

# HOUSING HANDBOOK

## Welcome to the University of Wisconsin-Stevens Point residence hall guide.

If you are a first-year student, a new transfer student, or a returning student to on-campus living, the UWSP Residence Hall Handbook will serve as a guiding tool and resource to Housing and Residence Life. In this handbook you will find general information, along with up-to-date content about Policies and Procedures, Amenities, Facilities and Safety, and the Housing Contract. This guide is full of useful and important information regarding living on campus and our residence halls. If you cannot find the information you are looking for in the handbook and need a specific question answered, please be sure to contact the Housing Office at (715) 346-3511 or via email at [housing@uwsp.edu](mailto:housing@uwsp.edu).

Here at UW-Stevens Point, your university housing experience is an integral part of your total educational experience. The university recognizes that learning continues outside of the classroom, and a great deal of planning goes into making each floor in every hall a positive environment in which to live and learn. We recognize that our residence halls are more than just a place where students sleep; it's where you will make lifelong friends, create memories, and grow as an individual.

Welcome Home!

Brian Faust, Director of Housing and Residence Life

## MISSION AND VISION

**Vision:** Opening doors to invite transformational student experiences.

**Mission:** The Department of Housing and Residence Life strives to develop a community of well-rounded Pointers through quality living environments, intentional learning experiences, and dynamic interpersonal relationships.

## COMMUNICATION AND INFORMATION

Information regarding residence hall policies, closing, dining services updates and various other items are communicated to you through a mixture of means including: written materials, direct emails, postings on the Housing and Residence Life website <http://www.uwsp.edu/housing>, and the Student Message of the Day (SMOD). It is your responsibility to thoroughly read these messages.

# TABLE OF CONTENTS

OUR HALLS _____	3
YOUR COMMUNITY _____	3
COMMUNITY OPTIONS _____	4
ON-CAMPUS RESIDENCY REQUIREMENT _____	5
HOUSING ASSIGNMENTS _____	5
FEES _____	6
IN ROOM FURNITURE _____	7
ROOM CONDITION _____	7
ROOM ENTRY _____	8
HOUSING ACCOMMODATIONS _____	8
LIVING FACILITIES _____	9
AMENITIES _____	10
ROOM CHANGE PROCEDURES _____	12
CHECKOUT PROCEDURES _____	13
EMERGENCY PROCEDURES _____	15
KEYS AND LOCKS _____	17
POLICIES AND PROCEDURES _____	18
RESIDENT CONDUCT POLICY _____	20
BUILDING SAFETY _____	24
ROOM SAFETY _____	27
FIRE SAFETY _____	28
DRUG & ALCOHOL POLICY _____	30
GUEST POLICY _____	33
NOISE POLICY _____	34

# OUR HALLS

## Traditional Residence Halls

The Residence Halls are organized into 3 “Quads”

- North DeBot Quad houses Burroughs, Knutzen, Thomson, and Watson Halls.
- South DeBot Quad houses Baldwin, Hansen, Neale, and Steiner Halls.
- Allen Quad houses May Roach, Pray-Sims, Smith, and Hyer Halls, as well as the Suites@201.

Every traditional hall has community kitchens, a computer lab, laundry facilities, study lounges and group meeting rooms, secured mailboxes and recycling facilities. You will share a room with another student. Each room has a bed (including twin extra-long mattress), dresser, desk, and closet for each resident.

## Suites@201

Combining apartment-style living with the convenience of on-campus living, the Suites@201 offer an alternative living setting for individuals who graduated from high school two or more years prior to the start of the fall semester. Each suite has a full kitchen, living room, restroom facilities and four private bedrooms. Participation in the meal plan is optional. A full academic year contract is required.

\*If availability remains, the Suites@201 may be offered to those individuals who graduated from high school only one year ago. Those individuals would be required to have a residential meal plan.

## Hyer Hall

Residents of Hyer Hall must be 21 years of age by the start of the semester.

Rooms in Hyer Hall are single occupancy; participation in the meal plan is optional.

# YOUR COMMUNITY

## Residence Hall Director (RHD)

Your RHD is a full-time professional and lives in your residence hall. They act as the university’s primary representative in the hall. On an individual level, the RHD is available to consult with you in several areas such as personal relationships, academic progress and success, vocational concerns, or general information about the university.

## Resident Assistant (RA)

Your RA is a full-time student whose part-time job is to assist you. Your RA has many diverse responsibilities, all of which are related to the job of helping you. Having lived on-campus, your RA knows what it takes to make the most of hall living.

You can expect your RA to:

- be generally available for to answer building questions, to support academic and personal development, and to aid interpersonal relationships
- be able to direct you to the appropriate university office for answers to your questions
- work at the hall desk several hours each week
- advise you on residence hall policies and procedures

- ask for your help in making life on the floor enjoyable and productive
- be available to connect on a personal basis
- encourage personal growth through educational and social programs
- confront and document inappropriate behavior to help build a safe community

## Program Board (PB)

Each hall has a PB (similar to student council), which is a great opportunity for anyone to get involved. Your PB will plan social events for the hall. There are positions ranging from Administrative Director to Event Coordinators, and meetings are held bi-weekly. If you are looking to get involved contact your Hall Director or a Resident Assistant.

## Residence Hall Association (RHA)

This is the primary inter-hall programming organization on campus. RHA provides opportunities to develop leadership skills through elected and appointed positions, as well as through attendance at state, regional and national conferences. RHA is active in developing campus-wide events and entertainment. This group also debates proposals and recommends policies and programs directly affecting the students who live in the halls.

<https://www.uwsp.edu/resliving/rha/Pages/default.aspx>

## The Julie E. Zsido Chapter of the National Residence Hall Honorary (NRHH)

This is an organization that provides recognition for those individuals living in the residence halls who have demonstrated outstanding service to the on-campus community. The Julie E. Zsido Chapter of NRHH also exists to provide ways that student leaders can continue to develop other leaders on campus by giving support, training, and modeling of positive behaviors. Membership in local chapters is limited to one percent of the school's residential population of 30 members, whichever is larger.

## COMMUNITY OPTIONS

View community options and locations on our website. (<https://www3.uwsp.edu/residential-living/Pages/HousingAccommodations.aspx>)

### Alcohol-Free Floors

Alcohol-free is defined as an area where neither residents nor their guests (regardless of age) are allowed to possess or consume alcohol. If you are assigned to a room on an alcohol-free floor, you will be required to sign an alcohol-free floor agreement.

### All-Gender Restrooms and Bathrooms

All-gender bathrooms (spaces with toilets, sinks, and showers) are located on the second floor in several halls while all-gender restrooms (spaces with only toilets and sinks) are available in the basements of all residence halls. These spaces are available for use by all individuals. These rooms provide a option for those who may not identify with their sex assigned at birth. The other restroom on the second floor will be labeled as male or female. Students who do not prefer to use this option will have the opportunity to travel up or down a floor to use a bathroom with which they feel comfortable.

## Quiet Floors

All residence halls observe a basic set of quiet hours that are enforced Sunday-Thursday, 10 p.m. to 9 a.m., and Friday-Saturday, midnight to 9 a.m. Quiet communities have slightly longer quiet hours: Sunday-Thursday, 9 p.m. to 10 a.m., and Friday-Saturday, 11 p.m. to 10 a.m. If you are assigned to a room on a quiet floor, you will be required to sign a quiet floor agreement.

## Themed Community Experiences (TCE)

These are communities created in collaboration with campus partners. These community experiences offer learning opportunities for students to engage in a variety of activities to connect them to the university and to faculty/staff while providing a living space for students to connect what they are learning inside the classroom to their everyday life.

Members of a TCE reside on a floor or wing of a residence hall designated for students that have been accepted to the TCE. These community experiences offer a safe, supportive environment for students with similar interests, majors, and/or identities to live in. These environments allow students to make deep social connections by engaging with peers around shared educational experiences, and can improve student academic success through intentional programming, co-curricular learning experiences, and faculty/staff engagement. Please review our website for additional information about our Themed Community Experiences.

## ON-CAMPUS RESIDENCY REQUIREMENT

The UW Board of Regents requires that all first-year and second-year students live in campus residence halls. At UW-Stevens Point, first-year and sophomore students are defined as individuals having graduated from high school two or fewer years ago. For details, see [www.uwsp.edu/resliving/pages/faqsolicies/bor.aspx](http://www.uwsp.edu/resliving/pages/faqsolicies/bor.aspx).

If you have an extenuating circumstance that you would like to be considered for a release from the on-campus residency requirement (as stipulated by the UW Board of Regents) email your request to Housing and Residence Life ([housing@uwsp.edu](mailto:housing@uwsp.edu)) and your request will be reviewed.

