

Housing and Residence Life Policies

[Air Conditioners](#)

[Alcohol and Drugs](#)

[Bicycles, Skateboards, Roller Blades, etc.](#)

[Care of Furnishings, Equipment, Premises](#)

[Community Meetings](#)

[Computers](#)

[Contract Renewal](#)

[Explosives, Firearms, and Dangerous Chemicals](#)

[Fire Safety](#)

[Guest Policy](#)

[Housing Staff](#)

[Keys](#)

[Needles and Sharps Disposal](#)

[Newsletters and Notices](#)

[Parking](#)

[Pets](#)

[Quiet Hours](#)

[Rape, Sexual Harassment and Sexual Assault](#)

[Remodeling of Facilities](#)

[Safety and Security](#)

[Sales and Solicitations](#)

[Smoking](#)

[Vandalism](#)

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

Possession, consumption, distribution, manufacture or storage of alcohol and/or illegal drugs anywhere on campus is prohibited by the USU Student Code. 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 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 Services.

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.

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. All residents must 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 non-compliance. The above-mentioned items cannot be stored in the hallways, balconies, stairwells, or other common areas within the residence halls or apartments 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. Recreational uses of roller skates or roller blades are prohibited on campus.

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 Staff to participate in community meetings, mandatory educational programs, floor/hall/area meetings, and safety drills. Noncompliance may result in a minimum \$10 fine.

Computers

Misuse of Housing-provided computer labs, e-mail terminals, computers, or in-room lines or connection is prohibited, including but not limited to: unauthorized entry into and/or transfer of a file; unauthorized use of another individual's identification and password to use, read, or change contents of a file or account; use of computing facilities to interfere with the work of another student, faculty member or University official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with normal operation of the University computing system.

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.

Explosives, Firearms and Dangerous Chemicals

Except as expressly permitted by law, explosives (including firecrackers, fireworks, homemade explosives and pyrotechnics), firearms and other weapons are not permitted on campus. Weapons used for decoration are not permitted this includes simulated weapons, disabled weapons, dangerous chemicals, any explosive device, nun chucks, swords, brass knuckles, butterfly knives, paintball guns, toy guns, pellet guns or any other material that can be used to threaten or endanger others.

If a student has a firearm, it is preferred that it be stored at the USU Police Department. There is no charge for this service and students have 24 hour access to their firearms. In the event state law allows state higher education institutions to restrict firearms and ammunition in campus housing facilities, USU Housing reserves the right to do so.

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.

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. 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 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.)

Fire Drills

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. 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. 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.

Guest Policy

Guests are welcome provided that they are acceptable to **ALL ROOMMATES, AT ALL TIMES**. Residents should talk to their suitemates and/or roommates about any possible visitor before they are invited into the residence hall. Residents are held responsible for the behavior, conduct, and safety of themselves and their guests at all times. It is the resident(s) responsibility to maintain a secure room/apartment environment and to prevent its unauthorized use. Unauthorized occupancy may result in fines and/or other disciplinary action including possible referral to the University Conduct Officer and possible termination of the contract. The following provisions pertain to all guests:

- Host extending invitation must be present during the entirety of the guest's stay, receive approval from all roommates before the visit, and register any overnight guest (see below for full details).
- Host assumes responsibility for all the guest's actions, damages, and violation of rules whether host is present or not during an incident. Guest(s) must adhere to all federal, state, and local laws, and University and Housing policies. Guests must comply immediately with all directives issued by University and Housing staff.
- All guests and visitors must register and be escorted by the host resident if they are in any residence hall building.
- Guest(s) will be subject to immediate eviction and trespass if his or her behavior is deemed inappropriate.
- Host must not loan or give out their keys to anyone. Keys are for the sole use of the resident to whom they are issued.
- Guests must have picture identification on their person at all times and be able to easily produce a copy of their overnight guest registration form upon request of any University or Housing official.

The registration component of this policy is specifically designed to assist with the accountability of guests who are not housing residents.

•A resident may host an overnight guest (of the same sex) subject to prior discussion with, and the expressed approval of all roommates/suitemates. An overnight guest can be described as any individual whom visits for an extended period of time into the later evening and /or whom may sleep overnight. All overnight guests must have prior written approval from all roommates and the Area Coordinator/Residence Director before spending the night. In the interests of the rights of roommates, suitemates, and other residents, there are limits to the duration and frequency of overnight visits. In an attempt at keeping everyone reasonably comfortable in their own living space, overnight guests **may not stay more than three (3) consecutive nights and no more than eight (8) nights per semester. Guests of the opposite sex are prohibited from spending the night** in any room, apartment, or suite.

