



Summer Housing and Conferences Handbook  
Summer 2025

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## **General Information**

### **SHC Service Desk**

The Summer Housing and Conferences (SHC) Service Desk will be open Monday-Sunday from 9 AM to midnight. Service Desk staff will be available to assist guests with check-ins, lockouts, maintenance requests, linens and general information. The University Housing and Residence Life (UHRL) Admin Offices will be open Monday through Friday, 9 AM- 5 PM in Broadway Hall, Suite 210.

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

### **After Hours On-Call**

UHRL Service Desk staff will be on duty until 11:30 pm to assist guests with lockouts and emergencies in Broadway Hall, Suite 225. After hours, guests will need to call the Conference Assistant On-Call number (971-246-1598). There is a professional staff member on call 24 hours a day.

SHC Service Desk (9 AM-11:30 PM) 503-725-4336

Conference Assistant On-Call (5:00 PM-9 AM) 971-246-1598

UHRL Admin Office: (9 AM-11:30 PM) 503-725-4375

### **Check-In**

Standard SHC check-in time is 2:00 PM daily and takes place at the SHC Service Desk in Broadway Hall, Suite 225. Guests will be required to present a government issued photo ID (passport, driver's license, state ID). Minor guests (17 & under) may present their school IDs if they do not yet have a driver's license or state ID.

At the time of check-in, guests will sign the arrival roster, pay any additional balance due (if applicable), and receive their key and access badge. Guest keys and access badge will come in a labeled envelope with their room information. Guests should retain the envelope for check-out.

Guests who need to check in after 10PM should email [shc@pdx.edu](mailto:shc@pdx.edu) ahead of their arrival so that staff can be prepared to receive them.

Minor Guests age 10 & under will not be issued a key or access badge. They must remain with their parent, guardian, or responsible adult at all times and may not be left alone in the residence hall.

On-site and Early check-ins must be requested and approved 14 days in advance of the earliest check-in date.

### **Check-Out**

Standard SHC Check-out time is 10 am. Guests will take their keys to Broadway 225 (business hours) or Broadway 210 (after-hours). Guests will fill out the information on the front of their key envelope (extras available at both locations) and place their key and access badge inside of the envelope.

Due to our room turnover schedule, we generally cannot accommodate late check-outs.

Staff will make rounds of the building to check rooms that guests have not vacated by the 10AM check-out time.

### **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 \$150. Lost keys will result in a charge of \$150.* For groups, charges for lost keys will be placed on the group account and will be invoiced after check-out. It is the responsibility of the group to seek payment from the individual attendee.

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 coordinate access needs in advance of check in.

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 canceled and individuals or groups being removed from the conference halls. No refunds will be given to these guests or groups.

## **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 SHC Service Desk. 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 SHC 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 SHC Service desk, such as alcohol, tobacco, items that require refrigeration, including some medications, as well as other perishable items. We do not accept deliveries from on-demand services such as GrubHub, UberEats, and grocery delivery. 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.

## **Internet access and WiFi**

All guests will have access to PSU's secure guest wifi network. Instructions for setting up a wifi connection and accessing the internet will be provided at check-in.

## **Laundry**

Laundry machines and service are provided in each building for the exclusive use of guests living in the building.

### **Laundry Cards**

All guests can download the payment app, Clean Pay. You will be able to load money into the app, and use it to start the machines. Guests who do not want to use the app can purchase and load a laundry card in the Ondine lobby.

### **Laundry Machines**

Laundry machines are located in every building. If you experience problems with the kiosk, Clean Pay app, or machines, contact Coin Meter. They can be reached at 503-452-4111 or [service@coinmeter.com](mailto:service@coinmeter.com). Visit Coin Meter for more information.

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.

## **Linens**

Linen packs may be provided for an additional charge. Linen packs include a flat sheet and fitted sheet, pillow w/case, blanket, body towel, hand towel, bath mat, and washcloth.

<b>Linen Plan</b>	<b>Price</b>	<b>Availability</b>
Linen Pack: No exchanges	\$65 / per guest	Interns and Groups

## **Common Area Use**

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 a parking app provided by SHC. 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. Please note that the TAPS will not be open on Fridays.

## **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). Dumpster and recycling is located outside of Ondine Hall on College St.



## **Items in Guest Rooms**

Guest rooms will be equipped with the following items:

- Trash Can
- Recycling Bin
- Box Fan
- Lamp
- Toilet Paper
- Small bars of soap

## **Victor's Dining Center**

Victor's Dining Center is an all-you-care-to-eat dining experience. All dining must be coordinated directly with PSU Eats.