## HOUSING ASSIGNMENTS

### Housing Contract & Application

The UW-Stevens Point main campus housing and dining contract and application are completed via the UWSP Housing Portal online. Instructions to access the UWSP Housing Portal and complete the application process can be found at <https://www.uwsp.edu/residential-living/Pages/default.aspx>

Your signed contract for housing and dining services is a legally binding agreement between you (and your guarantor) and UW-Stevens Point. The university agrees to provide room and board (dining) for you, and you are obliged to pay for such services for the full academic year unless the contract is altered or canceled in writing by the university. You are expected to abide by the terms of the contract while you are living in a residence hall at UW-Stevens Point main campus. Please take time to review it. If you have misplaced your copy, you may obtain one from Housing, [housing@uwsp.edu](mailto:housing@uwsp.edu) or online <https://www.uwsp.edu/residential-living/pages/applying/contracts.aspx>

## Assignments

The university does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation, gender identity or disability. While we attempt to honor assignment preferences, we are not always able to do so. Additionally, the university reserves the right to change room or hall assignments, to assign roommates, to consolidate vacancies by requiring residents to move from half-vacant rooms or to charge residents for single occupancy, or to make other necessary changes in room accommodations.

Returning residents will reserve a space for the next academic year during room selection which occurs during the spring semester. Selection information will be emailed and posted in spring semester.

New residents will reserve a space for the upcoming year through a new student selection process that occurs in early summer. One of the most important variables in the new student selection process is the date of receipt of your contract and application. New residents are provided a room selection time on a first-applied basis.

Students who do not reserve a room during their designated selection process or apply after the selection process concludes will be assigned by Housing based on application date and availability of room.

## FEES

All current rates can be found online. Room and board rates apply only to the times when the university is in session, not for other periods of time. Rates are subject to change, as stated in the contract.

<https://www.uwsp.edu/residential-living/pages/housing-costs.aspx>

You are responsible for full payment of all fees associated with your room and board contract. The Board of Regents confirms rates in July preceding the academic year. If you wish to arrange to pay under the university's partial payment plan, please contact the Student Financial Office at 715-346-2118.

All students housed in "traditional halls" (all halls other than the Suites@201) are billed for double rooms unless they have contracted with Housing for a single room. Single room charges are assessed as of the date that you no longer have a roommate.

## FEE ADJUSTMENTS AFTER WITHDRAWAL

Students will be issued a refund for their room based on the "Termination" section of the housing contract.

## WITHDRAWING

If you withdraw from the university after taking occupancy of your room, you will be responsible for payment up until the time you properly check out of your room based on the below refund schedule:

1. Proper check out completed during the first and second weeks of the semester: prorated nightly housing and dining fees through check out date.
2. Proper check out completed during third and fourth week of the semester: student pays 50% of housing and dining fees for the semester.

3. Proper check out completed during the fifth week or later of the semester: student pays 100% of the housing and dining fees for the semester.

To initiate the checkout process from your residence hall, please visit the UWSP Housing Portal and complete a Cancellation Request Application for the current semester. Our office will verify your withdrawal and provide you with an email with further check out instructions (see also “Checkout Procedures in this section of the handbook).

When you withdraw from the university, you must check out of your room within 24 hours. Exceptions to the 24-hour move-out time frame are granted through your Residence Hall Director.

If you move out of the residence hall but do not initiate the university’s withdrawal procedure, you will continue to be billed room and board charges for the entire semester.

If you have questions about withdrawing from the university, please contact the Office of the Registrar, located in the Student Services Center at 715-346-4301. Please direct questions about checking out of the residence halls to Housing and Residence Life at 715-346-3511 or email [housing@uwsp.edu](mailto:housing@uwsp.edu).

## APPEALING CHARGES

Notices are sent for end of the fall semester and end of the year charges to the student’s UWSP email account. If the student completed a checkout with a staff member, you will be provided the instructions for appealing your charges. Appeals are due 21 days from the time of the email notice being sent by Housing.

## IN ROOM FURNITURE

All room furniture must remain in the room at all times, even if you purchase out the room as a single. Mattresses in all halls are twin “extra-long” (36” x 80”). All campus beds are self-lofting (adjustable height) and do not need to be rented. Outside lofts are not permitted in the residence halls or suites. All university-provided furniture must remain in rooms, suites, or common areas to which it has been allocated. Housing will not provide storage for furniture and any furniture that is missing upon checkout will be charged for accordingly.

## ROOM CONDITION

You are responsible for restoring your room to the condition it was upon check-in when you check out of your room. When you move into your residential space, you are expected to complete a room condition report within the first two weeks. This report will be an accurate and complete record of the contents and condition of the assigned residential space. This inventory, available via the student housing portal, will serve as the basis for any checkout charges you may be assessed. Charges are subject to change after checkout if damages are beyond the typical repair charge. A failure on your part to complete check-in or checkout procedures will not prevent assessment of charges. You agree to follow the proper checkout procedure when vacating the premises. Should extra cleaning be required, you may assess additional service fees.

You are responsible for maintaining a safe and sanitary environment in your room. Your participation in regular waste disposal, cleaning of surfaces, and orderly storage is essential to maintaining the living quality for

you and other residents of the hall. UWSP has provided a guidance document to assist on maintaining acceptable air quality levels in your rooms. More information is located on each residence hall door. Conditions within the resident's control that result in fungal growth may result in charges to the student's account (i.e. humidifiers, wet towels over air registers). Concerns for any fungal growth in a student's room should be noted through a UWSP Work Order to be assessed by custodial staff: <http://workrequest.uwsp.edu/>.

## **ROOM ENTRY**

University officials reserve the right to enter and inspect university residential spaces at any time. Inspections are conducted to protect and maintain the property of the university, ensure the health and safety of all university students, or whenever necessary, to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere. Whenever possible, efforts will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry. University facilities personnel reserve the right to enter residential spaces to repair and maintain the space.

## **HOUSING ACCOMMODATIONS**

### **Air Conditioners**

Air conditioners are not permitted in residential rooms except when a medical request is on file in Housing and Residence Life. In these situations, you must submit (annually) a request from your physician indicating that an air conditioner is medically necessary (and why) to the Housing Office. This request must be received by August 1 for the fall semester. Only air conditioners provided by and installed by Housing staff are allowed.

### **ADA/Medical Single Rooms**

Some students seek a single occupancy room because they have a medical condition or condition covered under the Americans with Disabilities Act that would be improved by the student having a single room. To make such a request, visit <https://www.uwsp.edu/residential-living/Pages/Medical-and-Disability.aspx> to download and print the Housing Accommodations Request form. The form outlines the process and information needed from your physician. Your Housing Accommodations Request form and care provider's letter need to be submitted to Housing and Residence Life (per the instructions on the form) and will then be reviewed by the Housing and Residence Life Accommodations Committee, which is comprised of staff from Student Health Service, the Counseling Center, and the Disability Resource Center (DRC).

### **Service Animals**

Service animals are dogs or mini horses trained to perform tasks or duties for a person with a disability. Students with service animals are encouraged to register with DRC to facilitate access to campus facilities (including housing).

### **Emotional Support Animals (ESAs)**

ESAs are allowed as a housing accommodation when the student can document a therapeutic benefit to residing with an animal. Emotional Support Animals (ESAs) must be approved through the DRC. Students seeking approval for ESAs should contact DRC and consult with a staff member about the review process.



Certificates or registrations from online registries or similar verification services are typically not considered sufficient documentation of therapeutic benefit. For more information, please contact DRC at [drc@uwsp.edu](mailto:drc@uwsp.edu)

## LIVING FACILITIES

### Work Orders

To request repairs to items in your room, enter your request online at <http://workrequest.uwsp.edu/reslife/home.html>.

Things you can submit work orders for:

- Heating issues
- Lightbulb replacement
- Power
- Lock/door issues
- Any other concerns with your room

Facilities Services personnel scheduled work hours are 7 a.m. to 3:30 p.m. We make all attempts to not enter any student room before 8 a.m. unless there is an emergency. Concerns with time of entry for maintenance can be noted on maintenance requests and facilities personnel will do their best to accommodate that request.

We do not require your presence when maintenance is present, but you are welcome to be there. If you or your roommate are not present at the time of the repair, the maintenance staff will leave a note slip informing you that work has been performed in your room.

Damages that occur through normal wear and tear are paid for by the university. You are charged for any other damages. Financial assessments for replacement or repair of items damaged are based on repair and replacement costs plus associated labor fees. You are responsible for the condition of your room when you transfer or check out of the residence halls.

If you have questions or problems with your furniture, please contact Housing and Residence Life at 715-346-3511.

