in a \$100 non-compliance fine. Such behavior can result in referral to higher-level campus administrators who have the authority to sanction the individual to University probation, or suspend any violator from the University, according to the University Student Code.

## Keys



Utah State University Housing is an Equal Housing Opportunity provider.



The resident is issued an apartment key, a bedroom key (where applicable), and a mailbox key at the time of check-in. At the time of check-out original room/apartment and mailbox keys not returned will result in a lock replacement fee, and all charges will be billed to the resident. **Keys returned after the resident departs or vacates will not be accepted once a new key has been ordered.**

- Bedroom Hard Key replacement fee is \$10.00
- Electronic Key Card replacement fee is \$10.00
- Mailboxkey replacement fee is \$10.00

If residents want a hole punched in their electronic key card, they should go to their Area Office for that service. Residents should not punch holes in their key cards on their own.

[University Policy](#) 520.2.10 states that the State of Utah law prohibits the duplication of University keys. If a key is duplicated or tampered with, the resident will be charged to replace the key and will also face disciplinary action. Unauthorized possession or misuse of University issued keys is also prohibited. **Residents must not loan or give out their keys to anyone, including their roommates. Keys are for the sole use of the resident to whom they are issued. If a resident's key is found in the possession of anyone other than the resident it will be deactivated/collected until the resident meets with their Area Professional Staff.**

Non-University approved locks are not allowed on any resident's room or apartment door. Damage to or tampering with a University lock will subject the resident to disciplinary action and possible charges. Approved Door locks can be requested from University Facilities for \$150.

## Needles and Sharps Disposal

Housing urges those residents using needles or syringes for valid medical reasons to purchase EPA-approved Sharps Disposal containers for proper disposal. Use those made specifically for bio-hazardous medically contaminated wastes like needles.

## Newsletters and Notices

The [E-mail Communication Policy](#) in the University Catalog states: "All students enrolled at USU must specify a preferred e-mail address in the central system of record. A University-provided account or a commercial service provider e-mail account may be specified. Preferred e-mail addresses may be specified or changed at: <https://id.usu.edu/>

University officials, including advisors, professors, administrators, and various office personnel, may use a student's preferred e-mail account as an official means of communication.

It is the responsibility of all students to check their e-mail accounts on a regular basis. Students will be held accountable as being officially notified when any correspondence is sent by University representatives to their preferred and listed e-mail accounts.

Additionally, notices to residents from Housing and Residence Life will be in writing and sent via email or posted in visible locations or bulletin boards, personally hand-delivered, deposited in U.S. Mail addressed to the assigned room/apartment, or attached to the front door. This constitutes proper notice to residents.



## Notice of Non-discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law.

Utah State University is an equal opportunity employer and does not discriminate or tolerate discrimination including harassment in employment including in hiring, promotion, transfer, or termination based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy or any other federal, state, or local law.

Utah State University does not discriminate in its housing offerings and will treat all persons fairly and equally without regard to race, color, religion, sex, familial status, disability, national origin, source of income, sexual orientation, or gender identity. Additionally, the University endeavors to provide reasonable accommodations when necessary and to ensure equal access to qualified persons with disabilities.

The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

**Matthew Pinner**

Executive Director of the Office of Equity  
Interim Title IX Coordinator  
[matthew.pinner@usu.edu](mailto:matthew.pinner@usu.edu)  
435-797-1266 | Distance Education Rm. 401  
5100 Old Main Hill, Logan, UT 84322

**Cody Carmichael**

Title IX Coordinator  
[cody.carmichael@usu.edu](mailto:cody.carmichael@usu.edu)  
435-797-1266 | Distance Education Rm. 404  
5100 Old Main Hill, Logan, UT 84322

For further information regarding non-discrimination, please visit [equity.usu.edu](http://equity.usu.edu), or contact:

U.S. Department of Education  
Denver Regional Office  
303-844-5695 | [OCR.Denver@ed.gov](mailto:OCR.Denver@ed.gov)

U.S. Department of Education  
Office of Assistant Secretary for Civil Rights  
800-421-3481 | [OCR@ed.gov](mailto:OCR@ed.gov)



Utah State University Housing is an Equal Housing Opportunity provider.