In the dining hall, groups must abide by all instructions given by staff, both written and verbal. If guests have any special dietary requirements, they should inform PSU Eats at least 14 days in advance of check-in so the request may be submitted to dining services. If guests have questions about food ingredients or preparation, they should speak with a dining services staff member.

Interns who wish to eat in Victor's may do so by paying at the door during meal plans. If an intern is interested in purchasing a meal plan, they can email [shc@pdx.edu](mailto:shc@pdx.edu).

## **Classrooms**

Classrooms will be available for reservation in the residence halls.

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**

Access to the Academic and Student Recreation Center (Rec Center) is included in the nightly rate for all Summer Housing and Conferences guests.

- Guests are required to show ID and their Summer Housing & Conferences access badge in order to gain entry into the ASRC.
- Guests are required to follow all CREC policies and rules, including those given by the Rec Center staff. CREC policies and rules can be found in the [Campus](#)

[Rec Policy Handbook.](#)

- Guests who are minors (age 17 & under) must be accompanied by an adult host (18 & older) at all times and must abide by youth policies.
- Guests who violate ASRC or CREC policies and/or disobey requests or instructions given by CREC staff may have their reservations canceled and be removed from the conference halls.
- Guests will need to sign a liability waiver, and youth will need parent/guardian signatures.

## **Health and Safety**

### **Emergency Situations**

In an emergency, the Campus Public Safety Office (CPSO) can be reached at (503) 725-4404 or (911).

The CPSO non-emergency phone number is (503) 725-4407.

### **Evacuation Locations**

Broadway Hall- Shattuck Ecological Garden

Ondine Hall- University Center Building Parking Lot

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."

### **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**

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**

### **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:

- 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 canceled.

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. ([PSU Policies](#)).

#### **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

Due to the fire safety and property damage risks, SHC staff may need to key into spaces to investigate and resolve potential issues of smoking and smoke in the hall. Additionally, conduct and cleaning charges will apply for any room that requires cleaning or odor control due to the detection of smoke odor. Cleaning and deodorizing the room is the responsibility of the resident. If upon later inspection by UHRL staff, the room does not smell clean and deodorized of the smoke smell, the student will be charged for extra cleaning. Fines include a minimum \$250 for burning candles or for smoking tobacco or marijuana.

### **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 Drugs Policy prohibits behavior relating to drugs and harmful substances. Campus Public Safety Office (CPSO) may be notified and is often involved in any action concerning drugs in the conference halls. Behavior prohibited under this policy includes but is not limited to the following:

- 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: PSU conference halls cannot accommodate the possession or use of marijuana, regardless of the possession of appropriate medical marijuana authorization
- 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**

- 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:**

**Behavior that disrupts other residents or interferes with the living environment, excessive noise, or noise that occurs during quiet hours.** These behaviors include, but are not limited to:

- 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.
- Behaviors or negligence that cause(s) unreasonable disruption to another person or the educational living environment.
- Creating or contributing to an avoidable urgent situation to which University officials or emergency personnel are required to respond.
- Violating the University's Quiet-Hours policy or excessive noise expectations.
  - Quiet Hours are 10:00pm to 8:00am every night.
  - Courtesy hours are 24 hours a day.

If you experience someone else being disruptive or noisy, you may respectfully address that situation with them and request resolution. Often students respond very well to direct communication. The Summer Housing and Conferences Office may be contacted to help seek resolution for disruptions. Please be mindful that when SHC staff witnesses or receives reports of disruptions, they are compelled to report and respond to this occurrence, which often may result in conduct action.

Sometimes disruption is caused by noise, but some behaviors, odors, or environmental factors may be considered disruptive. Disruptive odors could include smoke, dirt, trash, or spoiled, abandoned, or rotten food items. Residents must be mindful of how cleanliness and other personal habits can disrupt others and take action to prevent this disruption.

Disruptive behaviors could include riding a scooter, skateboard, bike, or other wheeled device indoors, playing sports or activities in your room or hallway, using laser pointers outside of an academic or intended use (such as pointing it at people or personal spaces), bodily substances released outside of a restroom, or concerning comments, threats, or abuse. If personal behavior has the potential impact to affect others and the community, that is when it becomes a policy issue.

### **Air Conditioners**

Air Conditioning apartments/units are only permitted for guests staying more than 28 days. Air conditioning within units is not provided by SHC.