### How is Heat Regulated?

Baldwin, Burroughs, Hansen, Knutzen, Neale, Steiner, Thomson, and Watson rooms have individual thermostats in them; each room regulates its own temperature. Suites@201 has two thermostatic controls in the living room area of each of the suites. Smith and May Roach, each room has their own knob style thermostat. Pray-Sims has a damper control located on the front of the heater. Hyer has “zone heating”, meaning there are thermostats located in residential rooms on the fourth floor which control heating for each “zone” of the hall. Each thermostat monitors the temperature of that zone and when the temperature falls below the preset setting, the steam or hot water is delivered to that zone and to the room.

It is common for the heating systems in unrenovated halls to make noises. “Hissing” and “pipes banging” are typical noises to hear. If this noise is constant or excessive, please have a work order submitted.

Keep windows shut during freezing temperatures. Leaving the window open can cause the pipes to freeze and may result in residents being charged for the damages or repair.

## AMENITIES

### Computer Labs and Printing

There is a computer lab available in the basement of every hall and on the ground floor in the Suites@201. It may feature PC and Mac computers and a scanner. Students may print documents from the computer lab and pick up their printed items from their hall's printer in the lobby. These machines are connected to the university's network and provide numerous software options. Residence hall labs are available 24 hours/day, 7 days/week and accessible by using your hall using the Key Tender Box in your halls lobby. Labs are available only to residents of that hall.

You are charged for printing in all campus computer labs, including the residence hall lobby. Information regarding printing in computer labs is available at: [www.uwsp.edu/infotech/pages/printing/printing-in-campus-computer-labs.aspx](http://www.uwsp.edu/infotech/pages/printing/printing-in-campus-computer-labs.aspx)

Lab computers have a "standard load" – meaning you cannot make changes to the hard drive or store personal materials on lab computers. Be sure to familiarize yourself with campus rules on use of email and the Internet. Additional information regarding computing on campus can be found at: [www.uwsp.edu/infotech](http://www.uwsp.edu/infotech).

### Front Desk

Your hall's front desk is the main activity center in your hall. Mail and packages you receive may be picked up there. You can also check out a variety of games, recreational equipment, kitchen equipment, or cleaning supplies (broom, vacuum, garbage bags, cleaning kits) at your front desk with your student ID. Item(s) checked out must be returned clean and in good working condition or you may be charged for repair or replacement of the item(s).

### Kitchens\*

The kitchens are located at the intersection of the hall's wings on every floor. Each kitchen contains a microwave, refrigerator, toaster, stove, table and chairs. There are signs posted throughout the kitchen on the appropriate use of each appliance. If you are unsure of how to use one of them, please seek advice from your RA.

All residents assigned to the floor are responsible for maintaining the floor kitchen's cleanliness. If the kitchen becomes abused, your RA, in consultation with your Hall Director, may lock off the kitchen for a period.

If you choose to store items in the floor kitchen, be certain to clearly label the item with your name and room number along with the date you placed the item in the kitchen. Housing is not responsible for any items that are missing from the floor kitchen.

For appliances allowed, please refer to the Fire Safety section of the handbook.

Kitchen items must meet the UL requirements in order to be owned or purchased by the hall. Items that are allowed in the floor kitchens may be acquired by purchase. The floor, hall and Housing office are not liable for any injuries or damages that may result from the use of any appliance. Each hall is responsible for the inventory and maintenance of any items purchased by the hall. Replacement of any item is up to the discretion of the hall community. For more information regarding appliances residents may use or bring, please see Appliances in the Policies section.

*At no time should the non-basement kitchen be used to process game meat. There are small game/fish cleaning kitchens, located in the basement in each hall.*

*\*This information does not pertain to the Suites@201.*

## **Game Kitchen and Game Cleaning**

To accommodate residence hall students who fish and hunt small game, game cleaning kitchens are available in each hall's lower level (except Suites@201). Residents using the small game and fish cleaning kitchens must access the space via Saflok. This allows hall staff to monitor the cleanliness of the kitchen and to note who owns a game cleaning knife. Residents are expected to leave their game cleaning knives in a storage locker at University Police located in the George Stien Building.

Big game (e.g., deer, bear, turkey, etc.) cleaning is not permitted in residence halls or on university grounds. Individuals who need to clean deer or other large game must make arrangements to do so off campus.

## **Laundry**

There is a laundry room located in the basement of each traditional hall. Suites@201, laundry is located on every floor. Laundry is included in your residence hall fees. Please refer to signage regarding proper load size to avoid damaging laundry units.

## **Mail**

Your mailbox is in the front lobby of your hall and is opened using your room key. Suites@201 residents are assigned an additional mailbox key. Outgoing letters can be given to the front desk receptionist to send. Both U.S. and campus mail are delivered daily to the front desk of your hall. You will be notified via the Housing and Residence Life email if you receive a package. Only mail and packages correctly addressed to current residents of the hall are accepted.

Forwarding of mail for previous residents occurs through the following academic year. Be certain that if your family or friends are sending you items that they note that the item is addressed to you as your legal name on file with the university. If a package arrives addressed to your parent (for example), it will be refused. Through breaks, mail and packages will be delivered to one centralized building.

How to Address Mail:

Stevie Pointer (Student Name)

101 Baldwin Hall (Room number and hall name)

425 Isadore Street (Residence Hall Address)

Stevens Point, WI 54481

## Refrigerator Rental

Housing has a limited number of refrigerator units available for rent. Please see your Residence Hall Director for more information.

## Vending Machines

Every hall has vending machines located in the basement level of traditional halls and the ground floor of the Suites@201. These machines operate with either cash or credit/debit card.

## Wireless Internet and Ethernet

You can connect to the university's computer network from your room with an Ethernet cable. The network jack in your room is Internet-ready; simply attach your computer, open a web browser and follow the on-screen instructions. There is also wireless service in the residence halls. More information is available at <https://www.uwsp.edu/infotech/Pages/Network/default.aspx>

# ROOM CHANGE PROCEDURES

## Room Changes

The room change process is available via the residents UWSP Student Housing Portal. This is a request-based process and room change accommodations will be made based on availability within the halls. The room change process opens a couple weeks into the semester and will close a couple weeks before the semester ends. Residents will receive an email through their UWSP email regarding exact dates and times.

Remember! Residents may not "just switch rooms." It is important that no move occurs before you have completed the appropriate paperwork associated with a room change and have gotten approval from Housing and Residence Life to do so. Students who make unauthorized room changes will be required to return to their original assigned room and may face disciplinary action. The university reserves the right to relocate students in order to optimize learning environments.

## Half Vacant Rooms

If you are assigned to a half-vacant double room or your roommate leaves during the school year, you should plan on being assigned a new roommate at any time. You may also opt to complete a room change to room with a friend, or a friend can submit a room change request to live with you.

While residing in a half vacant room, your belongings should be confined to one side of the room. Residents who attempt to discourage someone from moving in with them will be subject to disciplinary action that could include additional charges for lost revenue. If you are without a roommate at the end of the fall semester, you should plan to have a roommate assigned to you during the semester break; your belongings must be confined to one side or you will be charged for a single-occupancy room, as well as possible disciplinary action.

Notification of roommate assignments is made whenever possible, but time constraints sometimes prevent the Housing and Residence Life Office from contacting you in advance.

## Single Rooms

Single occupancy rooms (rooms for which a resident pays an additional fee to maintain the room solely for themselves) are provided on a space-available basis. Space availability is evaluated every semester and may not be available unless medically needed. As part of the housing application, students who wish to have a single room should select “I prefer to live in a single room if one is available” as part of the housing preferences section. Individuals who do not receive a single room during our assignment process can request a single room during the open room change period (See: Room Changes). Singles will be awarded on a first come, first served basis.

Individuals in half-vacant rooms (people assigned to a double room but do not have a roommate assigned at this time) can request to buy out their room as a single during the room change process. To do so, complete a Room Change Request and select the option to buy out your current room.

## Consolidation

During the third or fourth week of the semester, residents without a roommate or residents who have not bought out their room as a single may be required to move together in order to offer single rooms to interested students. Residents affected are contacted by their Residence Hall Director and are directly involved in the decision-making process. During this time period, single rooms are allocated to students on a priority system developed in consultation with the Residence Hall Association. This priority system groups students by whether they were 21 years of age on the first day of the semester and then ranks them by classification (second semester senior, graduate student, etc.).

## CHECKOUT PROCEDURES

There are two ways to officially checkout of your room, either an in-person check out with a student staff member or through the Express Checkout process. Please refer to updated communication from Housing and Residence Life regarding which procedure you should follow.

