



Summer Housing and Conferences Handbook  
Summer 2021

Dear Guest(s),

Welcome to Portland State University's Summer Housing and Conferences (SHC) program.

Portland State University moved to a majority remote environment in March 2020. However, University Housing has remained open throughout. We established strict guidelines in our residence halls in order to maintain a safe and healthy living and learning environment for all of our on-campus residents. We know that our protocols work in stemming the spread of COVID-19, when everyone is doing their part. This summer, we invite you to join us on campus with the understanding that you will also support all ongoing efforts in reducing the transmission of the virus.

This handbook will be your guide to all of the changes made to the Summer Housing and Conferences program. Our protocols are aligned with [Portland State University's COVID-19 Health and Safety Operational Plan](#). We will continue to make necessary adjustments as major developments arise.

Four guidelines will remain in effect for the duration of Summer 2021:

- **Masks and Face Coverings**
- **Physical Distancing**
- **Daily Self Checks**
- **Building Access: No Visitors**

Guests found in violation of any of the guidelines put forward by this handbook, Summer Housing and Conferences Contract Terms & Conditions, or Portland State University's COVID-19 Health and Safety Operational plan will have their reservations cancelled and be required to leave campus. No refunds will be issued to these guests.

In partnership,

Summer Housing and Conferences

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## **COVID-19 Guidelines**

### **Masks/ Face coverings**

Any person on PSU owned, leased or controlled property ("PSU Property") must wear a mask or face covering while indoors, including but not limited to residence halls, classrooms, and the dining hall. Masks or face coverings are also required outdoors when on PSU Property when physical distancing expectations (at least 6 feet apart from those in different households) cannot be met.

#### **Definitions**

- Face covering – means a cloth, polypropylene, paper or other face covering that covers the nose and the mouth and that rests snugly above the nose, below the mouth, and on the sides of the face.
- Mask – means a U.S. Food and Drug Administration (FDA) cleared surgical, medical procedure, dental, or isolation mask (commonly referred to as a "surgical mask").
- Face shield – means a transparent plastic shield that covers the wearer's forehead, extends below the chin, and wraps around the sides of the face.

In accordance with the CDC, OHA and OSHA, the following are not acceptable substitutes for masks or face coverings under this policy:

- Face shields – means a transparent plastic shield that covers the wearer's forehead, extends below the chin, and wraps around the sides of the face.
- A face covering that incorporates a valve designed to facilitate easy exhalation
- Mesh masks, lace masks or other coverings with openings, holes, visible gaps in the design or spandex material, or vents.

#### **Disability Accommodations**

If you have a medical condition or a disability that prevents you from wearing a mask or cloth face covering, you may:

Request an accommodation in writing ([shc@pdx.edu](mailto:shc@pdx.edu)) no later than 2 weeks ahead of your scheduled check-in date. Your accommodation will be reviewed by the University Housing and Residence Life and the Disability Resource Center. If you do not request an accommodation ahead of your arrival, you will be required to follow the Mask/Face Coverings policy as outlined above.

If you are Deaf, Hard of Hearing, or have another disability where you need others (specifically staff) to communicate with you through a clear face covering, please request this accommodation in advance of your arrival by emailing [shc@pdx.edu](mailto:shc@pdx.edu).

#### **Disposable Mask Availability**

Disposable masks will be available through the Summer Housing and Conferences Desk in Broadway 210 for anyone who may need them. However, this is a courtesy service and guests should bring their own supply of masks.

## Physical Distancing

ALL guests must maintain a distance of six (6) feet between individuals.

The term “physical distancing” is based on the World Health Organization's recommendation instead of “social distancing” to highlight the minimum 6-foot physical distance individuals should keep from one another.

- Maintain a distance of six (6) feet between individuals; and reconfigure spaces as needed to allow for distance.
- Gatherings of 25 people or more are prohibited by PSU and the State of Oregon, and all individuals in the U.S. are advised to avoid gatherings of 10 people or more.
- Avoiding gatherings and close contact is especially important for those at high risk of developing severe illness from COVID-19, such as older adults and people with serious underlying medical conditions.

## Cohorts or Stable Groups

Groups should plan to conduct all activities in small groups that remain together for the duration of their stay with minimal mixing of groups.

Reference: [Physical Distancing for PSU Health](#) and [Higher Education Coordinating Commission and Oregon Health Authority: Guidance for the conduct of In-Person...Activities at Oregon Colleges and Universities](#)

## Daily Self-Check

Guests are required to perform a daily self-check for COVID-19 symptoms. Guests will need to submit a confidential self-check form each morning. The form can be found using

QR Code:



URL: <https://forms.gle/FnHBWCEzKY3dhMni9>

If you are experiencing symptoms, please contact your healthcare provider.