## Parking

All residents wishing to park a vehicle in residential parking lots must purchase a valid parking permit in each vehicle, exclusive for each residential area. Residents are responsible for properly parking, driving, and maintaining the posted speed limit at all times, and ensuring that all guests follow those as well.

Occupants of campus residence halls are required to purchase a permit to park in the area adjacent to their respective residences. Resident permits are only valid when the student has a signed contract with Housing and Residence Life to live in that particular area. In the event that a student moves out of their on-campus residence prior to their contract expiration, his/her resident parking permit must be cancelled with the Parking Office.

All vehicles parked on campus must have a current registration and license plate. Any vehicle that is non-operational for a period of seven (7) days shall be deemed abandoned and will be impounded. Any vehicle parked on campus must be (1) operational and (2) have current registration. Vehicles with flat tires, broken windows, missing fenders, or engines, or on blocks give the appearance of being abandoned and are subject to towing.

**Driving on the sidewalks is strictly prohibited. Violators who drive or park on the grass or sidewalk can be charged for any damage to property, ticketed and assessed a \$75 fine.**

Visitors are welcome at Utah State University. Day passes are available for visitors to purchase at the Visitor Information Center (597 N 700 E) or the Parking Office.

Any questions pertaining to parking on campus should be directed to the Utah State University Parking and Transportation Services Office at (435) 797-3414. Their office hours are Monday through Friday 7:30 a.m. to 5:00 p.m. You may also visit their website at: [parking.usu.edu](http://parking.usu.edu).

## Pets

Possession, care, or harboring of all animals, except fish, is prohibited in University Housing or adjacent grounds. A fish is defined as a legless, cold-blooded, aquatic vertebrate animal with gills, fins, and scales. There is a 20-gallon size limit on fish tanks or aquariums. Visitors are not exempted from this regulation. Violation of this policy may result in a \$50 fine and immediate removal of the animal by the resident. An additional \$100 fine may be assessed and eviction proceedings initiated if the animal has not been removed within the 3-day period. A notarized statement signed by the resident must be turned into the Housing Office regarding the permanent relocation of the animal from our premises.

## Disability Accommodations

Utah State University (USU) recognizes the importance of providing reasonable accommodations in its housing policies and practices where necessary for individuals with disabilities to fully participate in the University Housing program.

These guidelines explain the specific requirements and processes that govern requests for reasonable accommodation in University housing. Utah State reserves the right to amend these guidelines at any time as circumstances require.

The [Disability Resource Center](#) (DRC) is responsible for evaluating whether to grant or deny requests for reasonable accommodation in University housing. In evaluating the request, the DRC may consult with University Housing and Residence Life, Student Health and Wellness, and Counseling and Psychological Services as necessary, to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside or intend to reside in University housing who believe they need a reasonable accommodation must contact the DRC.



Utah State University Housing is an Equal Housing Opportunity provider.

The DRC will accept and consider requests for reasonable accommodation in University housing at any time. The individual making the request for accommodation should contact the DRC as soon as practicably possible before moving into University housing. If the need for the accommodation arises when an individual already resides in University housing, he/she should contact the DRC as soon as practicably possible. USU cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received.

If the individual's disability and the necessity for the accommodation are obvious, the individual needs only explain what type of accommodation he/she is requesting. No third-party verification of disability and/or necessity is required under these circumstances. If the disability and/or necessity for the accommodation are not obvious, the DRC will require the individual to provide documentation from a reliable third party who can verify that the individual has a disability and that the requested accommodation is necessary to provide the individual an equal opportunity to participate at the University.

If the third-party documentation does not contain sufficient information for the DRC to determine whether an accommodation is necessary, the insufficiency and any request for additional information will be communicated in writing within ten business days of receiving the documentation.

The DRC may deny the requested accommodation if it is unreasonable. An accommodation is unreasonable if it: (1) imposes an undue financial and/or administrative burden; (2) fundamentally alters University housing policies; (3) poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property; and/or (4) is otherwise unreasonable to the operation of the University.

## Emotional Support Animals

Utah State University does not discriminate in its housing offerings and will treat all persons fairly and equally without regard to race, color, religion, sex, familial status, disability, national origin, source of income, sexual orientation, or gender identity. Additionally, the University endeavors to provide reasonable accommodations when necessary and to ensure equal access to qualified persons with disabilities.

