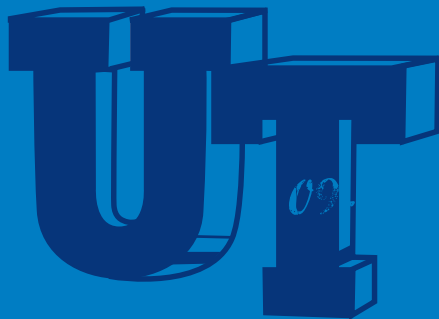


Residence Living Guide



The University of Toledo
Office of Residence Life
Division of Student Affairs



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This guide is published for informational purposes only. The information contained in this guide reflects the rules, policies and services of the Office of Residence Life at The University of Toledo at the time of publication. While every effort is made to provide accurate and current information, the Office of Residence Life reserves the right to modify rules, policies, services and any other matter without prior notice. Residence halls refer to all on-campus housing facilities including McComas Village.

It is the responsibility of the student to contact staff for clarification of residence life policies. For additional housing and residence life information, visit www.residencelife.utoledo.edu, or contact the Office of Residence Life Room 1014, Ottawa West Hall. Within the residence halls, please consult your hall director, assistant hall director or resident adviser.

August 2009

From the Director
Welcome to Rocket Country!

On behalf of the entire Residence Life staff, I would like to welcome you to The University of Toledo. At UT, a residence hall isn't just a building with a lot of beds and desks — it's a home! Students often find that their social circle begins in their room and expands outward: from roommates, to friends on other floors, to friends across campus, in a sorority or fraternity and in classes. You never know where your experience could lead you!

Our mission is to foster academic and social success for our residents by providing a safe community, excellent housing facilities, education, a culture of respect and the formation of lifelong relationships.

Living on campus, in one of our residence halls or the McComas Village, connects you to the vibrant life of the University. The close-knit, supportive residence hall community offers students a place to live and work that distinctly enhances their college experience by putting them at the center of everything: classes and labs, the library, advising and academic support, recreational facilities, dining options, volunteer service opportunities and Rockets' athletic competitions. Studies have found that students living on campus perform better academically. This is why we require students to live on campus their first year; all housing contracts are binding for a full academic year.

The terms "residence hall" and "dorm" are often used interchangeably. However, there is a difference between the two. An important objective of residence halls at The University of Toledo is to provide not only a place to sleep, but opportunities for educational and personal growth.

There are numerous ways to get involved with your residential community through volunteer leadership opportunities as a Hall Council member, Resident Student Association volunteer, or taking an active role in your floor community. Special programs, major events, staff and hall-sponsored programming, community service and leadership opportunities are all excellent ways to become involved.

Residence hall rules, regulations, and the expectations the University has for each member of the residence hall community are also provided in this Residence Living Guide. The residence halls are not a place for underage drinking, illegal drugs or any behavior that disrespects a member of the community.

We offer residential living communities to enhance the intellectual climate and provide nurturing and inclusive environments that facilitate engaged student learning and citizenry. Aside from the obvious advantage of access and convenience, living on campus is a great way to meet people and make life-long friends that transforms your out of classroom time into a much richer and deeper experience.

I am glad you are part of the Rocket Family!
Jo Campbell

UT residential community

Welcome to The University of Toledo! We hope your stay with us in the residence hall will be a rewarding experience. Our policies are designed to help you successfully achieve your academic goals. One of the keys to a rewarding experience on UT's campus is allowing respect to be a guide for all behavior — respect for one's self, for others and for the facilities in which you live. UT's residential communities are:

- **Purposeful:** Where faculty and students share academic goals and work together to strengthen teaching and learning in an on campus environment.
- **Open & Inclusive:** Where freedom of expression is encouraged and where respect and civility are expected. Students are given leadership opportunity through participation in hall government. Feedback from residents is actively sought through walkabouts, focus groups, floor meetings and one on one interaction with residence life staff.
- **Just:** Where the individuality of each person is honored and where diversity is consistently pursued. A variety of events are planned throughout the year to encourage residents to expand their experiences with diversity.
- **Disciplined:** Where individuals accept their obligations to the community and where well-defined governance procedures guide behavior for the common good. Residents work together at the beginning of the year to establish standards for the entire community.
- **Caring:** Where the well-being of each community member is sensitively supported and where service to others is encouraged. Trained professional staff in every residence hall facilitates communication among residents, help resolve their concerns and provide resources for service programs.
- **Celebrative:** Where the heritage of the institution is remembered and where the rituals and pride, affirming both tradition and change, are widely shared.

(Adapted from: *Campus Life: In search of Community*. The Carnegie Foundation for the Advancement of Teaching; Ernest L. Boyer; Princeton New Jersey.)

The University of Toledo Office of Residence Life works to develop these communities through a variety of community development activities in living areas across campus. We invite you to become involved as we work to develop strong and positive communities at The University of Toledo.

Residence hall staff

HALL DIRECTORS are full-time, professional staff responsible for overseeing the day-to-day activities of the residence hall, administrative operation of the facility, and supervision of graduate assistant hall directors, resident advisers, and information desk staff. They provide leadership and direction to our comprehensive student development program and are available to assist

residents with their personal, academic and social concerns as they adjust to life on campus. Hall directors live in the residential facility.

GRADUATE ASSISTANT HALL DIRECTORS are part-time staff members who assist the hall director in building administration and programming efforts. They live in the residential facility.

CLERICAL SPECIALISTS are full-time staff who manage the information desk during business hours. They are responsible for handling mail, keys, and assisting the hall director in the overall administration of the building.

HALL OPERATIONS MANAGERS are full-time staff who supervise the custodial staff in the residence halls. They oversee major and minor repairs to ensure all residence hall facilities are well maintained.