**Building Access: No Visitors**

PSU buildings are closed to the general public. PSU has limited access to buildings via electronic access control for authorized members of the campus community and authorized external parties affiliated with PSU.

**Visitation**

There is a strict “no visitation” policy in place for Summer 2021 in the residence halls. This includes family members of guests and parents. Visitors of guests are welcome to arrange lodging with any of the local hotels and meet with guests outside of the residence halls.

Violators of the Visitation policy will have their contract cancelled and be required to move out of the residence halls. No refunds will be given to these guests.

## **Plan Ahead**

### **Pre-Arrival (14 days prior to check-in)**

All guests should prepare for their visit by self-isolating in the days leading up to their check-in. It is requested that guests practice physical distancing, good hygiene, wear masks, and avoid large gatherings prior to arrival.

Any guests who show symptoms of COVID-19, have been exposed to or had close contact with an individual with COVID-19, prior to check-in should remain home and follow their healthcare provider's instructions.

Guests must inform Summer Housing and Conferences and one of the following will happen:

- **Short Term Stays (14 days or less)**: The guest may be removed from the group roster.
  - Guests may provide a note from a healthcare professional clearing them for travel/ arrival. We cannot accept copies of test results.
- **Long Term Stays (15 days or more)**: The guest may have an adjusted check-in date.
  - Guests may provide a note from a healthcare professional clearing them for travel/ arrival. We cannot accept copies of test results.

\* Refunds will not be issued for cancellations or reduction in nights of stay within 14 days of the guest's arrival date.

### **Rosters**

- All groups must submit an accurate roster of attendees who will be residing on campus or working with the group.
- Final rosters are due to the Summer Housing and Conferences Office 2 weeks (14 days) prior to the group's arrival. No changes to the roster will be accepted after that time except to remove attendees.
- Guests who arrive at check-in and are not on the final roster will be turned away. No exceptions will be made.
- Youth (17 and under) will be allowed one (1) parent/guardian to accompany them during move-in and move-out. Parent/Guardian must be listed on the final roster. No additional guests or guests not listed on the final roster will be allowed during this process. Parents/guardians must arrange visits with group leaders and inform Summer Housing and Conferences. Visits may only take place outside of the residence halls.



## **On-campus Isolation/ Quarantine**

Any guest who develops symptoms of COVID-19 during their stay should contact their healthcare provider and notify the Assistant Director of Summer Housing and Conferences, Nikki Ludd.

Summer Housing and Conferences will provide support (meals, groceries, mail, trash pick up) to guests who are isolating or quarantining at the direction of a healthcare provider.

### **Groups**

Program Director/Coordinators are required to notify the Assistant Director of Summer Housing and Conferences and include additional information such as roommates. The Assistant Director will work with group leaders to create a support plan for the affected guests.

### **Individual Guests/ Interns**

Individual Guests and Interns are required to notify the Assistant Director of Summer Housing and Conferences if they develop symptoms. The Assistant Director will work with individual guests and interns to create a support plan.

### **Services and Associated Costs**

The cost of all services (including meals, additional nights and additional rooms) rendered to an individual or group, as a result of a suspected or confirmed case of COVID-19, will be charged to the individual or group. It is the responsibility of groups to collect payment from individual participants who may incur these additional charges.

Any payments left outstanding will be sent to collections after a designated amount of time.

## **Contact Information**

### **For COVID-19 related support while on-campus**

Nicole "Nikki" Ludd, M.Ed.

Office: 1977 SW 6th Ave, Suite 210, Portland, OR 97201

Phone: 503-725-4330 (call or text)

Email: nludd@pdx.edu

### **For all other questions and information please use the SHC contact information**

Summer Housing and Conferences

Office: 1977 SW 6th Ave, Suite 210, Portland, OR 97201

Phone: 503-725-4336

Email: shc@pdx.edu

## **SHC Handbook**

### SHC Desk

The Summer Housing and Conferences (SHC) desk is open from 7AM- 7PM daily, Broadway Hall, Suite 210. Staff will be available to assist guests with check-ins, lock outs, maintenance requests, linens and general information. Conference Assistants will be on duty from 5PM-9AM to assist guests with lock outs and emergencies. There is a professional staff member on call 24 hours a day.