Emotional Support Animals (ESAs) may be permitted in University housing as a reasonable accommodation to its no-pet policy when necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. ESAs provide support to an individual with a disability by alleviating one or more symptom or effect of an individual's disability.

This guideline explains the specific requirements applicable to an individual's use of an ESA in University housing. USU reserves the right to amend this guideline as circumstances require. This guideline applies solely to ESAs which may be necessary in University housing. It does not apply to Service Animals as defined by the ADA.

### *Requesting an ESA*

A request for an ESA is a housing accommodation request. Housing accommodation requests must go through the Disability Resource Center (DRC). The DRC will consider requests for accommodation in housing at any time; however, room assignments in Single Housing are unique in several respects including the way that spaces are selected and the fact that individuals typically share rooms.

### *ESA Determinations*

Subject to the terms of this policy, residents are entitled to receive an accommodation that will allow them to keep an ESA when:

1. The resident has a disability.



2. The animal is necessary to afford the resident with a disability an equal opportunity to use and enjoy campus housing; *and*,
3. There is a relationship or connection between the disability and the assistance the animal provides.

Residents seeking to bring an ESA into university housing may be required to submit reliable third-party documentation from a trained professional. This documentation must verify that the animal provides support that alleviates a symptom or effect of a disability.

ESAs are permitted only in a person's individually assigned residence (*i.e.*, their room and the common room within a suite).

### *Housing Assignments*

USU will not limit room assignments for individuals with ESAs to any particular or buildings or spaces, however, whenever possible USU will seek to place individuals with ESAs with roommates who agree to live with an animal.

### *Disciplinary Action and Exclusion or Removal of ESA*

The University may exclude or remove an ESA from University housing if:

1. The animal poses a direct threat to the health or safety of others (among other circumstances, animals that engage in destructive behaviors, including animals that are not housebroken, and animals that lack appropriate vaccinations may pose a direct threat to the health or safety of others);
2. The animal is not commonly kept as a household pet (reptiles other than turtles, barnyard animals, monkeys, kangaroos, and other non-domesticated animals are not considered common household animals);
3. The animal's presence would fundamentally alter the nature of a University housing facility, program, or service; *and/or*,
4. The animal's presence would impose an undue financial burden on the University.

If notified that an ESA must be removed, the Owner will have forty-eight (48) hours to remove the animal, except where the presence of the animal poses an emergency threat to safety and is subject to immediate removal by law enforcement. After the time stated in the removal directive, Housing reserves the right to inspect the residence to ensure that the ESA has been removed. At least twenty-four (24) hours' notice will be provided to the affected Residents before such an inspection. If the animal has not been removed, the University may have the animal removed to the nearest appropriate animal shelter.

An order to remove an ESA is a directive of a University Official. Failure to comply with this directive may violate the Code of Policies and Procedures for Students at Utah State University (the "Student Code") and will result in a referral to the University's Office of Student Conduct and Community Standards for investigation.

### *ESA Owner Responsibilities*

If the University grants a Resident's accommodation request, the Resident (referred to as "Owner" below) is solely responsible for the custody and care of the ESA. Owners are subject to all applicable University and Housing and Residence Life Policies, including without limitation all rules governing "Disruptive behaviors," "Safety and Security," "Quiet Hours," and "Self-Care." For the avoidance of doubt, the following specific requirements are incorporated by reference into the University Housing and Residence Life Policies, as applicable to Owners:



1. ESAs must be fully housebroken.
2. ESAs must be in good health and free from zoonotic disease. As appropriate, vaccinations must be up to date.
3. An ESA must be contained within the Owner's privately assigned individual living accommodations (e.g., room, suite, apartment) except when exiting the building. Residents in a shared apartment or suite who do not share the individual room with the ESA owner may prevent the ESA from entering their individual room by closing their door, but the animal is permitted to accompany the owner into all other areas of their individually assigned residence.
4. ESAs may not be left overnight in University Housing to be cared for by any individual other than the Owner. If the Owner is to be absent from their University residence overnight or longer, the animal must accompany the Owner or be boarded off-campus.
5. An ESA is not permitted in areas of the University, beyond the Owner's individually assigned residence, where pets are not permitted (e.g., dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).
6. The Owner is responsible for ensuring that the ESA is contained (caged or crated) when the Owner is not present. The university reserves the right to inspect the enclosure to be used in containing the animal.
7. When an ESA is on USU property outside the Owner's private individual living space, it must be in an animal carrier or controlled by a leash or harness.
8. The Owner is required to immediately clean up after and properly dispose of the animal's waste in a safe and sanitary manner.
9. The Owner is responsible for ensuring that the ESA does not engage in disruptive behaviors such as frequent barking, growling, making noise, giving off offensive odors, chewing, etc.
10. The Owner is required to ensure the animal is well cared for at all times.
11. ESAs and their crates, cages, bedding, and other animal-related equipment may not be washed using communal Housing facilities or equipment (e.g., showers, bathtubs, washing machines, etc.)
12. The Owner may be charged for any damage caused by his or her ESA beyond reasonable wear and tear to the same extent that Housing charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks, or other pests. If fleas, ticks, or other pests are detected through inspection, the residence will be treated. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence. The University shall have the right to bill the Owner's account for unmet obligations under this provision.
13. To replace an ESA, the Owner must notify the DRC of the new animal.