To check out the following “Checkout To-Do List” must be complete:

- All personal items must be removed from the room (and suite if applicable)
- Bedroom (and suite common spaces if applicable) must be cleaned.
- Wipe down all furniture, surfaces, and window tracks.
- Vacuum floor and dresser drawers
- Return all furniture to its original placement.
- Take out all garbage and recycling, wash garbage and recycling bins.
- Close and lock window(s); open drapes
- Turn off lights and lock bedroom door.
- Remove your mail from mailbox and pick up any packages.
- Return key(s) and Saflok to a staff member or in an express checkout envelope.

When a student is leaving their room space, but their roommate is remaining, they should complete the above list for all items on their side of the room.

## Express Checkout

An Express Checkout allows a student to complete the above “Checkout To-Do List” and check out of their room space without a staff member present. This process utilizes an Express Checkout envelope where their key(s) and Saflok are placed in a marked envelope and the student fills in their student’s name, room number, and departure information. This envelope is then placed in a drop box located in the hall lobby. The room will then be checked and assessed for damages by both student staff and a professional staff member at a later date, without the resident present.

If a student chooses to do an express checkout, they agree to the following:

- Failure to complete the “Checkout To-Do List” will result in charges for damages, missing items, and/or cleaning that may apply
- The student is responsible for any discrepancies on the Room Condition Report and may be billed for damages, missing items, cleaning charges, etc.
- Unless an individual takes responsibility for damages, missing items, and/or cleaning charges in a common space, the charges will be equally divided among occupants assigned to the room/suite. Any damages, missing items, and/or cleaning charges to an individual bedroom in the Suites@201 will be charged to that occupant only.
- Any items left behind will be processed as abandoned property and may incur additional charges and will be discarded appropriately.
- Housing and Residence Life will not store any personal property left by residents who vacate or abandon their residential space, with the exception for prescription medication or medical equipment, which will be held for seven (7) days from the date of discovery per 2011 Wisconsin Act 143. After seven (7) days, medical items will be securely disposed of. i) Housing may dispose of the property without compensation to you and charge you for labor involved in removing trash or property. ii) Housing and Residence Life may sell or otherwise dispose of such property in any manner without liability.
- Failure to return key(s) or a Saflok assigned to the student will result in an additional charge.
- By using this process, the student forfeits their right to appeal any charges.

## In-Person Check Out with a Staff Member

Students may sign up to check out with a student staff member. After completing the “Checkout To-Do List” a staff member will check room for cleanliness and damages.

If a student chooses to check out with staff member:

- The student must be present while the staff member checks room for any damages and cleanliness and all checkouts must be pre-arranged.
- The student will be notified immediately of any possible damages or cleaning charges. Please note that additional charges may be determined after professional staff review your space. Students will be notified of these charges via your UWSP email.
- By utilizing this process, the student has the opportunity to correct any cleaning, damages or grab any abandoned property the student may have missed.
- The student is responsible for discrepancies on the Room Condition Report and may be billed for damages, missing items, and/or cleaning charges.

- Unless an individual takes responsibility for damages, missing items, and/or cleaning charges in a common space, the charges will be equally divided among occupants assigned to the room/suite. Any damages, missing items, and/or cleaning charges to an individual bedroom in the Suites@201 will be charged to that occupant only.
- The student will turn in their key(s) directly to that staff member.
- Failure to return key(s) assigned to the student will result in an additional charge.

## Improper Checkout

If a student does not check out with a staff member or through express checkout it will be considered an improper checkout, and the student will be assessed an improper checkout fee in addition to any cleaning or damage charges. A student that checkouts improperly forfeits their right to appeal any charges.

# EMERGENCY PROCEDURES

## Emergency Numbers

University Police & Security Services: x3456 (715-346-3456)

Fire Department/Emergency Call Center: 911

## Pointer Alert

Pointer Alerts is an emergency communication alert system that allows UW-Stevens Point students, faculty and staff to be notified in the event of a campus emergency. The system is designed to provide information about active credible emergency situations that pose a threat and require immediate action. Students can sign up for Pointer Alerts via [www.uwsp.edu/rmgt/Pages/em/pointer-alerts/default.aspx](http://www.uwsp.edu/rmgt/Pages/em/pointer-alerts/default.aspx).

## Severe Weather

If alerted to a tornado warning by hall staff or emergency sirens:

- Leave room/lock door/go to safe area
- Safe areas: basement or lower-level hallways where there are no windows.
- Sit in fetal position with your face and head covered

If there is not time to evacuate to a safe area, crawl under desk or protect yourself with a mattress and sit in fetal position with your face and head covered

## Active Shooter

Once known, an active shooter situation will be announced to the UW-Stevens Point Community as “CODE REACT – ACTIVE SHOOTER ON CAMPUS.” The campus will make all attempts to notify campus utilizing email, full-screen computer pop-ups, verbal or other notifications via available speaker systems in those buildings equipped with such systems or other means.

If you are in the affected building and able to escape shooter’s area and able to exit building:

- Exit the building immediately and find safety
- Call 911 once you have reached a safe location.
- If police are on the scene, follow their orders

If you are unable to exit building:

- Go to a safe location, lock and barricade doors, and shut off lights
- Call 911 once you have reached a safe location.
- Take protective cover under a desk or other location. Stay away from windows and doors. Think of a plan of action if the shooter enters your room.
- If able to escape – do so immediately and follow above instructions.
- If unable to escape, use your best judgment and what you are capable of.

## **Fires and Fire Drills**

You must evacuate the building when the fire alarm sounds.

If you discover a fire:

- Sound alarm
- Leave building
- Call fire department: 911
- Do NOT attempt to re-enter building

If you are alerted to a fire by an alarm:

- Remain calm
- Keep low
- Feel the door

If the door or doorknob is hot or the hallway is filled with smoke, seal the cracks around your door, hang an object out your window, call 911, keep low to the floor.

If you can exit safely, take your key, close your room door, do not use elevator, leave by the nearest smoke-free exit, and stand clear of the building. Do not re-enter the building until the all-clear is sounded.

If you need assistance to evacuate, go to a stairwell landing (preferred location) or a room with a window. Call 911 and request immediate assistance to evacuate. Provide the dispatcher with your exact location, phone number, building name, floor, and room number. Stay on the phone until the dispatcher instructs you to hang up.

## **Automated External Defibrillators (AEDs)**

These are in the lobby of every residence hall. These are available for use in emergency situations. Easy-to-follow instructions are printed on the machine.

## **Emergency Contact Information**

Students can designate emergency contact information on the university website and via the Emergency Contact Information form in the UWSP Housing Portal. This information is kept confidential and only accessible by the hall staff in an emergency.



## Emergency Phone

There is a red emergency phone located on each floor in the t-section (near the recycling chutes). These are for emergency use only and are 911 capable.

## Exterior Doors

Housing requires that all perimeter doors be kept closed and locked 24/7. Exiting these doors is possible, but an alarm sounds within 30 seconds of a door being opened (and not shut properly). Front doors are the only points of entry by using your ID card.

## KEYS AND LOCKS

All front entrance doors, as well as suite doors, are opened using a magnetized ID card. If your card does not work or you lose your card, please reference <https://www3.uwsp.edu/infotech/Pages/PointCardOffice/Student-PointCards.aspx>. If you lose your room key, see your hall front desk. There will be a charge to replace a lost room key. It is important that you not share your key with friends or other members of your floor as this is a violation of policy. Remember to always lock your room door!

## Key Replacement Policy

When you lose your room key, the lock will be changed, and all residents of that room will be given a new key. You will be charged accordingly.

## Lockout Policy

When locked out of your room, go to the front desk to check out a key. Between 8 p.m. and 8 a.m. you can call the RA on duty to let you into your room. The duty phone number is posted at the front desk, as well as around the hall. You will be charged for a lockout beginning on your fourth lockout occurrence. Please note the number of lockouts you incur will not reset between semesters.

## Missing Student Notification Policy

A student shall be deemed missing when they are absent from the university for more than 24 hours without any known reason. All reports of missing students shall be directed to University Police. University Police shall investigate each report and decide whether the student is missing in accordance with this policy.

## Smoke Detectors

Do NOT disable your smoke detector. It is there for your safety and the safety of other residents. You may check the alarm by using the test button. Individuals tampering with smoke detectors may be referred to the conduct system. An intermittent “chirp” indicates a low smoke alarm battery. Submit an online work request to receive a replacement battery (see Facilities section).

## Stolen Property

Unfortunately, we cannot guarantee that you will never have anything stolen while you are living here, so it is best to keep your valuables put away and your door locked while you are not in your room. You, not the university, are responsible for any of your property that is lost or stolen. If theft does occur, contact your RA or Residence Hall Director and University Police & Security Services to file a report.