Summer Housing and Conferences Desk (7AM-7PM) 503-725-4336  
Conference Assistant On-Call (5PM-9AM) 971-246-1598

### Mail

Please use the following format when having mail addressed to you:

*Your Name*

*Attn: Summer Housing and Conferences*

*625 SW Jackson St., Suite 210*

*Portland, OR 97201*

When mail or packages are available for pickup, guests will receive an email indicating the pick-up location. Each building has an outgoing mail slot for letters, located in the lobby. Please direct all outgoing packages and issues related to your mail delivery to the United States Postal Service—the nearest post office is located at 101 SW Madison St.

### Packages

Package deliveries from major carriers (FedEx, USPS, UPS, Amazon, DHS) are accepted on the guest's behalf at the Montgomery Service Desk (1802 SW 10<sup>th</sup> Ave). Packages addressed to guests who are not currently in housing may be returned to the sender. Packages addressed to a nickname or alias will be returned if the name preference has not been submitted to the Summer Housing and Conferences Office.

Package pick-up is available during Montgomery Service Desk hours. Please bring your photo ID, as it is required for any package pick-up. Packages not claimed within twelve (12) days may be returned to their place of origin.

Certain items cannot be received at the Montgomery desk, such as alcohol, tobacco, items that require refrigeration, including some medications, as well as other perishable items. We will accept flowers. Guests seeking delivery of items we cannot accept should contact the delivery source to plan for how to ship and receive such items. Items delivered that cannot be accepted may be denied and returned to their place of origin.

### Laundry

Laundry machines and service are provided in each building for the exclusive use of guests living in the building. The laundry machines operate on laundry cards you “load” with money at one of the “add-value” stations located on campus: Montgomery lobby, Ondine lobby, Broadway 2nd floor. The machines accept Visa and MasterCard, with a minimum transaction of \$5. A laundry card can be purchased from the Ondine and Montgomery stations for \$2.50.

In order to help us properly maintain the washers and dryers, please follow these simple guidelines:

- Immediately notify the 24-hour service line listed on the laundry equipment in case of any malfunction. Please be specific: provide the vendor with the unit number of the machine that is not functioning properly and the nature of the problem.
- Carefully follow the directions listed on the front of the machine.
- Check that the lint screens on the dryers are clean and in place before and after use.
- Every machine has a load limit. Exceeding this limit reduces the quality of your wash and adds to your drying time.
- Do not leave your laundry unattended.

### Linen Exchange

Linen exchanges will occur throughout the week at the Summer Housing and Conferences Desk (7am-7pm). Guests will bring their used linens to the Summer Housing and Conferences Desk and exchange them for a clean set. All used linens must be bagged in the issued SHC laundry bag in order for the exchange to occur. SHC will not launder personal items.

### Common Area Use

Common area availability will be limited for Summer 2021. Please observe any posted signage about the area's usability and occupancy limits.

Use of common areas is contingent on adherence to applicable noise policy and building/area regulations (prohibition of alcohol, etc.). Any individual or group requesting the use of a common area must take responsibility for assuring the cleanliness of the area upon completion of the activity. Common area space may not be used for any commercial purpose. Misuse of a common area or removal of furniture from a common area will warrant warnings, fines, and/or loss of future rights to common area space.

### Parking

Parking is limited on campus. Guests may purchase daily parking permits through the [Parking Kitty](#) app. Weekly and monthly permits can be purchased through Summer Housing and Conferences. Long-term parking permits (weekly and monthly) must be requested in advance. Guests may also purchase daily permits and public transit tickets through Transportation and Parking Services (TAPS)-located at 1812 SW 6<sup>th</sup> Ave.

### Garbage

After you have recycled what you can, please throw your garbage away in the proper receptacle. No organic items of any sort should be washed down drains. The subsequent clogged drain may cause damage for which you may be held financially responsible. You should empty your garbage regularly to keep everyone's living environment clean and pest-free. Garbage chutes and recycling are located on each floor in Broadway Hall, located in rooms that end in -66 (ex. 366, 466). Trash bins are located inside of the laundry rooms in Ondine Hall.

### Items in Guest Rooms

Guest rooms will be equipped with the following items:

- Box Fan
- Lamp
- Toilet Paper

- Small bars of soap
- Linens

### Victor's Dining Center

Dining services will be in a to-go format for Summer 2021. Groups are required to perform a temperature check and ensure that each group member sanitizes prior to entering the dining hall. Guests must abide by all instructions both written and verbal. Classrooms can be reserved by groups for dining purposes.

### Classrooms

Classrooms will be available in the residence halls. During meal times, classroom reservations will prioritize group dining.

#### **Classroom requirements:**

- The capacity of the room is at least double the number of people using the room
- Furniture can be arranged in a manner that allows guests to maintain a 6ft distance from one another
- Groups are 25 people or smaller (Youth groups: preference for one cohort per classroom)
- Groups larger than 25 people will be not be permitted

Additional classrooms may be reserved through Conferences and Events pending availability and the group's ability to comply with all requirements for renting space on campus.