RESIDENT ADVISERS (RA's) & HOUSE MANAGERS (HM's) are student staff who help foster community spirit on each floor or house, serve as great resources, assist with roommate concerns and uphold University policies where they live. These are the staff members you will probably know best. They put on a variety of fun and educational programs to help develop their community.

PEER MENTORS are student staff who assist on the living learning floors on which they live. They work with faculty, community agencies, University offices, and residents on the floor to help balance their academic, social, and service commitments.

INFORMATION DESK STAFF are student staff who help operate the 24-hour information desks located in each residence hall. They distribute mail, check out equipment, record facility maintenance requests, assist residents who have locked themselves out of their rooms, and answer questions.

HALL COUNCIL MEMBERS are student volunteers who run hall government. They host a variety of fun activities and serve as the residents' voice. They are actively involved in making students feel at home in the residence halls. Any resident can participate in hall council.

Getting involved on campus

HALL COUNCIL – Hall council members are elected to plan social and educational programs for all community residents as well as participate in discussions about important issues. Hall council is an easy, fun way to get involved and to meet many more people in your community. Any student can run for a hall council position in their assigned residence hall.

RESIDENT STUDENT ASSOCIATION (RSA) – Each residence hall council elects members to serve as part of this organization. Members from all halls meet to discuss policies and activities such as Lil' Sibs Weekend and Halloween Walk.

NATIONAL RESIDENCE HALL HONORARY (NRHH) – The members are composed of the top one percent of the student leaders within the residence halls and have held positions in RSA, and/or hall council or have been resident advisers (RA's). The goal of the NRHH is to recognize the impact individuals make in the UT residential community.

DESK STAFF – You can apply to work as desk staff in any of the residence halls. Flexible scheduling makes this the perfect job for students. Work hours include days and evenings, weekdays and weekends.

VOLUNTEER PROGRAMS – You can help build a house, teach children how to read, be a transcriber for the visually impaired, or hand out candy when young children visit the residence halls during Halloween. In addition, you can participate in Service-Learning programs sponsored by the Office of Residence Life. See your Hall Director for more information.

CAMPUS ACTIVITIES & ORGANIZATIONS – During the fall and spring semesters you will have the opportunity to attend an event that showcases several student organizations and community agencies. This event gives students the opportunity to get involved, join an organization, volunteer their time, have a great time and get to know other students on and off campus. You can join a student organization of your choice anytime. For a list of student organizations visit: www.studentactivities.utoledo.edu.

TRADITIONS

CONVOCATION – The new school year kicks off with a celebration of new students. Each new member of the Rocket community is given a PRIDE pack and invited to a cookout afterwards. This year's convocation will be held at 5 p.m. on Friday, August 21, 2009 at Savage Arena.

HOMECOMING – As the university community celebrates the big game, our residence halls get a jolt of Rocket PRIDE and spirit, through participating in the parade, decorating their lobbies, and a variety of other activities.

BLACKOUT – Annually during the month of October, each Residence Hall's energy consumption is monitored and compared to the past October's energy consumption. The residence hall that shows the most improvement between the two months wins!

NATIONAL COLLEGIATE ALCOHOL AWARENESS WEEK – UT participates in this national awareness week during the third week of October. Residence Halls and other campus organizations collaborate to offer a wide variety of programming.

MIDNIGHT BREAKFAST – During the school year, Residence Life and Dining Services staff will prepare and serve our residents a late night breakfast, to give them Rocket fuel for the late night studying and cramming.

LIL' SIBS WEEKEND – During March or April, Residence Life invites siblings of our residential students to enjoy a weekend of activities planned especially for them. Each hall coordinates a special event that celebrates our UT family.

CARTER FEST – Each spring, the residence hall students have the opportunity to attend a weekend of games, entertainment, food, and fun. This is our way of ending the year on a positive note.

Residents' rights and responsibilities

All residential communities at The University of Toledo are based on the understanding that every student has both rights and responsibilities. It is the student's responsibility to respect the rights of all community members regardless of backgrounds, beliefs, values, or attitudes. The University of Toledo expects all students living in or visiting University housing to follow all policies and procedures.

RIGHTS

- To read, sleep, and study in an environment free from undue interference, unreasonable noise, and other distractions.
- To reside in a safe and clean environment; to host guests with the expectation that these guests will respect the rights of roommates/suitemates, fellow residents and other members of the UT community.
- To discuss grievances with a residence hall staff member, who can assist in addressing the concern.
- To be free from fear or intimidation and physical and/or emotional harm.
- To expect that the personal belongings of all will be respected.
- To expect that these rights will be respected by all community members.

RESPONSIBILITIES

- To treat others with respect and consideration and to guarantee them their individual rights.
- To verbally express views to others, should these personal rights be violated.
- To respond to all reasonable requests made by fellow community members.
- To respond to and cooperate with residence life staff members.
- To take responsibility for personal and community safety.
- To take responsibility for guests and their behavior.
- To be aware of and abide by The University of Toledo policies and procedures and the laws of the State of Ohio.

Safety, security, and emergency information

UT POLICE (Call 419.530.2600 not 911)

University of Toledo Police Department (UTPD), housed on campus, responds to all emergency situations in the residence halls. Do Not Call 911 for emergencies occurring inside the residence halls, call 2600 (or 419-530-2600 if using a cell phone). You may also use the blue emergency phones located by sidewalks around campus to reach UTPD. For non-life threatening emergencies inside the residence halls, simply contact your information desk (open 24-7).

SAFETY AND SECURITY

All residents should assume responsibility for ensuring safety and security within University residence facilities. For your safety and security please follow all Residence Life policies, university policies and federal and state laws.