Violations of these rules occurring after an ESA is approved will be reviewed and processed consistent with the applicable Housing and Residence Life Policies subsection(s).

Residents found to be engaging in Disruptive Behaviors may be required to meet with area Professional Staff to discuss the disruptive behaviors in an effort to improve the enjoyment of the community by all parties involved. A behavioral expectation plan will be created by the Professional Staff with the Resident detailing the disruptive behaviors and Housing and Residence Life's expectations for behavior adjustments.

The disciplinary process for violations, where necessary and appropriate, is provided in the Housing and Residence Life Procedures. In addition to the steps and sanctions set forth in the subsection entitled "Disciplinary Process," removal of an ESA may be ordered in a manner otherwise consistent with those Procedures.

## Service Animals in Housing

The University recognizes the importance of Service Animals as defined by the Americans with Disabilities Act



Utah State University Housing is an Equal Housing Opportunity provider.

Amendments Act (ADAAA). USU is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University's programs and activities. A Service Animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability. The work must be active and specifically related to the person's disability. Simply providing comfort or emotional support does not qualify a dog as a service animal.

Individuals planning to have a Service Animal in their University Housing residence, will need to give sufficient notice to the Disability Resource Center to allow the appropriate arrangements regarding placement, roommates, etc. to be made. Service Animal Handlers will be asked to provide verification that their service animal has had the appropriate vaccinations and information related to their animal that will allow Housing to make appropriate arrangements.

#### *Expectations for Service Animal Handlers*

- The Handler is responsible for ensuring that the Service Animal is crated when the Handler is not present. The university reserves the right to inspect the enclosure to be used in containing the animal.
- When a Service Animal is outside the private individual living accommodations, it must be controlled by a leash or harness. No Handler shall permit their dog to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing. □ The Handler is required to immediately clean up after and properly dispose of their dog's waste in a safe and sanitary manner.
- The Handler must provide the University with verification from a veterinarian that the Service Animal has received all the appropriate vaccinations.
- Service Animals and their crates, cages, and bedding, may not be washed using communal Housing facilities or equipment (i.e., showers, bathtubs, washing machines, etc.)
- A Handler may be charged for any damage caused by his or her dog beyond reasonable wear and tear to the same extent that Housing charges other individuals for damages beyond reasonable wear and tear. The Handler's living accommodations may also be inspected for fleas, ticks, or other pests. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods. The Handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence. The University shall have the right to bill the Handler's account for unmet obligations under this provision.
- Service Animals in training may not be left overnight in University Housing to be cared for by any individual other than the Handler. If the Handler is to be absent from his/her University residence overnight or longer, the animal must accompany the Handler or be boarded off campus.
- The Handler agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- USU personnel shall not be required to provide care or food for any Service Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. The Handler must provide the University with the name and contact information for someone who does not reside in University Housing and who can take responsibility for the animal within 12 hours should the Handler be unable or unavailable to care for it.