### Rec Center

The Rec Center is currently available to PSU students, faculty, and staff by appointment only. Groups and Interns will be informed if the Rec Center is able to accommodate them.

## **Health and Safety**

### Emergency Situations

In an emergency, the Campus Public Safety Office (CPSO) can be reached at (503) 725-4404 or (5911). The CPSO non-emergency phone number is (503) 725-4407.

### Evacuation Locations:

Broadway Hall- Shattuck Lot

Ondine Hall- University Center Building Parking Lot

Stephen Epler- Oak Savanna

If you see or detect a fire or any reason to evacuate, pull the handle on the nearest red fire alarm station in the hallway. Do not attempt to fight the fire yourself. Use the nearest safe, smoke-free stairwell marked "EXIT." If you cannot find a safe exit, stay in your unit and make yourself obvious at the window for firefighters below. If you feel you must open a window, first place damp sheets or towels in the door crevices that open to the fire or smoky area to avoid fueling the fire.

### Fire Alarm Evacuation

When you hear the fire alarm, you must leave the building immediately. Do not use the elevators. Fire drills are held at least once per term, during which every resident MUST exit the building and convene at the designated evacuation location.

### Building Emergencies

Occasionally, there may be a problem with a building system (building system emergency) after regular business hours that may cause a significant amount of damage if left unattended. Your first contact in an after-hours building system emergency is the Summer Housing and Conferences Desk. If the desk is unreachable, you should call the Conference Assistant On-Call cell phone at 971-246-1598. The CA will contact the appropriate personnel to fix the problem. If the building system emergency happens during business hours, contact the Summer Housing and Conferences Office at 503-725-4336, University Housing Office at 503-725-4375 or CPSO at 503-725-4407.

Examples of building system emergencies include:

- Security problems (doors will not lock, ground level windows broken)
- Broken common area glass or collapsed wall
- Roof leaks (major leaks posing potential damage to the building or guests' property)
- Fire system or equipment does not work
- Activated building sprinkler
- Exposed wiring
- No hot water
- Water flow causing damage to the building or to guests' property
- Resident cannot use their toilet for an extended time
- Water or waste line is broken; no water.

*Contacts, earrings, and wedding bands down the drain do NOT constitute an emergency (though guests should not use the drain until Maintenance personnel can respond).*

### Personal Property

The University is not responsible for loss or damage to personal property in University Housing facilities due to fire, theft, water, interruption of water or heat, other utility problems, damages caused by other guests, or other causes. Guests are strongly encouraged to carry personal property or renter's insurance. Guests are also encouraged to remove all valuable items from the unit during any extended absence.

### Personal Safety

Taking responsibility for your personal safety is imperative in a community living environment. Although the SHC staff do rounds at night and Campus Public Safety officers are available, you need to take action to safeguard yourself. Please abide by the following list of safety measures:

- Remember this is your home.
- Do not allow non-residents to enter the building or use elevators to access the private living areas. Ask if they are a resident if you do not know. If that is hard for you to do, contact Public Safety to let them know you think a non-resident has accessed the building.
- Carry your keys at all times.
- Lock your door even if you are merely going down the hall.
- Do not lend your keys to anyone.
- Do not prop/hold open elevator doors for an extended period of time.
- Avoid walking alone at night. Walk with a friend or call Campus Public Safety at (503) 725-4407 to be escorted.
- Avoid parking or walking in unlit areas.
- Do not prop open interior or exterior doors.
- Do not use the ADA button to open front doors unless necessary.
- Report any non-locking doors and windows to the Summer Housing and Conferences desk or on-call staff immediately.
- Report any unsafe or suspicious items or persons to the Summer Housing and Conferences Desk, SHC On-Call Staff, or Campus Public Safety.
- Do not attach bikes or other items to stairwell railings.
- Do not store items in hallways or obstruct doorways.

### Security Cameras

To enhance safety and security efforts within the halls, a security camera may be placed in a hall, lobby, or other public area. To ensure personal privacy, the cameras are located and record data only in areas that are considered public within SHC and PSU spaces. While many of these areas are off limits to non-residents and their guests, they are areas that people would not expect to be private (e.g., cameras are NOT placed in restrooms, student rooms, etc.)

### Sprinklers and Heat Detectors

#### **Do not attach anything to a sprinkler.**

Each resident should be aware of the sensitivity of the sprinklers, smoke detectors, and heat detectors that are present in their room or hallways. These can be activated by heat, smoke, water, force, pressure, or sudden shock. When hallway smoke or heat detectors are triggered, they activate the building alarm system alerting guests, Campus Public Safety, and the Fire Department.