RESIDENCE HALL ACCESS

Residents have access only to their assigned residence hall. Access to the residence halls is restricted to residents, escorted guests, and authorized University personnel. All guests must register at the information desk and be escorted by residents of the building at all times. Residents must carry their Rocket ID at all times in order to be able to enter their assigned residence hall.

PROPPING DOORS

Residents may not prop any residence hall entrance/exit doors which are intended to remain closed and/or locked for safety and security reasons. Students who are found propping doors will be subject to judicial action.

FIRE SAFETY

When the fire alarm is activated, all residents and guests must immediately leave the building using the nearest stairs and exits. Do not use the elevators. Follow the directions of the residence hall staff, police or fire department personnel. Rooms may be checked in order to confirm evacuation of all occupants. The University of Toledo reserves the right to conduct fire drills in the residence halls during the academic year at a reasonable time of day. Failure to evacuate the building during a fire alarm will result in disciplinary action including a \$50 fine.

FIRE SAFETY EQUIPMENT

Fire safety equipment (including pull stations, smoke detectors, sprinkler systems, exit signs, fire extinguishers, and fire hoses) is provided for the safety of building occupants. Fire safety equipment should only be used to alert occupants to a real fire or to extinguish a real fire. Residents are expected to avoid careless and inappropriate behavior near fire safety equipment that could activate the fire alarm system.

Anyone who intentionally activates the fire alarm system when there is no fire is subject to prosecution through the criminal court system and/or disciplinary action through the University judicial system. The expected sanction for such a violation is suspension from the University for a minimum of one semester and remuneration of costs incurred.

Anyone who tampers with fire safety equipment or removes it from its proper location, other than for proper use, is subject to disciplinary action. The minimum University sanction for a first time violation is a \$50 fine and may result in termination of the resident's housing contract.

FIRE EVACUATION

When the fire alarm is activated, all residents and guests must evacuate the building. Everyone must wait outside away from the building until a staff member indicates they may return. Failure to evacuate during a fire alarm is a serious violation of University policy and results in disciplinary action and a \$50 fine.

WINDOW AND SCREEN SAFETY REGULATIONS

For safety purposes, window screens must not be removed or opened, nor should any attempt be made to open windows that are permanently closed. Do not drop or throw anything out of a residence hall window, including trash or one will be charged judicially and possibly fined. Do not enter or exit any buildings through the window. There is a \$10 screen reinstallation charge. Repair and/or replacement can cost up to \$40 per screen.

TORNADO SAFETY

In the event of a tornado, all residents and their guests are expected to follow the established tornado warning guidelines of each residence hall and/or directions from the staff. Generally, the designated tornado safety areas are located on the lower levels of the residence halls. Failure to comply with the safety regulations will result in a judicial hearing and possible sanction.

DANGEROUS MATERIALS

Residents may not possess or use dangerous materials such as explosives, firecrackers, ammunition, smoke bombs, flammable chemicals including, but not limited to, gasoline, propane, and/or other combustibles. These items are not permitted inside the residence halls, nor should they be delivered to your residence hall address.

No student shall intentionally ignite or threaten to ignite substances in or near the residence halls or apartment buildings including the parking lots. This includes camp fires, bon fires, or any sort of fire set in or near the residence halls.

ENVIRONMENTAL SAFETY

Residents must adhere to Federal, State, and University regulations regarding environmental safety. Residents are responsible for the proper disposal of personal, room and/or suite waste into appropriate waste containers. Intentionally, negligently or recklessly exposing someone to hazardous waste as determined by the law or University policy is strictly prohibited. Violations of the environmental safety policy include, but are not limited to the following:

1. Inappropriate use, storage, and or disposal of chemicals, paints, etc.
2. Inappropriate disposal of sharp objects (e.g. needles, syringes, broken glass, razor blades, fluorescent bulbs, etc.).
3. Inappropriate disposal of or exposure to blood born pathogens, bodily fluids, biological waste, etc. (e.g. public urination, defecation or regurgitation)

WEAPONS

The display, possession, use, or intent to use firearms, ammunitions, bows, arrows, swords, decorative swords, knives, with the exception of culinary knives used solely in kitchenette areas for cooking purposes, or other weapons (BB guns, pellet guns, air/CO2 guns, paint or blowguns, martial art weapons, toy guns, squirt guns, etc.) is strictly prohibited. None of these items should be shipped or delivered to your residence hall address.

INCENSE & CANDLES

Burning items such as incense, scented oil, candles with open flames or embers and/or natural fuel (oil, kerosene, gasoline, propane and charcoal) are prohibited in the residence hall rooms/suites or public areas, including the surrounding parking lots.

HEALTH HAZARDS

Items such as soiled clothing, rotten or expired food, dirty bathroom facilities (dirt, mold, mildew, etc) and the noxious odors emanating from such, pose serious health hazards to the community and are prohibited. Residents living in suite-style housing must clean their showers and bathrooms regularly. All residents are expected to clean their rooms, refrigerators/microwaves and empty their trash. Rotten or expired food should be discarded immediately. Cleaning supplies are located at the information desk in suite-style residence halls. All information desks have brooms, dust pans and vacuum cleaners.

NIGHT WATCH (SAFETY ESCORT SERVICE)

Students traveling on-campus during the evening hours can utilize the night watch staff. Trained escort teams comprised of two-people who carry two-way radios that keep them in contact with the University Police Department as they accompany students across campus. To request an escort, students should call 419.530.3024 (On-campus 3024).