In Single Housing, the individual must provide written consent for the Disability Resource Center to disclose information



Utah State University Housing is an Equal Housing Opportunity provider.

regarding the presence of the Service Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

## Service Animals in Training

The University recognizes the importance of Service Animals as defined by the Americans with Disabilities Act Amendments Act (ADAAA). While Service Animals in training are not recognized under the ADAAA, Utah State Law (§62A-5b-104) provides those same rights of access for individuals who are training Service Animals. Because Utah State Law does not clarify further its use of the term "in training," University Housing, has established a definition based on accepted practices suggested by Assistance Dogs International (ADI). A service-dog-in-training is a dog, accompanied by its trainer, that is undergoing individual training to provide specific disability-related work or service for an individual with a disability. This does not include obedience training or socialization of puppies who may later become Service Animals (generally 12-18 months). Thus, adult dogs are recognized as being "in training" to provide disability-specific assistance only after they have completed an earlier period of socialization (obedience training, being house broken, getting acclimated to public places and every day activities as pets).

Students who are training Service Animals and who wish to bring those dogs into University Housing must register those dogs with the Disability Resource Center so that appropriate arrangements regarding placement, roommates, etc. may be made and all appropriate rules regarding expectations/behavior of the animal while on campus can be reviewed. Trainers will also be asked to provide information that allows the University to determine that the dog is indeed being trained as a Service Animal. Service dogs in training and their handlers will be expected to adhere to all of the requirements for Service Animals as outlined in this handbook.

### *Expectations for Service Animal Trainers*

- Service Animals in Training must be fully housebroken before entering USU Housing.
- Noise and barking must be kept to a minimum. Service Animals in Training may not create an unmanageable disturbance in USU Housing.
- The Handler is responsible for ensuring that the Service Animal in Training is crated when the Handler is not present. The university reserves the right to inspect the enclosure to be used in containing the animal.
- When a Service Animal in Training is outside the private individual living accommodations, it must be controlled by a leash or harness. No Handler shall permit their dog to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.
- The Handler is required to immediately clean up after and properly dispose of their dog's waste in a safe and sanitary manner.
- The Handler must provide the University with verification from a veterinarian that the Service Animal in Training has received all the appropriate vaccinations.
- Service Animals in Training and their crates, cages, and bedding, may not be washed using communal Housing facilities or equipment (i.e., showers, bathtubs, washing machines, etc.)
- A Handler may be charged for any damage caused by his or her dog beyond reasonable wear and tear to the same extent that Housing charges other individuals for damages beyond reasonable wear and tear. The Handler's living accommodations may also be inspected for fleas, ticks, or other pests. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods. The Handler will be billed for the expense of any pest treatment above and beyond standard pest management in the residence. The University shall have the right to bill the Handler's account for unmet obligations under this provision.
- Service Animals in Training in training may not be left overnight in University Housing to be cared for by any





individual other than the Handler. If the Handler is to be absent from his/her University residence overnight or longer, the animal must accompany the Handler or be boarded off campus.

- The Handler agrees to abide by all equally applicable residential policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- USU personnel shall not be required to provide care or food for any Service Animal in Training including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal. The Handler must provide the University with the name and contact information for someone who does not reside in University Housing and who can take responsibility for the animal within 12 hours should the Handler be unable or unavailable to care for it.
- The individual must provide written consent for the Disability Resource Center to disclose information regarding the presence of the Service Animal in Training to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual's disability.

## Posting Policy

[USU Policy Interim Policy 541: Free Expression and Assembly](#) states in section 2.4.11 Signage, "Signs, notices, posters, or banners may only be posted on University spaces specifically designated for public postings. Postings in or adjacent to student housing must comply with USU's Student Housing regulations. No sign, poster, paint or other written messages may be placed, affixed, or applied to any University surface (except those designated for public postings)."

Residents are not allowed to post any signs on exterior walls or interior walls in common areas outside of their assigned apartment/suite.

Residents are allowed to decorate their Apartment/Suite door as long as the decorations are approved by all residents assigned to that apartment/suite.

Residents are not allowed to hang anything on windows.

Housing Services and Residence Life departments allow university departments, university department sponsored clubs and recognized student organizations and clubs ("Student Groups"), to post limited information (as explained further below) on designated bulletin boards and other designated information spaces ("Information Spaces") in coordination with Residence Life. Housing and Residence Life also allow noncommercial, local community groups, including but not limited to, religious groups and affinity groups, to post certain information as explained below in these designated Information Spaces.