Air conditioner units require a considerable amount of electrical capacity to operate; in order to manage limited electrical capacity in UHRL facilities, Residents are permitted to purchase and operate their own air conditioner unit within their assigned unit under the following conditions:

- Air conditioning units are permitted for use from June 20 – September 5, 2025.
- SHC cannot guarantee that the electrical capacity will support air conditioning units in all apartments/units.
- Units in other Broadway and Ondine must not exceed 6,000 BTU (DOE) cooling capacity and 11 amps per apartment/unit.
- This is an example of an [approved air conditioner unit](#).
- Only one air conditioning unit per unit/apartment is permitted.
- Guests should not use other items with higher electrical needs, such as a hair dryer, microwave, and other small kitchen appliances while using an air conditioning unit.
- Guests are fully responsible for the operation and maintenance (including regular removal of condensed water) of their personal air conditioning unit and are responsible for any damage caused to any apartment/unit by an air conditioning unit.
- Window-mounted air conditioning units and any type of unit that requires permanent installation are not permitted. Air conditioning units must be portable and on wheels/casters, and not have any parts that protrude outside a window.

- Guests must use a window kit for external exhaust tubing. This product is likely to work in Broadway and Ondine: [Window Kit for casement and awning windows](#)
- SHC staff will not assist in the purchase, installation, or repair of any air conditioning units.
- Guests must remove any tape residue left by window kits. Guests are encouraged to use the least amount of tape products possible for install.
- Guests are solely responsible and liable for any consequences of using a unit over allowed BTUs, including but not limited to the consequences of power failures affecting that unit or other units. This may include the cost of replacing food and medicines requiring refrigeration, or other consequences affecting other guests.

### **Bias Incident**

Incivility, abuse, or any 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**

Providing access to unauthorized individuals, sharing or duplicating keys or access badges, or accessing spaces for which you are unauthorized. Access control is a very important health and safety issue for an urban campus. Our private residential spaces are not open to the public. Each resident must do their part to protect access. You must not allow non-residents into the building or provide access via the elevator or stairs to residential floors. The Campus Public Safety Office and University Housing and Residence Life should be contacted if an unauthorized individual enters the building behind you or pressures you to grant them access.

Residents have access to their rooms and shared spaces. Some spaces within the hall are locked and/or restricted for health and safety reasons (i.e. ledges, roofs, non-occupied residential rooms, non-public spaces, etc). Accessing or entering such a space is prohibited. Examples of prohibited behavior under this policy include, but are not limited to:

- Negligently or intentionally providing access to non-residents or anyone who does not have privileges to access a given residential or common space. Some individuals are trespassed or prohibited from entry to residence halls, by conduct

action, university directive, or Public Safety, police, or court order. You are not permitted to host or allow entry for such individuals

- 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
- Allowing unauthorized individuals to enter the building, use the elevator, or gain access to any part of a residential building
- Unauthorized entry to or use of University facilities, including buildings and grounds

### **Civility**

Abusive or adverse treatment of residents, guests, or staff members, such as harassment, bullying, or any behavior that results in a 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.

**Domestic Partners, Spouses, Dependents, and Care-Givers:** Failure to register, be approved for, and be assigned an acceptable space in order to have a domestic partner, spouse, care-giver, or dependents cohabiting in residential spaces.

### **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 Behavior:**

Behavior that endangers or threatens the health and safety of any individual, community or group. Summer Housing and Conferences may proceed with conduct action in response to dangerous or potentially dangerous behaviors. Such behaviors regardless of intent 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:**

Failure to comply with a reasonable directive or request for information made by a University official while acting on behalf of the University or in their role as an employee or representative.

Guests are required to comply with official requests or directives of University staff and officials. UHRL Student Leaders are considered to be University staff and officials while performing duties of their leadership role. Residents must not interfere with or obstruct staff performing their duties. Residents must not provide false information to University officials. 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 canceled and be removed from Summer Conference Housing.

### **Hazards:**

**Behavior that violates the processes, codes, and standards related to fire and life safety or any behavior that may contribute to a fire and/or safety hazard.** 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:

- Tampering with, removal of, or destruction of security screens and/or window limiters
- 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. If you need larger spaces for group events or studying, consider common spaces within your building.
- Covering more than 50% of a door or wall with combustible materials (for example wood, paper, rubber, plastics, etc.)
- Placing furniture within three feet of the ceiling or any fire sprinkler, smoke detector, or other fire detection or suppressing equipment
- Building or using a resident-built loft or elevated bed. See UHRL Furniture/Raised Bed Policy for more information