CAMPUS SAFETY PROGRAMS * UT ALERT

Professional staff members provide programming to inform residents about safety issues. Programs include self-defense demonstrations, common sense precautions, and information regarding the location and use of emergency phones around campus. Be sure to sign up for the UT Alerts on the UT website so you are notified of any campus emergency (weather, violent act, etc.).

Community living expectations

DRUGS & ALCOHOL REGULATIONS

DRUGS & PARAPHERNALIA

The use, possession, and/or intent to sell, transport, deliver, distribute, exchange or manufacture illegal drugs or being under the influence of narcotics or dangerous drugs, except those permitted by law and under medical supervision, is prohibited and strictly enforced. The person to whom the drugs are prescribed must use all prescribed drugs appropriately.

All drug paraphernalia, including but not limited to bongos, pipes, roach clips, hookahs, rolling paper, etc., is prohibited.

Students found to be in violation of this policy will be required to attend and pay for a drug awareness program and/or intense drug treatment (cost to be determined by the program). In addition, violators are subject to termination of their housing contract.

ALCOHOLIC BEVERAGES

Federal law mandates that you must be 21 years of age or older to possess or consume alcoholic beverages. Below are specific residence hall policies concerning alcohol use:

- o Residents, 21 years of age or older are permitted to consume alcohol in rooms/suites with the door closed if residing in The Crossings or Ottawa House residence halls. All other residence halls are alcohol-free, regardless of age.
- o If a room/suite is shared by residents who are over and under 21 years of age, it must be clear the alcohol is being consumed only by those who are 21 years of age or older. All the alcohol containers must be labeled with the name(s) of the resident(s) who is 21 years of age or older. It is not enough if the label is written on the box, each beverage container must be labeled.
- o No alcohol is permitted in the room/suite where all residents are under 21 years of age.
- o Open containers of alcohol are not permitted outside a student's room/suite in public areas such as hallways, lounges, and University/residence hall grounds.
- o Kegs, beer bongos, party balls, wine boxes and/or large alcoholic containers of any size are prohibited.
- o Residents who are found intoxicated on University grounds are in violation of the alcohol policy.
- o Intoxication is not an acceptable excuse for misconduct or for infringement upon the rights of others.

All violations may subject the student to parental notification, alcohol assessment, participation in an educational awareness program, and/or an intensive alcohol treatment with all associated program costs, and termination

of their residence hall contract. At the first offense, the parental notification will occur for residents under 21 years of age found with alcohol, intoxicated or transported to the hospital for alcohol poisoning.

ALCOHOL- & SUBSTANCE-FREE FLOORS

Academic House – 5th floor

Carter Hall West – 4th and 5th floor

The Crossings – Wings 51 and 53 (5th Floor)

International House – 2nd floor East Wing

Ottawa House West – 1st Floor

Parks Tower – 3rd and 4th floors

No resident or their guest(s), regardless of age, is permitted to consume or possess alcohol and/or substances in their room or within the building of designated Alcohol- and Substance-Free floors or Alcohol-free buildings.

Empty alcohol containers (cans and bottles) as well as alcohol posters or neon lights are prohibited in all alcohol-free residence halls and on all alcohol and substance free floors.

DAMAGE, DISTURBANCE AND DISTRESS

Individual or group activities that may result in a disturbance or distress to others, or that cause damage or destruction to self or property, are prohibited. If there is damage to your room or the furniture that was not noted on your Room Condition Checklist, you will be responsible for the damage and get billed for it, unless you can prove otherwise. Additional cleaning and damage charges may be assessed after checkout.

Every effort will be made to identify and charge the individual(s) responsible for damage, disturbance and/or distress. When loss of or deliberate, malicious, or accidental damage to property in common areas occur, and the responsible party can not be identified, the residents of a unit, floor, or wing may become collectively responsible for restoration costs.

Examples of behavior covered by this policy include, but are not limited to noise, damage to building, laundry equipment, or furniture, engaging in sports in the hallway including using water guns and having water fights, smoking, graffiti, and publicly spoken or displayed materials that are pornographic, obscene, sexist, racist, homophobic, etc.

ROOM CHANGES

Residents may change rooms only after approval by a Hall Director. Room changes may be requested from the third week through the sixth week of each semester. Requests are granted on a first come first serve basis and subject to space availability. Room changes must be completed within forty-eight hours of receiving permission to move. Residents must complete the necessary paperwork at both information desks. Unauthorized room changes may result in a fine. Students who change/swap rooms without permission from the Hall Director will be charged \$35.

CHECK OUTS

When checking out of your room, you must make an appointment with your RA/HM to complete the check out process which includes returning your room/suite key, checking the room for damages and cleanliness, completing the room condition checklist and signing all necessary paperwork. Failure to follow this process may result in an improper checkout fee, plus cleaning costs and a minimum charge of \$125 per lock change if the key(s) is not returned at check out.

- Room and meal plan refunds, if applicable, will be credited to your student account when your room checkout paperwork has been processed.
- All furniture must be left in its original place, the room must be cleaned and all of your belongings removed before the RA/HM comes to complete the checkout.
- Checkout at the end of the semester - you must leave the residence hall within 24 hours after your last final exam or by 8:00 p.m. Friday of exam week, whichever comes first.
- Details related to closing will be posted in your building. It is your responsibility to read and adhere to all postings.

REMAINING OCCUPANTS OF A ROOM

When vacancies exist, the University reserves the right to assign new occupants to fill those vacancies. In order to accommodate a new roommate, the resident of a partially filled room is required to keep clear and make one set of furniture available for use and to keep the rest of the room clear and ready for occupancy.