# RESIDENCE HALL POLICIES AND PROCEDURES

The policies and procedures of Housing and Residence Life are stated in the following section. As a student at UW-Stevens Point, you have responsibilities that you agreed to when you signed your housing contract. One of these responsibilities is to abide by the policies set forth by the university and the Department of Housing and Residence Life. By signing a UWSP Housing Contract and moving into a residence hall, students accept responsibility for knowing and adhering to these policies.

If you are looking for clarification regarding a policy, please contact your RA, RHD, or the Housing Office.

## Housing's Expectation

Individual students, floor communities, residence hall communities, and hall staff share responsibility for ensuring that our residence halls are safe, secure, and healthy living and learning environments that meet students' needs. As in every community, Housing and Residence Life has specific policies and regulations, general guidelines of good citizenship and responsible behavior.

When students' behaviors are illegal, jeopardize the rights of others, or violate the policies in this handbook, they will be held accountable through the conduct system. By signing the UW-Stevens Point Housing and Residence Life Housing Contract, a student agrees to abide by these policies.

## When Confronted for a Policy Violation

If you are involved in a situation that violates a policy, a hall staff member may approach your room/suite. At that time, their responsibility is to end whatever behavior is taking place which violates a policy as stated in the policy section of this handbook. The Resident Assistant (RA) will identify the resident(s) responsible for the room/suite to discuss the behavior(s) of concern and resolve the situation. The RA will then write an incident report documenting the details of what happened including names of people present, the policies that were violated and any other relevant information.

The RA is not responsible for assessing your role in the situation, they merely document what happened, and the Residence Hall Director will determine each student's role in the incident. The report is then forwarded to the Residence Hall Director for review. Depending on the nature of the situation, the Residence Hall Director will follow up with students in a meeting (called a conduct conference), by email or through a letter in their mailbox.

Please keep these things in mind when interacting with staff members that approach your room/suite regarding a policy violation:

- Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly and complying with their requests.
- If a room/suite is uncooperative with hall staff members, the Residence Hall Director or University Police and Security Services could be called to assist with resolving the situation and that behavior will be noted in the incident report. If University Police and Security Services responds to an incident in a residence hall, they may issue a citation to those involved.

- According to university policy, all UW-Stevens Point students should carry their university ID card and present it to university officials upon request. Hall staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.
- Residents are responsible for their guests, including any policy violations conducted by the guest. Guests must sign in via QR code.
- If your guests cannot provide ID, are not properly registered through the front desk, or are being uncooperative with hall staff, the RA, RHD, or University Police and Security Services may escort your guest(s) from the building.
- Remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct conference, so it's best to tell the truth from the start.
- Upon entry, a university staff member is authorized to do what is called a "plain view search." In other words, they may look at areas of the room/suite that are plainly visible. Rooms/ suites will not be searched except with your permission or by appropriate legal agencies with a warrant. As a UW-Stevens Point student, it is your responsibility to show that you are not in violation of a university policy. You may choose to deny a request for entry/search from hall staff or university personnel, but you will not be providing sufficient evidence that you are not in violation of a policy. Noncompliance will be taken into consideration when sanctioning is involved.
- For example: If any alcohol containers are found in a room where both residents assigned to that room are under 21, staff members will ask the students to remove and recycle all containers present. If staff members have reason to believe there is alcohol present in a room, they may ask to look inside a refrigerator, cooler, or other space that may store alcohol. You may deny a request to open the refrigerator, but you will not be providing enough evidence that you are not in possession of alcohol and may be found in violation.

To prevent situations from occurring in your room/ suite when you are not present, lock your room/ suite door. If you are away from your room yet leave your room/suite door unlocked and friends go to your room/suite and engage in behavior that violates a policy, you will be held responsible to a degree because the situation occurred in your room/ suite. By choosing to not lock the door, you granted permission for that incident to occur.

## Meeting with your Residence Hall Director

During your conduct conference, your Residence Hall Director will listen to your perspective on the incident and determine if you are responsible or not responsible for the behaviors reported. If you are held responsible, your Residence Hall Director will issue sanctions for being involved in the violation(s).

Examples of sanctions that may be issued during a conduct conference:

- Educational Sanctions: Examples include the Personal Alcohol Control through Exploration (PACE) workshop, Judicial Educator online modules, educational experiences, etc. The purpose of an educational sanction is to provide further information or raise awareness about a behavior that violates a policy.
- Formal warning or reprimand: No additional sanctions will be issued provided you change your behaviors.

- Probation: A window of opportunity to show you are changing your behavior. Involvement in additional situations that violate policies will be a violation of your probation, which may result in additional sanctions and could also affect your status as a student.
- Parental Notification: The university may choose to contact a parent or guardian when a student's abuse of chemicals is jeopardizing their own health or that of others; when efforts to gain compliance with university alcohol, drug and other behavioral policies have failed and the student's status with the university is in question; when a student's physical or emotional health has become threatened or has become potentially dangerous to others; and/or when the university feels the student may be incapable of making safe, healthy decisions for themselves. Contacts with parents or guardians in these instances will be made by the vice chancellor for Student Affairs or the designated investigation officer(s).
- Restitution: Payment for any damage or clean-up costs incurred from the incident that occurred. Terms and conditions on continued student status -- reasonable terms that would allow you to remain a student.
- Suspension or Expulsion.

For more details on the conduct process please review UW System Chapter 17:  
<https://www.uwsp.edu/dos/Documents/CH17-UWSP-Updated2018.pdf>

If you have questions about any Housing and Residence Life policies, please consult with your RA. If you have questions about the conduct process, please consult with your Residence Hall Director.

## Changes in Policies and Procedures

Housing and Residence Life reserves the right to amend or develop additional policies or procedures as necessary to ensure the promotion of safety for the community. Housing will attempt to communicate changes to those affected in a timely manner. University policies can be found in the Community Rights and Responsibilities handbook online: <https://www.uwsp.edu/dos/Pages/handbook.aspx>

Since all university lands belong to the state of Wisconsin, some restrictions are placed on hall residents as the result of state law. As a student, you should familiarize yourself with the regulations in Chapter UWSP 14, Chapter UWSP 17, and Chapter UWS 18.

# RESIDENT CONDUCT POLICY

## Complicity

Presence in a location where a policy violation is occurring indicates acceptance of this behavior and is, therefore, prohibited. Residents are expected to remove themselves from such situations. Reporting policy violations to the appropriate university personnel or making a reasonable effort to stop the behavior is encouraged.

Ex: Student Stevie and Student Sam are roommates. Sam is directly violating a policy in their shared room. Stevie is aware of the policy violation and removes themselves from the shared space. Stevie tells a Resident Assistant or the Hall Director about the policy violation.

## **Discrimination**

Discrimination and discriminatory actions/behaviors are prohibited in employment, educational programs, and activities based on race, sex, religion, color, creed, disability, sexual orientation, gender identity, national origin, ancestry, or age of any individual.

## **Disruptive Behavior**

Disorderly conduct within the residence halls is not permitted. This includes, but is not limited to, engaging in fighting, prank activities, using abusive language, or acting in a manner to disturb or threaten the public space.

## **Domestic Abuse**

Individuals who have or had a relationship with another person and intentionally inflict pain; physical, emotional and mental injury or illness; or threaten an individual is strictly prohibited. This includes roommates/suitemates living together per Wisconsin State Law.

## **Deposit of Human Waste**

No person may urinate, defecate, vomit, spit, or deposit human waste products on university or personal property other than in a toilet or urinal.

## **Failure to Comply**

Students are expected to respond to all reasonable directives, written or verbal, from staff members and must not interfere with the performance of any duties (this includes opening your door when it is requested by university staff). No person may knowingly resist, interfere, or obstruct a University Police and Security Services officer or other university employee while that officer/ employee is acting in an official capacity. This includes, but is not limited to, giving false information/statements, filing a false report, or placing physical evidence with intent to mislead.

## **Gambling**

Gambling is a violation of university regulations and is prohibited in residence halls. This includes, but is not limited to penny poker, games of chance, betting on sports events, etc.

## **Hate Crimes/Bias Incident**

A hate crime is a criminal offense that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin. A bias incident is conduct, speech, or expression motivated by bias against an individual's actual or perceived race, national or ethnic origin, religion, disability, sexual orientation, gender identity or expression, or gender. Bias acts occur whether the act is intentional or unintentional or is directed toward an individual or group and may contribute to creating an unsafe/unwelcoming environment for victims and social identity groups. Bias acts are considered such even when presented as a joke, prank, or delivered with humorous intent.