### **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. These limitations are not intended to preclude the possession of hair spray, cosmetics, or medicines. This policy will be applied judiciously considering reasonable use/storage of such materials.
- 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. Examples include placing fabric over lamps, exposing kitchen appliances to flammable materials, or putting decorations, curtains, or other items above heaters, lamps, or other heat sources.
- Possession or use of appliances or electrical equipment that present a fire risk due to open heating elements or overtaxing electrical systems. Examples of appliances and items that are prohibited due to this risk include:
  - All non-UHRL approved appliances
  - Power strips without surge protection. Extension cords must have surge protection.
  - “Daisy-chaining:” Plugging one power strip or extension cord into another increases electrical safety risk and is prohibited
  - Major appliances (such as dishwashers, deep freezers, etc).
  - Items with exposed heat sources
  - Halogen lamps
  - Lava lamps
  - Toaster ovens (toasters are permitted)
  - Space heaters, other than those provided by UHRL staff and operated in a safe manner. Please contact the Summer Housing and Conferences Office if you feel that heat in your room is inadequate.
  - Items without thermostat control or auto-shut-off, such as certain hot plates, hot pots, grills, etc.
  - Microwaves larger than 900 watts.
  - Refrigerators larger than four cubic feet or that use more than 1.5 amps.
  - Refrigerators brought to campus must be in good working condition.

University Housing and Residence Life reserves the right to restrict appliances and other items at any time that in our sole estimation pose a danger or hazard to the community and/or facilities.

### **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.

### **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](#)."

### **Disruption of Operations and Services:**

Any action by a resident or guest that disrupts, interferes with, or prohibits staff from providing regular operations of UHRL operations and services, including misuse, obstruction, or abuse of UHRL services, space, or personnel, and/or misappropriating the time and attention of Housing and Residence Life staff. Such behaviors may include, but are not limited to:

- Accessing the dining center, office spaces, and shared residential areas without shirt and/or shoes.
- Acting in a disorderly manner in dining areas, office spaces, and shared residential areas.
- Utilizing another student's meal card or allowing another person access to a student's meal card.
- Misuse of services, such as office or duty phones.
- Failure to prepare room. Residents must adhere to requests from UHRL to prepare their room/unit for work to be completed and for future roommates to be able to move into an open space.
- Use of any wired or wireless device that interferes with or degrades PSU's network.
- Exceeding three lock-outs within a 30-day time period.
- Abandoning property
- Leaving trash, debris, or personal property in hallways or other general use space for any period of time.
- Removing window screens from designed placement.
- Misuse, alteration, detention, or occupation of shared spaces.
- Many different behaviors could fall under this policy.
- One example would be that sleeping, meditating, or lengthy presence in hallways or lounges prevents others from freely using space, and therefore would be prohibited. Rooms are intended for such personal uses. If you would like to utilize a public space for an event or activity, it should benefit the community overall. Contact the Summer Housing and Conferences office for approval and/or reservation.
- Delivery of items we cannot accept as packages at the area desk. Items will not be accepted and conduct action may follow. Please review the mail section in the Housing Handbook for more information about packages.
- Installing locks or other fixtures to university furniture or rooms.
- Removing university furnishings from rooms.

- Using a provided mattress without sheets
- 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.

### **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**

Unauthorized posting of signage, sales, and solicitation in the residence halls. Posting materials for publicity must be approved through the Summer Housing and Conferences office. Students may not act as sales agents or establish a business in SHC spaces. Students or groups with an interest in engaging in recruiting members, raising funds, distributing materials, or other similar behavior must seek approval from SHC. Such behaviors are prohibited without written permission from SHC.

### **Property Damage:**

**Causing (deliberately or unintentionally), 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 constitutes a violation. Work on facilities or rooms must be performed by University maintenance, facilities staff, or university designated contractors. Residents are responsible for any damages caused by their guests. Prohibited actions include, but are not limited to:

- Installing fixtures or attachments to facilities, including shower attachments
- Mounting televisions, shelves, speakers, or other items to walls or ceilings
- Damage caused by affixing items to any acoustical textured walls or ceilings
- Use of nails, hooks, screws, or bolts into walls, ceilings, floors, or university furniture
- 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
- Painting rooms.
- Damaging furniture when moving items within room
- The use of waterbeds and other water furnishings

- Transferring university furniture from one room to another. University furniture assigned to a residential space may not be stored elsewhere in or out of the building.
- Cinder blocks, PVC, or metal pipes may not be used in construction or support of furniture or items in the room
- Damaging or tampering with coin-operated machinery
- Damaging or tampering with elevators

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

### **Emotional Support Animals**

Emotional Support Animals are not pets. Emotional 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, possession, occupation, or use of stolen property, removal or repossession of university, public, or personal property, decorations, or signage.