In a partially filled room or suite, the Office of Residence Life may do the following:

1. Allow the resident to find a suitable roommate to fill the vacancy
2. Assign a new resident to fill the vacancy without prior consultation of the current resident
3. Allow the existing resident to pay the appropriate rate to buy out the double room as a single room only throughout the current contract period
4. Reassign the remaining occupant(s)

When a new roommate or suitemate is assigned, the current occupant(s) is expected to treat the new resident with respect as outlined in the Resident's Rights and Responsibilities.

Failure to respect the new resident's rights and responsibilities by any current occupant of a room is considered a policy violation and subject to judicial referral.

FURNITURE & DECOR

LOFTS/BED

All residence halls have loftable furniture except Parks Tower (only lofts from Residence Life are permitted).

PAINTING

Students are not permitted to paint their rooms (walls, ceilings, floors etc.). Painting requests are to be directed through the front desk to Facilities and Construction who will evaluate the condition of the walls. Painting will not be

authorized just to change the color. Guidelines for painting hallway murals are available through your hall director.

NAILS, TACKS, TAPE & ADHESIVE

Nails, tacks, or other materials should not penetrate walls, ceilings, doors, or other room surfaces. Tape, glow-in-the-dark pieces and other adhesives must be completely removed from all surfaces at the time of checkout.

DECORATIONS

Live trees, non-UT approved electric lights, and decorations that may be fire hazards are not permitted in rooms, hallways, or windows. Decorations depicting drugs, alcohol and pornographic related materials are not to be displayed in windows or on the outside of room/suite doors. Decorations are restricted to bulletin boards and the interior surface of the room/suite doors, and must be removed prior to the end of the semester. Streamers, tape and decorations must be removed immediately after an approved function. Smoke machines should not be used inside the residence hall.

VANDALISM

Vandalism is defined as intentionally, recklessly or negligently causing damage to the property of the University or of an individual. Residents will be held responsible for vandalism caused by themselves or their guests. Sanctions include restitution for the repair cost and may include additional judicial sanctions.

Tampering with your room or common space ceiling is considered an act of vandalism and violators will be held accountable through the University judicial process.

PUBLIC & COMMON AREAS GUIDELINES

Students are responsible for the proper care and use of community property and the facilities. Building/floor residents will collectively share financial responsibility for damage in public areas resulting from inappropriate behavior when persons responsible for the damage are known to be building/floor residents, but not identified.

University furniture in public/common areas is to remain in its designated location. Only authorized personnel may move University furniture and property.

SPORTS

Sports and sports-related activities are to be conducted in appropriate areas outside the buildings. Roller blades and skateboards are not to be used in any residence hall or dining facility nor should bicycles be ridden inside the residence halls.

TOYS

Remote control toys are not to be operated in the hallways. Staff members reserve the right to confiscate equipment used in violation of this policy. Note that toy guns are prohibited in the residence halls.

SMOKING

Smoking is not permitted in any residence hall or McComas Village. This includes but is not limited to tobacco products and e-cigarettes. Students must stand well away (minimum of 30 feet) from all residence hall buildings while smoking outside.

ADVERTISING & SOLICITATION

Individuals or groups wishing to post advertising materials in the residence halls must have prior approval from the residence hall director. Items approved to post in other campus buildings still must be approved for posting in the halls. The complete University policy for posted materials is outlined in the Student Handbook.

- Obscene, racist and/or offensive materials directed toward an individual or group of individuals is not permitted for public display in the residence halls, including the outside of resident's room/suite doors.
- Solicitation is not permitted in any public area or residence hall rooms, excluding hall-sponsored fundraising programs. It is not permissible for any student to operate a business from any residence hall room.
- Flyers are not permitted to be put under doors in the residence halls unless done so by the Hall Director or designee.

ORGANIZATION TABLE POLICY

Tabling by non-residence life affiliated group (on campus or off campus) is not permitted in any residence hall public space or at sidewalk locations adjacent to residence hall entrances.

Exceptions will be considered for the following table requests:

- Promotion of information for designated campus awareness weeks such as eating disorder awareness week and diversity awareness week
- Student Government elections
- Homecoming voting
- University offices or departments to promote services, academic related information, or other educational material

All requests regarding tables are made to the Hall Director of the residence hall or their designee. Approval for all requests including those from residence life groups will be based on space and time availability.

DELIVERIES

Flowers, mail and packages are delivered to the information desk of each residence hall and McComas Village, and students are notified via their mailbox. The front desk will not call the individual upon delivery. Local food establishments may deliver orders to the lobby. Room deliveries are not permitted. Illegal items, explosives, weapons and drugs will be confiscated if delivered to the residence hall.

ROOM KEYS

Residents are expected to secure their keys at all times. Immediately report lost keys to the Residence Hall Information desk and obtain a temporary administrative key. Room, suite, and building keys must remain in the possession of the resident to whom the key(s) was assigned and may not be duplicated or loaned to others. Students must return all keys in person, when they check out of their rooms. Be certain your keys are recorded on the resident data card when you check out.

Residents who are locked out and need to use an administrative key(s) must return the key(s) immediately after unlocking their room/suite door(s) and must show that they have possession of their room and/or suite key(s). After 30 minutes, failure to follow the procedure will result in activating the lost key process and associated lock change charges (minimum of \$125 per key).

To encourage responsible use of room/suite key(s), the following schedule of fees applies for use of the administrative key. This fee will be charged to your student account:

1st Use: No Charge

2nd Use: \$10.00

3rd Use: \$15.00

4th Use: \$50.00 at the 4th use, the student is required to meet with the hall director.

5th Use or More: \$75.00

The fees reset at the beginning of each semester.

APPLIANCES

A student room is not to serve as a kitchen for meal preparation. All permitted appliances are to be used in a safe manner. The list below is not exhaustive.

WHAT TO BRING?