### Smoke Detectors

Tampering with or disabling smoke detectors is prohibited by PSU and is in violation of the State of Oregon fire codes. It also puts the community at risk and is punishable by mandatory fines. If a guest is found to have tampered with a smoke detector, the guest may be monetarily responsible for the costs of emergency response and may have their contract cancelled.

If the battery needs to be replaced in the smoke detector, do not disconnect the smoke detector. Please contact the Summer Housing and Conferences Desk.

## **During your stay: Residence Hall Guidelines**

### Keys and Badges

All guests will be issued an access badge at check-in. Do not lend your access badge to anyone. Report lost badges to the Summer Housing and Conferences desk so they may be deactivated.

All guests will be issued a room key at check-in. Failure to return SHC issued keys to the Summer Housing and Conferences desk on your Check-Out date may result in a charge of \$100. Lost keys will result in a charge of \$100.

Guests must be in possession of their assigned key and access badge at all times. Guests must never lend their key or badge to anyone, even another member of their group.

Group leaders or staff who require access to the conference hall, but are not residing on campus must be listed on the final roster so that they may be issued an access badge.

Any person who is found to be in possession of a key or badge that is not assigned to them, will forfeit the key or badge to a Summer Housing and Conferences or University Housing staff member. The key and badge will be returned to the assigned guest and the group leaders will be notified.

Frequent violations of this policy by an individual or group will result in the contract being cancelled and individuals or groups being removed from the conference halls. No refunds will be given to these guests or groups.

### Courtesy Hours

Courtesy towards others is expected 24 hours a day to provide an environment with minimum hindrances. Guests are, therefore, expected to anticipate and respect the needs of other guests at all times. Without being asked, guests should curtail, at all times, social or recreational activities that infringe on the rights of their neighbors. The Summer Housing and Conferences staff is always willing to assist but may also determine that some noise during courtesy hours is acceptable.

### Quiet Hours

Residence hall "quiet hours" occur between 10:00 pm to 8:00 am every day. Portland State University Summer Housing and Conferences hosts a diverse population of guests and these quiet hours are intentionally set to cater to the needs of sleeping and studying. All other hours are courtesy hours, during which time guests are expected to demonstrate consideration for their neighbors.

### Cleanliness

Guests are expected to maintain a clean living environment. Housekeeping staff cleans all common areas, but not individual rooms/units that are occupied. In choosing to live on campus, you agree to maintain your room/unit in a clean and sanitary condition at all times.

### Abandoned Goods

It is your responsibility to remove all of your personal belongings when you check out. Any personal belongings, valuables, or unwanted property left in the unit or in the building after the expiration of your contract is deemed to be abandoned property and may be retained by the University as its property or



may be disposed of by sale, donation, or in such other manner as the University in its sole discretion may determine.

Circuit Breakers

To avoid power losses, be careful not to operate too many appliances at any one time. Contact the Summer Housing and Conferences desk or on-call staff if you trip the circuit breaker.

## **Policies**

### Standards of Residence

This is the name given to the formal set of Summer Housing and Conferences and University Housing and Residence Life Policies. As a contract holder, you are expected to understand and adhere to these policies.

Remember:

- No visitors are allowed in the conference halls. Only registered guests are allowed.
- If something is illegal off-campus, it's illegal on-campus. University property does not insulate you from being accountable for all your actions.
- As a guest on PSU's campus, you must adhere to all policies in the PSU Student Code of Conduct.

### **The following actions are prohibited:**

#### Violations of Federal, State, or Local Laws, or PSU Code of Conduct

It is prohibited to violate federal, state, or local laws. Guests violating laws or University Code of Conduct policies not delineated specifically in other housing policies may be found in violation of this policy and may have their contract cancelled.

Violation of any University rule or policy, including but not limited to: [Standards of Residence](#), [PSU Housing Handbook](#), Summer Housing and Conferences contracts, University Key Policy, and the University Computer and Acceptable Use Policy, [Prohibited Discrimination and Harassment Policy](#), and the [Smoke and Tobacco Free Campus Policy](#).