Postings will be limited to those that (1) promote membership or participation in Student Groups, (2) promote events sponsored or hosted by Student Groups, and (3) promote events of interest to students. Postings must indicate the sponsoring Student Group, or sponsoring community group, along with contact information. Postings can be no larger than 11" by 17". Postings should be submitted to the relevant [Residence Life area offices](#). The number of boards in each area are as follows:



|                            |    |                       |    |
|----------------------------|----|-----------------------|----|
| Blue Square                | 12 | West Campus           | 4  |
| South Campus               | 1  | Richards & Bullen     | 2  |
| Mountain View Tower        | 1  | Central Suites        | 11 |
| Canyon Crest Suites        | 12 | Student Living Center | 2  |
| Family Housing Communities | 3  |                       |    |

Residence Life staff will distribute postings in the appropriate bulletin board or information spaces. Postings that contain unprotected speech (e.g., obscenity, defamation, fraud, threats, etc.) or that are commercial in nature will not be posted. Residence Life will remove the postings once the event being promoted has passed, or after thirty (30) days, whichever is sooner.

Any unauthorized postings found in Residence Life facilities will be removed by the staff. Please allow for at least five business days from the time postings are submitted to Residence Life to the time when they are posted. Departments, Student Groups, and community groups should plan accordingly so that they can provide the necessary number of postings in the relevant space and so that they can be distributed in a timely fashion.

There are TV monitors at each area office where digital ads can be displayed. These monitors are reserved for University Sponsored (University Offices or Student Groups only) events. Digital ads must be PNGs and should be 1920x1080 pixels and can be sent to [residencelife@usu.edu](mailto:residencelife@usu.edu) for displaying. These ads will be run for 2 weeks or until the event has passed, whichever comes first.

Residence Life will also post University Sponsored (University Offices or Student Groups only) events on our Instagram. Instagram formatted ads (1080px by 1080px at a 1:1 aspect ratio) can be sent to [residencelife@usu.edu](mailto:residencelife@usu.edu) for posting.

## Quiet Hours

Each resident agrees to keep themselves, their visitor(s), and their guest(s) from any unreasonable behavior that would interrupt the sleep or study of others during quiet hours. Unreasonable noises and disturbances at all times include, but are not limited to:

- Loud volume radios, television, stereos, vacuums, pianos, musical instruments of other amplified, mechanical, or electronic equipment (including voice, computer games, or electronically enhanced equipment).
- Excessive and loud behavior such as jumping or pounding in the apartment, loud noise in and around common areas, parking lots, laundry rooms, community centers, balconies, stairwells, or lobbies.
- Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory comments.

The resident can be fined \$25 for each occurrence of non-compliance.

The following Quiet Hours are established for Single Student Housing:

- Sunday – Thursday: 10 p.m. - 8 a.m.
- Friday and Saturday: Midnight - 8 a.m.

Throughout Finals Week, 24-hour Quiet Hours are in effect starting the normal quiet hours start time 2 days before the first day of finals through 8:00am on the day after the last day of finals and will be enforced with a \$50 fee for non-compliance.

## Reservation of Common Spaces



Utah State University Housing is an Equal Housing Opportunity provider.

Designated lounges and common areas (“Scheduled Spaces”) may be reserved by a resident of the building or community where the Scheduled Spaces are located. The reserving resident will be the host of any event or gathering in the Scheduled Space. The host will be responsible for cleaning up and for any damages that occur during their reserved time within the scheduled space. A resident may not reserve the same space more than twice in a 30-day period. Reservations cannot be for longer than a four (4) hour period.

Events in Scheduled Spaces must be open to any resident who wants to participate. Reservations should be requested using the [Common Area Reservation Form](#). A space should be reserved no sooner than 30 calendar days in advance, and no later than 72 hours in advance. Recurring events may not be scheduled.

This Reservation policy does not apply to the following spaces, which are to be reserved through different methods: the Lundstrom Conference Center, Blue Square Banquet Room, LLC Small Conference Room, Central Suites Multi-Purpose Room, Canyon Crest Multi-Purpose Room.



Utah State University Housing is an Equal Housing Opportunity provider.

## Remodeling of Facilities

The University reserves the right to close a Housing facility or a portion thereof for maintenance, custodial, cleaning, remodeling, or other purposes. Remodeling of housing units may occur during the academic year in close proximity to residents. Residents may be relocated as needed. No rent adjustment or compensation shall be claimed by a resident for minimal inconvenience or discomfort arising from remodeling projects, reasonable repairs, or other activities necessary to housing provided such occurrences are remedied or completed within a reasonable time.