Permitted

- Alarm Clock
- Aquarium 20 gal. max (Fish Only)
- Bathroom Supplies and Towels
- Bed Sheets and Comforter (80" x-long twin)
- Coffee Maker
- Computer and Printer
- Corn Popper (Hot Air)
- Fan
- Hair Dryer
- Hot Pot
- Microwave Oven (1,000 watts or less)
- Pillows
- Refrigerator (4 cu. ft. or less)
- Stereo and Headphones
- Television
- DVD/Blu-ray

WHAT TO LEAVE AT HOME

Not Permitted

- Air Conditioner
- Fog Machine
- Candles, Incense, Candle Warmer
- Chest Freezer
- Hot Plate or Electric Grill (including George Foreman grill)
- Waterbed
- Microwave Oven (over 1,000 watts)
- Refrigerator (over 4 cu. ft.)
- Sandwich Maker
- Space Heater
- Sun/Halogen Lamp
- Toaster Oven and Toaster

ROCKET CARD

The Rocket I.D. card is to be used only by the student to whom it is issued. It is not to be loaned to anyone. The Rocket I.D. card is used for meals, to gain entry into your assigned residence hall, as proof of ID and serves as a debit card. You should carry your I.D. with you at all times. If you wish to add money to your Rocket Account, contact the Community Support Services Office in Rocket Hall, Room 1610 or online at www.rocketcard.utoledo.edu. The Rocket I.D. can be used on campus and at selective off-campus dining facilities, the UT bookstore, vending machines and, most residence hall laundry rooms.

If your Rocket Card is lost or stolen, call UTPD at 419.530.2600 immediately to deactivate it or deactivate it online by visiting www.rocketcard.utoledo.edu.

ROCKET TELECOM – LAND-LINE AND CELLULAR SERVICES

Residents may choose to activate telephone service in their room phones. All U.S. long-distance calls from residence hall room phones are individually billed and cost 6 cents per minute with no additional charges. Dialing instructions are available on the UT Telecom Web site at www.telecom.utoledo.edu, and will also be available during the move-in process. To activate your personal long-distance calling code and to learn how to activate your free campus voice mail, visit their web site www.telecom.utoledo.edu.

SEMESTER BREAK PERIOD GUIDELINES

All residence halls will be closed at the end of fall and spring semesters. Residents must leave the building during the semester break or receive permission through the Office of Residence Life to stay on campus during the break period. The University and residence hall policies, regulations and Student Code of Conduct are in effect during the break periods.

All residents desiring end of semester break housing must complete a transition housing application and receive approval by the posted dates. The resident will be assessed a fee per night. Transition housing is very limited and will be available in a temporary space that will be shared with other students. Food service is usually not available during the break periods.

RESIDENCE HALL VISITATION GUIDELINES

Visitation hours for the following facilities:

ACADEMIC HOUSE, CARTER HALL, DOWD/NASH/WHITE HALLS, MACKINNON HALL AND PARKS TOWER

- Mon. – Fri. 10 a.m. – 2 a.m. each day
- Sat.– Sun. 24 hours

HORTON INTERNATIONAL HOUSE, OTTAWA HOUSE, THE CROSSINGS

- Sun. – Sat. – 24 hours

ROOMMATE RIGHTS

The need of roommate(s)/suite(s) to sleep, study, be comfortable and otherwise free from interference and disruption, as well as the right to privacy, are paramount. Roommates reserve the right to reasonably refuse visitors to the room at any time.

GUESTS AND VISITORS

GUESTS – A guest is defined as any individual who visits a UT residence hall in which he or she does not reside. Guests are expected to observe all University rules and regulations. Overnight guests may be accommodated for a maximum of two consecutive nights with written roommate consent via a guest pass permit available at the information desk. The hall director must approve all guest passes in advance. Guests are not permitted during the break periods. Residents who have unauthorized overnight guests will be charged the daily cost of the room rate and may be subject to disciplinary action.

Violations of the guest policy include, but are not limited to, the following:

- Allowing a guest to enter a residence hall without a host (i.e. tailgating)
- Violation of any State, University or Residence Life regulations by a guest.

Hosts assume full responsibility for the behavior and activities of their guest(s) regardless of whether the host is present to observe the behavior of the guest(s). For safety and security reasons, hosts are expected, whenever, reasonably possible, to accompany their guests at all times.

Guests are required to register at the residence hall information desk. They are to check out at the same location when the visit is complete. Guests are not permitted during the break periods.

QUIET HOURS GUIDELINES

QUIET HOURS

Certain hours of the day have been designated as “quiet hours”:

Sun. – Thurs. 10 p.m. – 10 a.m.

Fri. – Sat. Midnight – Noon

Some buildings/floors may establish, through community agreement, extended quiet hours in addition to those listed above. During the final exams week, 24-hour quiet hours are in effect in all residence halls beginning at 12:01 a.m. on the Saturday prior to finals’ week and ending at noon on Friday of finals’ week. During quiet hours, noise should not be heard outside the room door or window. During finals’ week, 24-hour quiet hour violations will result in a \$25 fine, per occurrence, and/or other disciplinary action.

COURTESY HOURS

While there are standard quiet hour guidelines, courtesy hours are in effect 24-hours a day and require that all sound be kept to a reasonable level without disturbance to other members of the community.

PETS

Pets are not permitted in the residence halls with the exception of assistance animals and fish kept in properly maintained aquariums no larger than 20-gallon total capacity per room. Removal of fish during break periods is required.

COMPUTER LABS

Students must only use their assigned login/access code and are not permitted to send, receive or view pornographic materials via the computer labs. To review the complete Responsible Use Policy, visit www.utoledo.edu/policies/administration/info_tech/pdfs/3364_65_05.pdf.