### Smoking

Smoking or the use or possession of tobacco in the residence halls is prohibited, as it overlaps with standards relating to fire safety, property damage, environmental health, and disruption of the living environment as well as with the [Smoke and Tobacco Free Campus Policy](#). The following actions are prohibited inside any residence hall or anywhere on the PSU campus:

- Smoking or the use or possession of tobacco
- Smoking any substance in any way and/or with any smoking device
- The use of electronic cigarettes or vaporizers
- The use or possession of hookahs
- Creating smoke of any kind by any means, including incense and candles
- The use or possession of any smoking apparatus or tool

Please be aware that due to the fire safety and property damage risks, Summer Housing and Conferences or Housing and Residence Life staff may need to key-in to spaces to investigate and resolve potential issues of smoking and smoke in the hall. Additionally, cleaning charges will apply for any room that requires cleaning or odor control due to the detection of the odor of smoke.

### Alcohol

- Consuming, possessing, or being under the influence of alcohol while under the age of 21
- Possessing or being in the presence of alcohol paraphernalia while under the age of 21
- Being in the presence of alcohol consumption while under the age of 21
- Detectable and/or disruptive alcohol intoxication regardless of age
- Possession of alcohol in a living space belonging to resident(s) under the age of 21
- Consumption of alcohol in areas other than an enclosed residential room
- Being in the presence of illegal possession or use of alcohol

### Drugs

- The possession, use, sale, or distribution of any drug, drug paraphernalia, or controlled substance prohibited by state or federal law. This prohibition includes the possession, use, sale, or distribution of marijuana in any form
- Being under the influence of a drug or other substances prohibited by state or federal law. This prohibition includes marijuana in any form
- Being in the presence of unlawful drug use or possession of drug paraphernalia as defined by state or federal law. This prohibition includes marijuana in any form
- Medicinal marijuana use or possession on campus
- The unlawful use or abuse of prescription drugs or the dangerous use of over-the-counter products
- Possession, manufacturing, or use of K2, Salvia, Spice, or psychoactive herbal products

### Visitors

- Visitors/ Guests are not permitted in the conference halls for Summer 2021.
- Failing to adhere to reasonable, voiced preferences of a roommate or suitemate regarding guests
- Failure to understand and adhere to guest requirements outlined in detail in the Standards of Residence
- Failure to escort guest(s) at all times
- Possession or use of access badges, keys, or other unauthorized methods of entry by guest(s)
- Unregistered guests, domestic partners, or caregivers
- Failure to monitor or influence guest behavior to assure adherence to the Standards of Residence

### Noise and Disruptive Behavior

#### Engaging in noisy, disorderly, or disruptive behavior

- Interfering with another guest's reasonable ability to sleep, study, or be present in one's own room or residence hall without disruption
- Failure to reasonably comply with requests from any community member to reduce the impact of your noise or disruption
- Violating the University's Quiet Hours policy, which defines Quiet Hours as 10 pm-8 am every night or courtesy hours which are 24 hours a day.

### Air Conditioners

Air Conditioners are not permitted in the Residence Halls. Evaporative Coolers that meet the guidelines below are permitted. It should be designed for the size of the unit, and must not exceed 150% of the size of the unit.

- You may need to use less power in your dorm/unit when it is on; especially be mindful of items that pull a lot of electricity such as microwaves or hair dryers. Evaporative coolers that regularly blow fuses are not permitted.
- Units must have an automatic shut-off if the water levels are low.
- The unit should not connect to a window, vent out a window, or require any adaptations to the window.

### Bias Incident

Bias incidents are behaviors/actions directed towards an individual or group based upon actual or perceived identity characteristics or background (e.g., skin color, religion, sex, sexual orientation, race, ethnicity, national origin, gender identity and expression, age, or physical, mental, or emotional disability). Any acts of incivility or abuse that are bias related are prohibited.

### Building Access

- Hosting or giving access to anyone who is unapproved or trespassed from entry to residence hall spaces
- Providing access to anyone who should not access a given residential or common space
- Unauthorized possession, duplication, or use of University Housing keys
- Misuse of an electronic access card or security feature
- Unauthorized entry into any secured or restricted space
- Unauthorized entry to or use of University facilities, including buildings and grounds

### Civility

Abusive treatment of residents, guests, or staff members, or any behavior that results in hostile work, living, or academic environment.

### Collusion

Inciting, assisting, facilitating, being in the presence of, or acquiescing in the engagement of any violation of the Standards of Residence, PSU Code of Conduct, or law.

### Dating Violence

The term "dating violence" means any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the harmed individual. The existence of such a relationship shall be determined based on a consideration of the following:

- (i) The length of relationship
- (ii) The type of relationship
- (iii) The frequency of interaction between the persons involved in the relationship

### Domestic Violence

Any act of violence committed by a current or former spouse or intimate partner of the harmed individual, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the harmed individual as a spouse or intimate partner, by a person similarly situated to a spouse of the harmed individual under applicable federal or state domestic or family violence laws, or by any other person against an individual who is protected from that person's acts under applicable domestic or family violence laws.