Examples include: slurs, epithets, name calling, use of degrading language, graffiti, harassment or coercion directed at a targeted person/group

Hate crimes and bias incidents are prohibited.

## **Hazing**

No one shall harass, intimidate, mock, ridicule, subject a person to physical, mental, or emotional duress or commit any other similar act as a prerequisite for membership, admission, or participation in any group while within the residence halls.

## **Harassment**

Harassing behavior, regardless of the method (written, verbal, via email, phone, online communities, other information technology resources, or posting of inappropriate materials in any public space), is prohibited in residence halls.

## **Identification**

Residents and guests must be able to produce appropriate identification (e.g., campus ID, valid driver's license, military ID or passport) when asked to do so by a staff member. Campus ID may not be altered or used as false identification to impersonate another student. If fake identification is presented or found as a part of a situation, University Police will be contacted to respond.

## **Indecent Exposure**

Streaking, "flashing," public urination/defecation, or any other sexual act or display are not allowed in public areas (hallways, showers, lobbies, basement facilities, lounges, windows, stairwells, etc.)

## **Noncompliance with Disciplinary Sanctions**

Students are expected to complete all assigned sanctions that are the result of a previous conduct case that was adjudicated by Housing and Residence Life or the Dean of Students Office. Not completing sanctions by the assigned deadline may result in further charges and/or sanctions.

## **Physical Assault**

No person may intentionally strike, shove, hit, punch, kick, or otherwise subject another person to physical contact or cause bodily harm without their consent.

## **Quiet Zone**

All outside areas surrounding all residence halls are "quiet zones." The quiet hours are the same as the quiet hours inside the residence halls: Sunday- Thursday, 10 p.m. to 9 a.m.; Friday and Saturday, midnight to 9 a.m. The quiet zone hours will not change during finals week. They remain as stated above. The exceptions to this policy are for the service vehicles that are contracted by the university to empty the recycling chutes and dumpsters, and any university-sanctioned activity. Quiet is defined as sound that cannot be heard with windows and doors closed.

## **Retaliatory Action**

Any action taken against a person lodging a discriminatory complaint/grievance or incident report is prohibited.

## **Sexual Harassment**

Unwelcome or coercive advances are not permitted. Sexual activities, behaviors, or materials in the residence halls that create a hostile environment for living, working, or learning are prohibited.

## **Sexual Assault**

Sexual assault, defined as unwanted sexual contact with a person without their consent, is strictly prohibited.

## **Stalking**

Stalking is defined as repeatedly following or remaining in visual or physical proximity to a person, repeatedly conveying verbal threats, written threats, or threats implied by conduct. Stalking is prohibited when behavior is determined intentional, directed at a person, and/or causes a reasonable person apprehension of death, bodily harm, sexual assault, confinement, or restraint.

## **Threats**

Threats made towards others verbally, physically, and/or in writing are prohibited.

## **Throwing Objects**

No person may, in any manner throw, drop, kick, propel, or otherwise project any object, (e.g., bottle, can, container, snowballs, liquids, etc.) in, from, or at any person, object, or building.

## **Vandalism**

Students who vandalize property on university premises will face disciplinary action and restitution costs. This includes, but is not limited to, damaging bulletin boards, water and/or food fights, tampering with washing machines, vending machines, university owned equipment, digital displays, computers, printers, and motion sensors, and elevator misuse/abuse.

## **Weapons**

Weapons may not be brought in the residence halls. Weapons are defined as any item reasonably perceived as a weapon, including guns (ex. Nerf guns, paint ball guns), bows and arrows, any type of non-kitchen knife with a blade longer than 3 inches, blow guns, ammunition, and toy guns. These items must be stored in the armory located in the George Stien Building. They must be unloaded and encased, and they must be taken off campus immediately when they are removed from storage.

# **BUILDING SAFETY**

## **Bicycles**

Bicycles should be parked in bike racks. Semi-covered bike storage can be found at the DUC and Chemistry and Biology Building. You may store your bicycle in your room/suite with your roommate/ suitemate(s) permission. Bicycles may not be stored or parked in corridors. Always walk or carry your bicycle in the residence halls. The city of Stevens Point requires that all bicycles operated in city limits be licensed. Licenses can be obtained at the Stevens Point Police Department.

## **Cameras**

Each residence hall contains cameras monitored by UWSP Police and Security Services. Tampering with the cameras may result in fines, being referred to the conduct systems, and criminal charges.

## **Exterior Doors**

Entering the residence halls through a marked “exit only” door is not permitted. Propping or interfering with the locks of any entry or exit door is prohibited.

## **Elevators**

Tampering with elevators is not permitted. This includes, but is not limited to, any action that may damage the proper functioning of the elevator. Individuals violating this policy will be referred to the conduct system and may incur monetary restitution.

## **Hair Cutting and Dyeing**

Hair cutting and/or dye is permitted in residence hall bathrooms and in the laundry room slop sink, as available. All hair cutting waste needs to be swept, deposited into a trash bag and taken to the dumpsters outside the building. All hair dye must be fully cleaned up. If hair waste or dye is not cleaned up, there may be charges for that individual or floor community. Please communicate with hall staff regarding concerns managing clean-up.

## **Hall Sports**

Playing sports, skating, rollerblading, biking or using any type of bat, ball, stick or other object is not allowed within a residence hall. Hoverboards are not permitted in the residence halls (they cannot be ridden or stored in the halls) due to safety concerns and fire hazards.

## **Keys/IDs**

Students are responsible for any charges associated with a lock change and/or replacement of keys. It is the student’s responsibility to report missing keys and ID immediately. Students are not permitted to duplicate keys made for any university lock.

No person shall replace without permission, damage, tamper with, or vandalize any university lock or security device. If a room/suite lock becomes damaged, it is the responsibility of the resident(s) to complete a work order to have it fixed.



No person may lend another individual (including other residents and guests) their university keys/IDs for any reason. No person may possess another individual's keys, nor possess an unauthorized key. Keys in the possession of unauthorized persons may be confiscated by staff.

If you find a key, please turn it in to hall staff.

## **Offensive Decorations**

Housing reserves the right to limit decoration upon determination of negative community impact

Decorations may not use explicit language, including slurs or denigration of any groups or individuals, or make references to the use, sale, or consumption of alcohol, tobacco, or marijuana, be sexually explicit/suggestive, or promote illegal activities or illegal content. Students may not decorate the door frame or any walls/boards around their door in the hallway. Students are not permitted to post flyers, advertisements, or solicitations of any kind on their doors, windows, or any space outside of their rooms.

Any hall resident or staff member questioning the appropriateness of material(s) displayed outwardly will need to submit a report to the Residence Hall Director. The Residence Hall Director will then meet with the resident(s) of that room/suite to discuss the material and removal of the offensive material.

## **Pets**

All pets, other than fish, are prohibited in the residence halls. There is a limit of one 10-gallon tank per resident. During break periods, if you choose to leave the halls, be conscientious of how long you will be gone and how your fish will be cared for. Please note that university staff will not be able to care for the fish over break periods. We reserve the right to restrict residents from having fish if the cleanliness of the tank is not maintained. The university assumes no responsibility for harm to, or loss of, an aquarium for whatever reason.

Pets belonging to visiting guests will not be permitted in the residence halls. Residents requiring assistance of service animals or emotional support animals need to make arrangements through Housing and Residence Life with the Disability Resource Center (DRC).

- No Emotional Support Animal may be kept in university housing at any time prior to the individual receiving approval.
- For more information regarding Emotional Support Animal and Service Animal policies and approval contact Disability Resource Center (DRC).

## **Public Areas**

Residents are expected to keep public areas of the residence halls clean, including bathrooms, kitchens, trash and recycling areas, stairwells, lounges, hallways, and basement areas. Residents are not permitted to remove furnishings from any public area. Additionally, no resident should utilize public areas as sleeping quarters; this includes any of a resident's guests.

## **Public Area Damage**

Housing reserves the right to charge for any damages to residence hall furniture, fixtures or facilities. If a student is found to be responsible for vandalism in the residence hall, this student is responsible for the cost of the repair/replacement of the damaged items. Charges over \$200 will be assessed to the floor, wing or hall, if the individual(s) responsible cannot be determined. Charges may also be initiated for any repetitive incidents, regardless of cost.

## **Recycling**

There are recycling chutes available to students on each floor of every building. These chutes are for the disposal of recyclable materials only. Corrugated cardboard (including pizza boxes with the residual food removed) must be recycled in the basement recycling container. Improperly disposed pizza boxes result in a fee. Garbage/waste disposal in the recycling chutes is not allowed. Fines are issued to individuals who do not recycle properly. If recycling chutes are used improperly (e.g., disposal of garbage), community damage charges will be assessed, and sanctions may be imposed upon the floor or hall.