COPYRIGHTS & PIRACY

You may not share copyrighted material (i.e. music, video, software, etc.) or download it unless you are buying it. Peer-to-peer communication on the University's network is constantly monitored by the RIAA and MPAA (recording and motion picture industries). Violations can result in criminal charges and fines up to \$250,000 per title.

More information on copyrights and piracy can be found at www.utoledo.edu/depts/it/security/pc_security/copyright.html.

VEHICLE DEMOLITION

With the permission of the Office of Residence Life and Facilities and Construction, residents may host car smash events on campus property. Vehicles must be located more than 50 feet from the nearest building and the area beneath the vehicle must be covered to contain debris and fluid that may leak. Vehicles must be void of glass, the fuel tank, battery, liquid reservoirs, and engine. The end product must be hauled offsite and disposed of in a responsible manner immediately after the event. Students must wear protective eye wear and observers must be more than 15 feet away from the car.

GENERAL HOUSING POLICIES

Application Process

Applications for the next academic year (August – May) are made available to residents currently living in the residence halls during a room selection process in the spring semester. This process will take place late February/early March. A \$200 advance payment is required prior to a student selecting a space for the next academic year.

HOUSING PRE-PAYMENT REFUND

The deadlines and refund policy for the Housing Pre-Payment are for cancellations prior to the start of the initial contract semester.

FALL

\$40 application fee non-refundable

Cancel on or before June 30	\$200
Cancel from July 1- July 31	\$100
Cancel on or after August 1	\$0

ROOM ASSIGNMENTS

If a vacancy in your room or suite occurs, it must remain a vacancy until it is assigned by the Office of Residence Life. Residents found spreading out to occupy more than one space are subject to fines and disciplinary action.

ALTERNATE ROOM ASSIGNMENTS

Alternate spaces are floor lounges converted to rooms, a fifth person in a quad room, rooms in McComas Village, and rooms in a nearby hotel or apartment. Each resident is provided a full set of furniture. Floor lounges, a fifth person in a quad room and hotel/apartment rooms are considered temporary assignments. A reduction in the room rate for the semester will be given should the resident remain in this temporary space beyond the third week of classes in the semester. Applications that are the last to be confirmed for an on-campus space may be assigned to an alternate space.

CONTRACT DURATION

The contract for University Housing and Dining Services is in effect for one academic year (August-May) or for one academic year if their academic program begins in a different semester/session, unless you are participating in an approved University off-campus academic assignment (student teaching, co-op, and internship), or basic training. The housing contract is in effect from the first day the residence halls officially open to the last day of final exams, excluding the break between semesters.

CONTRACT RELEASE

Students leaving The University of Toledo during the semester or at the semester break must submit a Contract Release Request form to the Office of Residence Life.

Students will be granted a contract release if:

- 1) The student is graduating or participating in an academic internship, practicum, co-op or study abroad program away from the Toledo area.
- 2) the student is subsequently denied admission;
- 3) the student is drafted or joins the armed forces of the United States;
- 4) the student is released from their housing contract for medical reasons, or
- 5) the University is not able to provide on-campus housing space and does not provide other space.

You must provide a complete description of the circumstances that have led to a contract release request and attach documentation to support your claim. You will be notified in writing as to the decision of your request for release within 10 days of the receipt of your request. If your request is denied, you may appeal the decision to the Director of Residence Life or his/her designee.

The resident's contract continues to be in effect until the resident is notified in writing that the release or the appeal is approved, all personal belongings have been removed, and the check out process completed. Residents who move-out without prior approval or release from their housing contract will remain in the system and be billed for the remainder of the contract.

CONTRACT RELEASE REFUND

Once the contract period begins, if a currently enrolled student has checked into the residence hall and is granted a contract release before the end of the contract term, he/she will be responsible for room and board charges up until the time of check-out plus:

- \$200 cancellation fee

Once the contract period begins, if a currently enrolled student has checked into the residence hall and is not granted a contract release or is removed for disciplinary reasons before the end of the contract term, he/she will be responsible for room and board charges up until the time of check-out plus:

- \$200 cancellation fee
- 50% of remainder of housing contract

MEAL PLAN REFUNDS

Weeks one and two of the term	80% unused plan
Weeks three through eight of the term	50% unused plan
Week nine through end of the term	0% unused plan

There are no refunds on the remaining balances at the end of the semester or end of the academic year. Balances will carry forward from Fall to Spring.

CONTRACT DENIAL OR CANCELLATION

A student's residence hall application-contract may be denied or terminated by the Office of Residence Life because of past record of contractual violations. A student may also be administratively denied access to the residence halls. Students who have been convicted or have pled guilty to a felony offense of violence shall not be permitted to reside in University housing. This includes but is not limited to sexual offenses, such as assault and rape, or the use, possession, sale, transportation, or distribution of a controlled substance in violation of the Ohio Revised Code.

IMMUNIZATIONS

The University of Toledo has a mandatory MMR Policy (Measles, Mumps, and Rubella). All incoming students and all students living on campus must provide official documentation for having had two MMR vaccinations. Documentation includes a copy of the immunization record, written statement on physician's letterhead/script pad or high school records. Questions can be directed to 419.530.3493 and records faxed to the Student Medical Center at 419.530.3499.

New for Fall 2009: All incoming International Students with a permanent address in a Tuberculosis active country are required to have a Tuberculosis test prior to the first day of classes. Students must submit those results to the Student Medical Center at 419.530.3499.

Policies are currently being finalized for both meningococcal disease and hepatitis B shots.