## Room Change Request Policy

This policy does not apply prior to the move-in period or during the Fall to Spring self-selection room change process. During normal periods, students may request a room change subject to availability and approval by the area ProStaff. There is a \$25 fee to change rooms to a space outside of a resident's currently assigned apartment or suite. To request a room change, students must complete a [Room Change Request](#) online. In this form, the student must provide the reason for the requested move and may provide a building preference and a room number for consideration. If the student has additional preferences, those may be shared once a staff member reaches out to them. Once the form is submitted, the Residence Life staff will reach out to the requesting student within 5 business days. If the reason for the requested move is a conflict with a roommate, Residence Life staff will assess whether certain Conflict Management steps have been taken. If a Facilitated Mediation Meeting is required, it will generally be scheduled within 5 business days from the initial contact by Residence Life staff (subject to roommate availability). If a resolution cannot be reasonably achieved through a facilitated mediation, the room change request will be approved if another unit is available.

After a new room location has been determined, Housing Services and Residence Life staffs will process the room change and immediately notify the students living in the new space of the incoming new roommate. The student will be notified of their move date (the move date must be 48 hours or more after the date of approval) and the student will have 2 days from that move date to complete their move to the newly assigned room. Once the student has completed the move to the new room, they must inform Residence Life that they have vacated the old room and complete a check-out from that space. Failure to complete the move within the 48-hour time period may result in a fine of \$25 per day.

Engaging in an unauthorized room change may result in a fine of \$100 and the student may be required to move back into their original room.

## Sexual Misconduct

Sexual misconduct, [as defined by University policy](#), is prohibited. If you have experienced sexual misconduct (sexual harassment, sexual assault, dating/domestic violence, or stalking) while living in USU housing, you can report this incident to your resident assistant and they can provide assistance and direct you to support resources. All Residence Life staff, including resident assistants, are responsible employees and are required to report any information they receive regarding sexual misconduct to the USU Title IX Coordinator. You may also report the incident using [USU's online reporting form](#).

Reports of sexual misconduct by any university student or employee are processed under the direction of the USU [Title IX Coordinator](#). Information about the University's Title IX process is available here: <http://aaeo.usu.edu/sexualmisconduct/Navigating-Title-IX-Process>.

Additional information about USU and community reporting options and support resources, including confidential resources, is available at <http://www.usu.edu/sexual-assault/>.



## Safety and Security

Theft is the number one crime reported on campus. Propped doors invite theft and violate fire code. It is the resident's responsibility to keep their door(s) locked at all times to secure their room/apartment. Residents should carry their key with them at all times. Residents must not loan or give out their keys to anyone. Keys are for the sole use of the resident to whom they are issued. **Propping doors open after they have been locked or using ANY items to keep doors from properly closing (such as dead bolts or tape/magnets over the door latch or door frame) is prohibited.** All thefts of personal property should be reported immediately to the University Police and the Residence Life Staff.

Utah State University is not liable or responsible for theft or damage to personal property or damage or injury of any kind including loss of personal property, death, or bodily injury to a resident, or to a guest of a resident. Any claims for damage or injury arising from a resident's own negligence is hereby expressly waived and Utah State University and its employees are released from any and all liability for such injury. The personal safety of residents and the physical security of the residence halls depend in part on knowledge of security precautions. Police officers from the University Police Department patrol the campus 24 hours a day. Residence halls are locked at all times.

As an added safety measure, some residence halls have cameras installed to record the activity of persons at each of the entry doors, hallways, and other common areas. These cameras are not intended in any way to compromise the residents' privacy but are helpful in catching vandalism, theft, and other major policy violations. Only Housing and Residence Life staff have access to viewing the camera recording. Camera footage will also be made available to any university administrator or police officer who requests the information in the performance of their duties. **All thefts, injuries, vandalism, or acts of violence should be reported to the police immediately.**

To have protection from the possibility of property losses or personal injury, residents are strongly encouraged to have their apartment property and personal belongings insured. Renter's insurance can be purchased through most local insurance companies, or contact National Student Services, Inc., Post Office Box 2137, Stillwater, Oklahoma 74076, or access their website at [www.nssi.com](http://www.nssi.com). Personal possessions should be marked and engraved with names and driver's license number.