### **Unauthorized Guests**

Allowing unauthorized individuals access to residential spaces and/or permitting individuals to remain in residential spaces beyond the authorized time period. Only residents, their guests, and approved University staff and officials are permitted into residential spaces within the residence halls. Residents are welcome to have guests visit, as long as guest visits are in line with the expectations included in this policy. Violations of the Unauthorized Guests Policy may include, but are not limited to, the following behaviors:

- Failing to adhere to reasonable, voiced preferences of a roommate or suitemate regarding guests. Guests must be approved by all students who share the room/suite. If your room or suite cannot come to an agreement about guests, please contact UHRL staff (Resident Assistant, for instance) for assistance before violating roommate or suitemate preferences.
- Failing to escort guest(s) at all times.
- Possession or use of access badges, keys, or other unauthorized methods of entry by guest(s).
- Failure to monitor or influence guest behavior to ensure adherence to the Standards of Residence.
- Guest(s) remaining in the host's room without host resident present

- Hosting a guest or combination of guests for more than two consecutive days or five days within a given term.
- Hosting a guest who is a minor without receiving the proper permissions from that guest's parent/guardian.

A guest is defined as any person you allow into and/or host within the residence halls. You are expected to accompany your guest at all times in the building, including when they enter and exit the building. Guests do not have all the privileges and access as a resident. You may not loan your card access or room keys to your guest. Residents must encourage and take action to ensure responsible behavior by guests. This policy acknowledges that you may not be able to completely control another person's actions, but you can influence who you host, how they behave, and what they do in the community. Failure to monitor or influence guest behavior to ensure adherence to the Standards of Residence is prohibited. Residents may be held responsible for violations committed by their guests. For example, if your guest uses illegal drugs in your room, you may be held responsible for a violation of the drug policy, regardless of whether you used it. You may also be held responsible for violating the guest policy. If you need help managing guest behavior or a guest is behaving outside of your voiced expectations, you should contact Campus Public Safety (CPSO) or a UHRL staff member immediately. Doing so may reduce your accountability for their actions. Resident students who host minors as guests take on a special and extra responsibility due to the age of the minor guest. Minors, defined as non-students under age 18, require greater supervision and guidance than most adult guests. All guest policies and rules apply where a minor is allowed to visit in the residence halls. The following rules also apply to minors and their hosts:

1. Guests who are 16 or 17 years old may remain in or visit residential areas with a resident student host subject to the prior approval of the Resident Director, which approval will not be granted unless the guest and/or the resident host provides UHRL with written permission from the guest's parent/guardian authorizing their child/dependent to visit PSU's residential campus with that particular resident as host. This permission should include emergency contact information for the parent/guardian.
2. Guests under the age of 16 may visit only in rare circumstances. The guest and/or their resident host must provide UHRL with permission from the guest's parent/guardian authorizing their child/dependent to visit PSU's residential campus with that particular resident as host and all such requests must be approved in advance by the Residence Director of that community. This

permission should include emergency contact information for the parent/guardian.

3. Dependent minors of residents are not allowed to have minors as guests in residential areas at any time, however the adult student resident may host minors as guests during the daytime if the minor guest is in the physical presence of the student resident during those hours and may host minor children during quiet hours and overnight in accordance with the rules above.

## **Weapons**

**Use or possession of weapons while in Summer Housing and Conferences, failure to report a known weapon, or the possession of a weapon by a guest, including firearms and reasonable facsimiles, unauthorized blades, or the use of any item in a manner that causes physical harm, threat to physical safety, or undue mental distress.** SHC will work with the Campus Public Safety Office and the Dean of Student Life office to follow up on reports of weapons. Concealed weapons permits do not apply to the PSU campus. The following are prohibited under the weapons policy:

- Using any object in a manner that could cause physical harm or undue mental stress. Any item used to harm, threaten, or intimidate may be considered a weapon.
- Possession of a weapon, firearm, or dangerous item. Prohibited items include, but are not limited to airsoft guns, switchblades, metal knuckles, nunchakus, spears, martial arts weapons, electric or electroshock weapons, etc.
- Possession of an object with a blade longer than four inches or ten centimeters, which could include swords, machetes, knives. Kitchen knives used and stored appropriately may be excluded from consideration as a weapon.
- Possession of a reasonable facsimile of a weapon, which could include airsoft guns, bb-guns, replica weapons, etc.
- Failure to report the known presence of a weapon, firearm, or dangerous item.