Exceptions to the above policy can sometimes be made, in writing, by the professional staff member in each area if there are specific circumstances that warrant additional consideration. Guests are not to infringe upon any roommate's right to have full access to his/her room, and roommates are not to be displaced because of a guest. Residents have the right to sleep in their room, the right to study in their room, and the right to socialize in their room (in that priority order). Hence, if one resident wants to sleep and the other wants to have friends over, the right to sleep will always take precedence over the right to socialize.

Housing Staff

Housing 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

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

 - Aggie Village fee is \$50.00 per door (lock replacement).

 - All other Single Areas \$10.00

- Electronic Key Card replacement fee is \$10.00

- Mailbox key 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.

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.**

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

Notices to residents 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.

Parking

All residents must purchase and display 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 returned to the Parking Office immediately and may be exchanged for a non-resident parking permit.

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 for \$5 per day.

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.

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.

Service Animals

Residents that qualify for a Service Animal under the Americans with Disability Act are requested to inform Housing and Residence Life in writing of their need for a service animal prior to arriving to check-in or getting the animal so that adequate arrangements can be made.

Support Animals

Students who require a therapy or support animal must receive the proper approval before moving on campus or getting the animal. Written approval must be granted by the Utah State University Disability Resource Center. Detailed information regarding the Utah State University Service Animal Policy may be obtained from the Disability Resource Center.

Residents with Service and/or Support Animals are expected to adhere to Logan City Ordinances regarding vaccination and licensure. Additionally, residents must care for the animal appropriately, including cleaning up waste. Animals must be attended by their owner at all times and should be kept indoors unless on a leash, controlled, and supervised. Animals may not be tied up outside. Failure to comply with these guidelines may result in the removal of the animal or the eviction of the resident.

Quiet Hours

Residents agree to keep themselves, visitors, and guests 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.

Residents can be fined \$25 for each occurrence of non-compliance. Throughout Finals Week, 24-hour Quiet Hours are in effect and will be enforced with a \$50 fee for 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.

The following Quiet Hours are established for Aggie Village Graduate Housing:

Sunday - Thursday 9 p.m. - 8 a.m.

Friday and Saturday – 11 p.m. - 9 a.m.

Rape, Sexual Harassment and Sexual Assault

Housing and Residence Life will not tolerate sexual harassment and/or assault in any form, including acquaintance rape. Sexual assault includes any unwelcome sexual advances, requests, favors, verbal or physical contact, and/or implicit or explicit conditions or terms placed on a person's employment or education which has the effect of interfering, intimidating or creating a hostile or offensive living, learning or working environment. Sexual harassment is defined under the Utah State University Policy Number 339, Utah State University Policy Manual, as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's academic success.
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals.
- such conduct unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or learning environment.

Sexual harassment may include, but is not limited to:

- continued or repeated verbal abuse of a sexual nature
- repeated offensive sexual flirtations, advances, propositions
- graphic verbal commentaries about an individual's body
- sexually degrading words used to describe an individual
- sexual assault/violence.

Where there is probable cause to believe that the campus policies regulating sexual assault and/or harassment have been violated, the campus will pursue strong disciplinary action. This includes suspension or expulsion from the University.

***All University employees are required to report any instances of harassment, rape or sexual assault to the Director of the Sexual Assault and Anti-Violence Information Office immediately when brought to their attention.**

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.

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. 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 will not be liable for theft or damage to personal property. Utah State University will not be responsible or liable for any 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 security cameras installed to record the activity of persons at each of the entry doors, hallways, and other common areas. These security 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.

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.

All posted advertisements (banners, flyers, posters, etc.) must have our prior authorization. Housing may elect to approve distribution of materials or information from student organizations or campus departments (including door-to-door dissemination) which it deems of importance or relevant to residents.

Smoking

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 bong and vapor cigarettes are prohibited in all housing areas.

Vandalism

Individuals will be charged for defacing or vandalizing Housing and Residence Life facilities or equipment. However, 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 charge per resident of that community.

As a community member, it is the resident's obligation to report any person(s) responsible for damages(s) in their community to Housing staff. Each resident should exercise their influence in the community to prevent damages. In each case, reasonable efforts will be made by Housing staff to determine actual responsibility. Non-involved residents should strongly encourage those responsible to come forward and accept accountability.

Damages resulting from careless, willful, or malicious actions, including the consequences of food fights, horseplay, pranking, or indoor athletics, will be absorbed by the responsible parties or collectively billed at termination of occupancy to residents of that community. Because all members of the community are responsible for their living environment, we bill all members equally.

Payments for damages must be received by the 1st day of the following month after the fee is assessed.