## **Restrooms**

For safety and security, residents are not allowed utilize restrooms that do not align with their gender identity. All-gender bathrooms are available in some halls and available for use by individuals of all gender identities.

## **Sales, Soliciting, and Posting**

Solicitation is not allowed in the residence halls. This includes legitimate representatives of reputable businesses and organizations, as well as door-to-door salespersons. If you see an unauthorized solicitor in your hall, please notify your RA or RHD immediately. Organizations are limited to one poster per hall for each event. All individual correspondence which is not directly related to Housing and Residence Life that is delivered to the mailboxes must be individually addressed to each resident.

Housing staff reserves the right to limit or prohibit private ventures, businesses or retail operations in the residence halls. Private or personal business ventures are strictly prohibited in public areas of the residence halls. A student is required to notify the Director of Residence Life prior to establishment of such business.

## **Trash**

You are expected to dispose of trash in the large dumpsters located outside the building. Plastic bags are available for your use from your hall's front desk at no additional charge.

Do not dispose of your personal trash using the floor restroom or kitchen trash. Improper disposal of trash and/ or recycling can result in fines.

## **Trespassing**

Residence halls are locked 24/7. The hall is open to residents of the halls and invited guests only. Any other person found in the halls is subject to prosecution for trespassing. Housing and Residence Life may make exceptions for individuals, including but not limited to, other housing staff, mail carriers, beverage vendors, etc.

## Unauthorized Presence

Students are not allowed to enter any room suite in the residence halls without permission of the resident(s). This does not include student staff performing their duties.

## Unauthorized possession of property and/or theft

Possession of another person's or the university's property, without prior consent, is prohibited. This includes property from individual student rooms/ suites, as well as from common areas.

## Windows

Items may not be posted on or placed near room/apartment windows to be read or seen from outside the building.

# RESIDENT ROOM SAFETY

## Bed Bugs

As a preventative measure, Housing and Residence Life hires a team of professionals to do a complete search of all residence hall rooms every year to verify that we have no bed bugs in our buildings. If you suspect that you or someone you know has brought bed bugs into the residence halls, please contact your RA.

## Lighting

Lamp fixtures that is or can be converted into a torchiere style lamp (lamps that focus light upward), and/or the use of any halogen bulbs of 250 watts or greater are prohibited. Lighting within residence hall rooms/suites must be hung in ways that will not cause wires to wear thin. Lights should be connected with heavy-duty extension cords and should be unplugged when unattended. Lighting around your door frame is not permitted because of the possibility that cords or wires may become "stripped."

## Lofts and Bunks

All bedframes are self-lofting in the UWSP residence halls. Residents may not bring in additional lofting mechanisms. Missing or damaged pieces of the bedframe are subject to charges.

## Room Capacity

The number of people in a traditional room at a time may not exceed 10 persons. Room capacity for the Suites@201 may not exceed 13 persons at a time.

## Room Decorating

The following is prohibited in residence hall rooms/ suites:

- Christmas trees, evergreen boughs, and branches with dead leaves
- Your bed may not create an obstacle for leaving the room/suite.
- Your room/suite door and window should not be blocked at any time.
- Nothing of a highly combustible nature may be hung from the ceiling or other overhead structures.
- Suspension chains, pressure lofts, or pressure- treated lumber pieces
- Waterbeds

- Public area furniture
- LED light strips with adhesive

No items may be hung or adhered to the ceilings. No items may be adhered to or displayed in windows.

## Room Door Decorations

Decorations must be flat against the door. Nothing may hang from the door jamb or ceiling above your door. Door decorations may cover no more than 50% of the door's surface. Do not cover the peephole. Any damage to the door will be the responsibility of the individuals living in that room/suite.

## Room Walls

Painting walls or covering them with anything (e.g., paneling, contact paper, graffiti, etc.) is prohibited. You will be charged if the walls need to be painted due to damages.

## Room Furnishings

All university furnishings, including lofts, must stay in student rooms/suites. This includes rooms occupied as singles. Any furnishings affixed to the wall may not be removed. This includes mirrors, bulletin boards, closets and/or closet curtains, desks, bookshelves, smoke detectors, and electrical fixtures.

## Screens

As a safety precaution and to prevent insects, birds, and bats from entering the building, all screens and windows must remain in place. A student will be charged for each occurrence a screen is removed, damaged, or tampered with.

# RESIDENT ROOM FIRE SAFETY\*

*\*Allowed in Suites@201 suite specific kitchen area, but not in Suites@201 resident bedroom*

## Appliances

Housing and Residence Life reserves the right to limit the items in a students' room if it is in the best interest to protect the students and the building.

### Permitted in Residence Halls

- Small microwave ovens (1500 watts or less)
- Refrigerators no more than 5.4 cubic feet
- Coffee maker/single cup brewing systems
- Fan (box or rotation)
- Juicer
- Rice cooker
- Stereos
- Vacuum Cleaner
- Humidifier
- Dehumidifier

- Air purifier
- Space heater (only university provided units, available at hall front desks for checkout)

#### **Not Permitted in Residence Halls:**

- Air conditioner (unless approved by Housing and Residence Life for medical accommodation)
- Air Pizza Cooker\*
- Cup Warmer\*
- Deep Fryer
- Sun lamp
- Wireless router
- Oxygen tanks (unless approved by Housing and Residence Life for medical accommodation)
- Wireless router
- Air Fryer\*
- Toasters\* (unless approved by Housing and Residence Life for medical accommodation)

Upon permission by the Residence Hall Director, some prohibited items may be used under the supervision of hall staff during hall programs.

## **Candles and Incense**

Candles and/or incense are prohibited. Wax warmers and wax are permitted.

## **Electrical Cords**

Overloading electric receptacles or using multiple-socket plugs is prohibited. Extension cords may not run under rugs and must be in good condition (no frays). The only permissible extension cords are those that are UL listed 3 wire/3 prong cords (15 amp. maximum). Power strips of the same specifications may also be utilized if equipped with a circuit breaker. Usage of these devices is not to exceed one per electrical outlet and must be plugged directly into the outlet. Residents must check the wattage rating on the appliance or tool that will use the extension cord; do not use an extension cord with a lower rating.

## **Fire**

No person may light any fires, including, but not limited to, burning candles, incense, lanterns, potpourri, or gas or charcoal cooktops or grills inside, or immediately surrounding (within 25 feet), of any residence hall.

## **Fireworks**

No person may possess or use fireworks on University Lands. The possession or use of firecrackers, gunpowder, or other materials that endanger health or safety is strictly prohibited. Students found in possession of fireworks and/or explosives are subject to criminal prosecution and/or university disciplinary action, including suspension or expulsion.

## **Fire Evacuation**

All individuals must leave the residence hall when a fire alarm sounds. Any person who refuses to leave the hall when the fire alarm sounds, remains within 100 feet of the building or returns to the building before the all-clear is given by authorized personnel will be subject to university and civil disciplinary action.

## **Fire Alarms and Equipment**

Fire alarms and equipment are not to be tampered with or abused. This includes, but is not limited to, unplugging or disconnecting smoke detectors, tampering with the sprinkler system, triggering or pulling a false alarm, damaging or removing parts from the fire alarm system, misuse of a fire extinguisher, starting a fire, personal belongings being placed in fire extinguisher cabinets, or items being hung from fire equipment.

## **Hallway Obstruction**

Leaving items in hallways are prohibited. This includes but is not limited to bicycles, lofts, rugs, door mats, floor mats, shoes, pumpkins, etc.

## **Smoking Devices and Tobacco**

Smoking of any product is not permitted in the residence halls. The use of any vapor producing item in the residence halls is not permitted; this includes but is not limited to e-cigarettes, hookahs, and other vapor-producing products.

## **Smudging**

Smudging is a ritual used by indigenous people throughout the world in which herbs are used to cleanse persons or places of negative thoughts, bad spirits or negative energy. Herbs are typically burned in a small shell or other container that will not burn. The State Fire Marshal of Wisconsin has stated that smudging is not allowed in residence halls. The Dean of Students Office can grant exceptions to the tobacco-free policy for smudging purposes. Individuals who wish to practice smudging should contact their Residence Hall Director with information on when and where they plan to hold their ceremony.

# **DRUG & ALCOHOL POLICY**

## **Drugs**

In conjunction with UWSP 17.09(6) and UWSP 18.09, the university cooperates fully with local and state law enforcement agencies. Involvement with controlled substances could lead to criminal charges being brought against those involved. For information regarding the drug sanctioning grid, please refer to the Dean of Students website at <https://www.uwsp.edu/dos/Pages/stu-conduct.aspx>

## **Use and/or Possession of Drugs**

The use, possession, sale, giving, or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited in all university residence hall facilities.