[Student Code Article V](#) Section 3.B.16 also states: "Attempted or actual theft, possession, destruction, damage, or misuse of University property or property belonging to another person" will be considered student misconduct and will be reported to Student Conduct.

## Vandalism and Defacing Policy

Defacing, removing, or destroying University or personal property (including, but not limited to, bulletin boards, posters, stickers, door tags, etc.) is vandalism and is prohibited. Intentional damage to, or improper use of, University or personal property is also prohibited and considered vandalism and may be considered Student Code Violations under [Article V](#) Section 3.B.16.

Residents are liable for any damage that they cause to Housing and Residence Life facilities or equipment, and may need to pay replacement or restoration costs. In each case, reasonable efforts will be made by Housing and Residence Life staff to determine actual responsibility. If the individual(s) responsible for damage cannot be identified, or will not come forward, these unattributed and avoidable damage(s) to public or common areas, the building exterior, or immediately adjacent grounds will be assessed to the community and divided as a separate sanction and/or charge per resident of that community.

If deemed appropriate, Housing and Residence Life staff will file a police report and legal action may be pursued.



## Mischief and Pranking Policy

Practical jokes, pranks and mischievous behavior may damage property, harm other individuals, increase work for facilities staff, and also increase the noise level and disturb non-involved residents. Because of the danger to others, dropping or throwing any object out of, into, or onto University property is strictly prohibited. Residents and guests who engage in careless, willful, or malicious behaviors may be held responsible for damages and clean-up. In addition, disciplinary action may be taken. If the individual(s) responsible for damage cannot be identified, or will not come forward, these unattributed and avoidable damage(s) to public or common areas, the building exterior, or immediately adjacent grounds will be assessed to the community and divided as a separate sanction and/or charge per resident of that community.

Individual or group pranks, practical jokes and/or mischief that may lead to any of the following are not permitted:

- Harassment
- Harm
- Damage to University and/or Housing and Residence Life property
- Damage to personal property
- Damage that requires abnormal and/or unnecessary cleaning of residence hall buildings and facilities
- Disruption to community and/or individuals

If deemed appropriate, Housing and Residence Life staff will file a police report and legal action may be pursued.

## Sales and Solicitations

Housing rooms/apartments/facilities are rented as student housing, and commercial endeavors are prohibited whether for profit or not. A commercial endeavor is a business and can be classified as:

- A showplace, location or advertising headquarters for a product (including website or voicemail).
- A place for producing a product.
- A storage area for a product to be sold.
- Taking orders for products

Students cannot use University addresses, phone numbers, or email accounts to advertise a commercial business. Also, products cannot be shipped to a University address for distribution to customers.

Absolutely no door-to-door solicitation is permitted in or on Housing facilities without prior written authorization from the Director for Residence Life. Solicitation is defined as the sale, or offer for sale, of any property or service.

Solicitation also includes the recruitment of a person for any organization or business. A resident must notify Housing or Campus Police if solicitors or salespersons are on the premises.



Utah State University Housing is an Equal Housing Opportunity provider.

## Self-Care

While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents may not ask roommates, Housing and Residence Life staff, or other residents living within their community to be responsible for their self-care needs. Residents with the inability to care for themselves and/or who cause harm to themselves or others may be asked to adhere to a Behavioral Expectation Plan and/or leave the residence. To request disability-related accommodation please contact the Disability Resource Center.

## Smoking

The [Student Code Article V](#) Section 3.B.5.a states: "Smoking in (or within 25 feet of any entry to) any building owned or controlled by the University or, if under the age of 19, smoking or otherwise using any cigar, cigarette, or tobacco product in any form" is considered student misconduct and will be reported to student conduct.

The "Utah Indoor Clean Air Act" (1995) states: "a person may not smoke in a building, or portion of a building that is owned, leased, or occupied by the state or any state agency." Utah State University is a state-owned agency; therefore, all Housing property is subject to this act. Housing can levy fines in the amount of \$25 for failure to comply, and/or seek eviction.

Smoking outside must take place a minimum of twenty-five (25) feet away from any building entrance, exit, air-intake, and windows that can be opened. Used cigarettes must be properly disposed of and not left on the grounds. Improper disposal is considered littering and could result in a fine of \$299.

Hookahs, water bonges and vapor cigarettes are prohibited in all housing areas.