### Endangering

In support of the community health and safety interests, Summer Housing and Conferences may proceed with corrective action in response to dangerous or potentially dangerous behaviors. Such behaviors could warrant contract termination. Behavior that endangers any person's safety is prohibited; such behavior may include but is not limited to:

- Behavior that constitutes an existing or potential threat to the health or safety of others
- Physical abuse or detention of any person or conduct which intentionally or negligently causes harm or is intended to threaten imminent danger to the health of any person
- Negligently, recklessly, or intentionally causing physical harm
- Direct or indirect threats or intimidation
- Behavior that creates undue mental stress or emotional harm to any person
- Hazing – requiring actions or situations that produce mental or physical discomfort, embarrassment, harassment, or ridicule as a part of initiation into a group
- Inappropriately handling or disposing of biohazards, including, but not limited to, medical syringes, blood, and other bodily fluids
- Violating reasonable privacy expectations that could cause distress or threaten one's ability to feel reasonably safe and comfortable in the living space. Examples of this behavior include use of audio, video, or electronic means, telephonic or email harassment, etc.
- Dropping, throwing, or permitting objects, either liquid or solid, to be ejected, affixed to, or placed out a window. This may include objects placed on window sills or in positions where they could plausibly exit through the window.
- Endangering by objects through windows could result in contract termination, regardless of intent

### Failure to Comply

Guests are required to comply with official requests or directives of University Staff and Officials. Student staff are considered University staff and officials. Guests must not interfere, obstruct, or provide false information to staff performing their duties.

Compliance is a critical aspect of safety and security. Staff members must be able to ascertain identification and cooperation from individuals and groups in order to resolve a situation. Failure to comply is prohibited and could include, but is not limited to, the following behaviors:

- Refusal to present ID
- Falsely identifying yourself by name, age, residence, etc.
- Providing false information to University staff and officials
- Refusing or ignoring a directive from a staff member who is performing their duties
- Failing to open one's room/unit door at a staff member's request

- Purposely violating a policy, directive, or restriction communicated by University staff or officials

Failure to Comply sometimes occurs during engagement of other policy violations. Guests who do not comply may have their contracts cancelled and be removed from Summer Conference Housing.

### Fire and Life Safety, Equipment, Code, and Procedures

Guests must understand and adhere to processes, codes, and standards related to fire and life safety. Violations of this policy include, but are not limited to:

- Sitting, standing, or being on any window ledge
- Failing to immediately evacuate during a general alarm
- Causing the building or floor to go into general alarm without just cause. Most buildings will go into general alarm when a public area (hallway) or multiple smoke detectors perceive smoke. You have the responsibility to control smoke from cooking by venting through a window, rather than a hallway door. If a general alarm is caused by inattentive cooking, leaving cooking items unattended, or leaving equipment on, such behavior may be a violation of this policy.
- Guests must not use fire “pull stations” in non-emergency situations. Such false alarms could result in criminal action in addition to action by Summer Housing and Conferences. Guests could be held responsible for restitution costs associated with false alarms.
- Tampering with or damaging fire equipment, including sprinklers. If you perceive a malfunction of fire equipment, you must contact Summer Housing and Conferences staff promptly. Guests should not remove, cover, alter or tamper with fire equipment for any reason.
- Accessing and/or utilizing fire equipment inappropriately or in a non-emergency situation
- Hanging items on sprinklers, blocking or covering sprinklers or smoke detectors
- Being on the roof of any building or the exterior of any building, including on fire escapes, except when authorized (such as in an emergency)
- Obstruction of clear egress or accessible movement from room, hallway, or building. Hallways, foyers, fire exits, and doorways are thoroughfares. Gathering or the compilation of physical objects, such as furniture, decorations, boxes, etcetera in thoroughfares is prohibited as they impede effective evacuation in case of an emergency.
- Large or overloaded gatherings in guest rooms

### Flammable Materials and Fire Safety

Guests must not present the residential community with unnecessary and/or prohibited risks of fire or smoke. Violations of this policy include, but are not limited to

- Setting or fueling a fire of any size and/or purposefully creating smoke
- Storing flammable or combustible liquids or gasses is prohibited.
- Possession of incendiary or explosive materials, including fireworks, live ammunition, etc.
- Possession and/or the burning of candles, incense, herbs, and/or oils
- Leaving any cooking device unattended while in use and/or failing to provide adequate ventilation while cooking
- Exposing heat sources to combustible or flammable materials
- Possession or use of appliances or electrical equipment that present a fire risk due to open heating elements or overtaxing electrical systems

### Felony or Misdemeanor Conviction

Conviction of a felony or misdemeanor under circumstances where it is reasonable to conclude that the presence of the person at the University would constitute a danger to health, personal safety, or property.