Paraphernalia (Homemade or Retail) No person may use, or possess with the primary intent to use, drug paraphernalia. Examples include, but are not limited to, “bongs”, pipes, scales, rolling papers, “roach clips”, and blow tubes.

## Alcohol

The alcohol policy of the university and the residence halls is in place to enforce state law and to ensure a safe and secure environment for all residents. Keep in mind that even after you attain the legal age to consume alcohol, it is still an expectation that you consume alcohol responsibly and not engage in behavior that negatively impacts yourself or others.

- If an underage student is found in possession of alcohol, University Officials possess the right to dispose of or have the student dispose of all alcohol present in the area, including empty alcohol containers.
- If an underage student is found in possession of alcohol paraphernalia, the student will be asked to remove it from the university grounds.
- Alcoholic Beverage is defined as any beverage that contains alcohol. This includes nonalcoholic beverages containing 0.5%+ alcohol by volume.

## Alcohol-Free Floors

An alcohol-free floor is defined as a residence hall floor community in which all residents of the floor and their guests (regardless of age) agree not to possess, drink, or be under the influence of alcohol on their designated floor. "Under the influence" is defined as having ANY alcohol in one's system. A resident's failure to comply with the terms of the Alcohol-Free Floor agreement may result in immediate removal from this community.

## Dry Room

Resident(s) assigned to the room/suite are under the age of 21. No alcohol may be possessed/consumed in a dry room/suite by anyone, regardless of age (this includes, friends, fellow students, parents, and other guests).

## Damp Room

At least one assigned roommate/suitemate is 21 and at least one roommate/suitemate is under 21. The resident who is of legal drinking age may consume alcohol in their room/suite but may not give alcoholic beverages to those under the age of 21.

Guests who are of legal drinking age may consume alcohol if their host is 21 years of age or older. Each individual of legal drinking age cannot possess more than one open alcoholic container. If the under-21-year-old of a damp room is approached by hall staff for an alcohol policy violation, it is up to the discretion of the Residence Hall Director to determine to whom the alcohol container belongs.

## Wet Room

Resident(s) of the room/suite are 21 years of age or older. The resident(s) and any guests of legal drinking age may consume alcoholic beverages in the room. Each individual of legal drinking age cannot possess more than one open alcoholic container.

## Common Containers

Bulk alcohol or empty bulk alcohol containers of any size are not permitted in individual rooms/ suites (e.g. keg, punch bowls, etc.). Home Brewing and other alcohol creation processes are prohibited in the residence halls.

## **Conduct of Guests**

No guest may possess alcohol in the room/suite of a resident that is under the legal drinking age. Residents are responsible for individuals in their room/suite who are under the legal age and consume alcohol. In these cases, not only the underage consumer may be sanctioned for their behavior, but the resident(s) of the room/suite in which the violation took place may also be sanctioned.

## **Consumption and/or Possession**

Residents and guests who are not of legal drinking age are prohibited from consuming, possessing, procuring, selling, dispensing, or giving alcoholic beverages away to any person. Residents under the legal drinking age cannot host drinkers. Housing and Residence Life will enforce the State Laws of Wisconsin.

## **Mass Consumption**

Possessing devices to rapidly consume alcohol or encourage mass consumption of alcohol, i.e. kegs, funnels, beer bong, and party games specifically intended for the rapid consumption of alcohol like beer pong tables is not allowed in the residence halls. Exceptions may be made for root beer kegs that are previously approved by the Residence Hall Director.

## **Distributing to Persons Not of Legal Drinking Age**

Residents may not provide alcohol to a person who is not of legal drinking age. Alcoholic beverages cannot be sold in residence halls.

## **Empty Containers**

Containers that were originally used to hold alcoholic beverages (cans and bottles) in any form; empty, sealed or open, may not be possessed by any person that is under the age of 21. If hall residents wish to decorate their rooms/ suites with empty alcohol containers, they may make a request through the online approval form.

You can find the form here: <https://spin.uwsp.edu/forms> - Alcohol Container Registration

## **Incapacitation**

Students who become incapacitated as a result of drinking or other drug use will receive medical care and follow-up intervention, regardless of age.

## **Irresponsible Drinking**

The following is considered irresponsible drinking and is prohibited (regardless of age):

- Loud and/or destructive behavior
- Inability to control bodily functions (vomiting, urinating, defecating, incapacitation)
- Passing out in common areas, hallways, rooms
- Vandalism
- Violent or abusive behavior toward any University Official, other community member, or guest as a result of consuming alcohol



## Public Areas

Consumption of alcoholic beverages is not permitted in public areas. Alcoholic beverages in open containers (glasses, cans, bottles, cups, etc.) may not be transported between rooms/suites. Alcohol is strictly prohibited in public academic areas, study lounges, bathrooms, computer rooms, fitness rooms, etc. even if possessed by residents of legal drinking age. Alcoholic beverages may be transported by those of legal drinking age through main lobbies in manufacturer sealed or capped containers to locations where it is authorized and legal to use.

Only in Hyer Hall, may alcohol be consumed by residents of legal drinking age and their guests of legal drinking age in the following areas: TV lounge, game room/area, and designated public social areas. The person(s) in these areas may have no more than one drink in their possession.

Alcohol is strictly prohibited in public academic areas: i.e. study lounges, computer rooms, etc.

## GUEST POLICY

Residents are responsible for informing their guests of all pertinent university rules and regulations.

Guests are required to adhere to university rules and regulations. Violations may subject to legal action.

### Guest

This is defined as any person visiting that is not assigned by housing to live in the building, even if that person lives on campus. Guests must be checked in at the front desk under your name.

The host is responsible for their guests' behavior. All guests must register with their host upon each visit. When desk is closed, hosts are responsible for checking in their guest via the hall's guest check-in QR code (posted throughout the buildings). Residents are expected to always be with their guests.

Individuals living in single rooms must also abide by guest and overnight guest policies.

All guests 16 years of age or older must always have a picture ID with them while in the residence halls.

If your guests cannot provide ID, are not properly registered, or are being uncooperative with hall staff, the RA, RHD, or University Police and Security Services may escort your guest(s) from the building.

There is a limit of two overnight guests per traditional room/or bedroom of a suite. Guests may stay no more than three consecutive nights in any residence hall, with a maximum of eight nights per month; this maximum applies to individual guests in any hall on campus.

In cases where roommates/suitemates cannot agree, the right of a person to occupy their room/suite without the presence of an overnight guest takes precedence over the right of a roommate/suitemate to host overnight guests. The hosting of overnight guests and the terms under which this occurs must be mutually agreed upon by roommates/suitemates and in accordance with the guidelines established in this policy.

# NOISE POLICY

The realities of community living dictate that individuals respect community needs for the moderation of noise. Housing and Residence Life encourages students to confront one another when noise is infringing on their right to an environment conducive to sleeping and studying. Housing staff may confront individuals at any time for noise violations, even when no specific complaint has been issued, to preserve academic communities within the residence halls.

## Courtesy Hours

These exist 24 hours per day, seven days a week and imply that noise should always be kept at a moderate or low level. If anyone asks you to be quiet or turn down the volume of an item in your room/suite, you must comply at any hour of the day.

## Quiet Hours

During Quiet Hours, noise should not be heard from a room/suite with the doors and windows closed for longer than 30 seconds from two doors away. This policy includes the slamming of doors, in addition to general noise and voices.

Sunday through Thursday:

10 p.m. to 9 a.m. the next morning

Friday and Saturday:

12 a.m. (midnight) to 9 a.m.

## Quiet Communities

These communities have been established to meet the needs of those students who have expressed a desire to live in an area where a quiet study atmosphere is continually maintained. Communities may modify and extend these hours if they wish to make them even more conducive for focused study time.

Sunday through Thursday:

9 p.m. to 10 a.m. the next morning

Friday and Saturday:

11 p.m. to 10 a.m. the next morning

## Finals Week Quiet Hours

Finals week quiet hours begin at 11:59 p.m. the Friday before Monday finals and remain in effect as continuous quiet hours until the last final exam period, typically Friday afternoon. The level of noise acceptable during this time is comparable to normal quiet hours, with breaks occurring during relaxed hours.

Relaxed hours will take place daily between 11 a.m. to 1 p.m. and 4 p.m. to 7 p.m. Relaxed hours are flexible hours that allow residents to leave their doors open, vacuum, play music at a reasonable level, etc. Activities that are prohibited during relaxed hours include, but are not limited to, stereos and televisions in excessive volume and yelling.