### Forgery

Forgery, alteration or unauthorized use of University documents, records, identification or resources.

### Harassment

Harassment is a course of conduct directed at a specific individual or individuals that causes or is intended to cause emotional or physical distress and serves no legitimate purpose. This includes but is not limited to harassment based on protected class that violates the University's "[Prohibited Discrimination and Harassment Policy](#)."

### Housing Operations and Services

- Misuse, obstruction, disruption, or abuse of housing services, space, or personnel.
- Misappropriating the time and attention of Summer Housing and Conference staff or University Housing and Residence Life staff.

### Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, by a person upon another person that is without consent and/or by force. This type of contact includes but is not limited to breasts, buttocks, groin, or genitals, or touching with any of these body parts, or making a person touch another person or themselves with any of these body parts.

### Non-Consensual Sexual Intercourse

Non-Consensual Sexual Intercourse is unwanted sexual intercourse of any kind or attempt to engage in such conduct. Sexual intercourse includes vaginal, oral or anal sex. Intercourse includes penetration by a penis, object, tongue, finger, or oral copulation no matter how slight. Sexual intercourse is "unwanted" if no \*Effective Consent is given or if the Respondent knew or should have known that the person was incapable of giving \*Effective Consent. The use of drugs or alcohol will not serve as an excuse for failing to obtain consent for sex acts.

**\*Effective Consent** is a voluntary, non-coerced and mutually understandable communication indicating willingness to participate in a particular act. Sexual conduct is unwanted if effective consent is not given or if the student knew or should have known that the person was incapable of giving effective consent by reason of mental or physical impairment, mental disorder, or mental incapacitation.

### Pets/ Animals

Possession of a pet(s) is prohibited. Service Animals and Support Animals are not pets. Support Animals need to be approved by Summer Housing and Conferences and University Housing and Residence Life prior to the guest's arrival.

### Posting, Sales, and Solicitation

Sales and solicitation in the residence halls is generally limited and/or prohibited.

### Property Damage

- Causing, or attempting to cause, damage, destruction, alteration, or defacement to property of the University, a group, or an individual
- Vandalism of property, decorations, or signage
- Malicious damage, misuse or theft of University property, or the property of any other person where such property is located on University-owned or -controlled property, or, regardless of location, is in the care, custody or control of the University

### Public Indecency

Public indecency includes but is not limited to behavior such as exposing the intimate parts while in a public place or a place visible from a public place not otherwise in accordance with the law.

### Recording (Audio or Visual) Without Authorization or Consent

Using electronic or other means to photograph or record the likeness of another without expressed consent or University authorization.

### Sexual Exploitation

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his or her own advantage or to benefit another person. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy, engaging in voyeurism, exposing one's genitals in non-consensual circumstances, prostituting another person, or inducing incapacitation with the intent to commit other acts of sexual misconduct.

### Stalking

Stalking is repeatedly contacting another person without a legitimate purpose when:

- The contacting person knows or should know that the contact is unwanted by the other person; and
- It is reasonable for the other person in that situation to have been alarmed or coerced by the contact. As used in this subsection, "contacting" includes but is not limited to coming into the visual or physical presence of the other person; following another person; or sending written, electronic or telephonic communication of any form to the other person, personally or through a third party.

### Subletting

Summer Housing and Conferences does not allow guests to sublet their room/unit to any person for any length of time.

### Support Animals

Support Animals are not pets. Support Animals need to be approved by Summer Housing and Conferences and University Housing and Residence Life prior to the guest's arrival.

### Theft

- Attempted or actual theft of property or services is prohibited.



- Possession, occupation, or use of stolen property, removal or repossession of university, public, or personal property, decorations, or signage

#### Weapons

- Possession of an unlawful weapon, firearm, or dangerous item
- Possession of an object with blade longer than four (4) inches or ten (10) centimeters
- Using any object in a manner that could cause physical harm or undue mental stress
- Failure to report the known presence of an unlawful weapon or dangerous item
- Possession or use of explosives, dangerous chemicals, or other weapons or reasonable facsimiles or instrumentalities on University-owned or -controlled property, unless expressly authorized by law, Board or PSU rules or policies.

#### Wireless Routers and Networks

Possession or use of a wireless router(s), personal network(s), and/or server(s). The Office of Information Technology monitors for and detects wireless routers. Wireless routers will be confiscated. Use of wireless routers degrades the entire PSU residential wireless system.