ROOM INSPECTIONS

The residence hall/apartment staff and/or the Office of Health and Safety are authorized to conduct periodic room/suite/apartment inspections to identify conditions potentially harmful to health and safety. The times for these inspections, except during break periods will be announced in advance to allow the occupants of the room an opportunity to be present. You will be given adequate time to correct identified deficiencies.

Search of a resident's room may be authorized when there is reasonable cause to believe that there is a violation of the Student Code of Conduct as set forth in the Student Handbook, the Ohio Revised Code or the guidelines in the Residence Living Guide. The University Police or Residence Life staff under the following conditions conducts the search:

- a. Consent of the occupant(s) of the room; and/or
- b. Presentation of a warrant issued by the appropriate legal body or agent; and/or
- c. Permission to search by the director of residence life or designee.

University officials, including the Residence Life staff, reserve the right to enter a resident's room, locked, or unlocked, at any time in response to an immediate threat to the safety and well-being of residents, physical integrity of the facility, or to address maintenance issues.

ABANDONED AND CONFISCATED PROPERTY

This policy applies to either

- Personal property left in the student's room or left in a public area by a student who vacates a room
- Items confiscated from a student by staff

Property left in a student's room or public area will be removed, labeled and stored for 30 days. Storage fees will be assessed at a rate of \$15.00 per day. Residence hall staff will notify the student via e-mail, telephone or mail to claim the collected items. After 30 days, the University may dispose of the abandoned property without legal liability. The student may be charged a \$40.00 disposal fee billed to his or her University student account.

Note – If ownership of the property constitutes a violation of policy; the item may be turned over to either the UT Police Department or the Office of Student Conduct. Alternatively, the student may be required to dispose of the item.

HOUSING TRANSFER

Students may be required to move to another housing facility on or off campus. This may happen when circumstances do not warrant a student's removal from campus, but suggest a new assignment may be important to promote the safety and welfare of the individual and the community.

Contract Terms and Conditions

RESIDENT OBLIGATIONS

The resident agrees to:

- a. Be an enrolled, full-time student for the duration of the contract.
- b. Abide by the policies set forth in the terms and conditions statement, as well as the Residence Living Guide, the Student Handbook, and all other University of Toledo policies.
- c. Claim keys to the assigned room by noon on the first day of classes, unless the student has advised the Office of Residence Life of delayed arrival.
- d. Inform the Office of Residence Life, in writing, by noon on the 1st day of classes to cancel his/her housing contract, to avoid being charged all room and meal plan fees. Cancellation fees apply.
- e. Not change rooms without prior authorization from the Office of Residence Life or the Hall/Community Director.
- f. Accept a room consolidation, if his/her roommate does not arrive or moves out mid-semester, by being prepared to receive a roommate at any time and by keeping half of the room unoccupied, or by moving in with a new roommate.
- g. Care for the physical facilities of the residence units. Damage to the student's room and furnishings shall be the financial responsibility of the occupants of the room. If damage beyond normal wear and tear occurs to floor public areas of the facility, and it is not possible to determine the responsible person, residents of the floor/suite/wing or building will share the financial responsibility for such damage.
- h. Use the residential rooms, the building, its facilities and adjacent grounds solely for residential purposes. Commercial for-profit businesses will not be permitted to operate from or on residential premises owned or operated by The University of Toledo.

PAYMENT OF FEES

All fees, including but not limited to room and meal plan charges, tuition, and other associated fees, are due and payable as may be required by the University. Should the resident default in complying with any payment dates for any of resident's financial obligations, the University may seek any remedy in law or in equity, including specific performance of the resident's obligations or seek money damages. The resident agrees to pay all reasonable costs, attorney fees and expenses that are incurred by the University in enforcing this provision.

RESERVED RIGHTS OF THE UNIVERSITY

The University reserves the right to:

- a. Reassign residents at any time in order to make the most efficient and beneficial use of available accommodations.
- b. Check student rooms for the purpose of assessing and repairing the physical facilities and to ensure maintenance of health and safety standards.
- c. Enter and search a resident's room and to seize matter possessed in violation of University policy or state law. Such search and seizure will be conducted when there is reasonable cause to believe that a violation has

occurred and in the presence of the occupant(s) of the room, unless an emergency necessitates an immediate entry. Emergencies that necessitate an immediate entry are limited to times when 1) a person may be physically harmed and/or endangered, 2) when University property is being damaged or is reasonably in danger of being damaged, and 3) when Residence Life staff deems it necessary for policy enforcement.

- d. Change the room and/or meal plan rates at the beginning of the next semester if such a change is necessitated by economic conditions during the period of this agreement.
- e. Assume no responsibility for loss or damage to a resident's personal property. We highly encourage residents to get renter's insurance.
- f. Reassign or ask a student to leave campus at the University's or the Department of Health's discretion due to illness or disease and in the best interest of the individual student's and the public's safety.

CONTRACTUAL OBLIGATIONS

- a. If a room assigned to a student is not available and the University cannot provide an alternate room, the room and meal plan requirement shall be terminated. All rights and liabilities of the parties involved shall cease, and the student shall be entitled to a prorated refund of room and meal plan fees.
- b. A student's contract is in effect for the entire academic year, (August through May), beginning with the first day of classes or the day a student is assigned to a space if classes have already begun, and as long as the student is enrolled for classes during the academic year. It is expressly understood that breaks between semesters are not included in the basic academic year contract. Students remaining in the residential facilities during periods not covered by the contract will be assessed an additional fee per day. Students must receive permission from the Office of Residence Life to remain in the facility during certain break periods.
- c. Room and meal plan privileges are non-transferable.
- d. Duplication and loaning of University-issued keys or ID cards, or accommodation of unauthorized guests is prohibited.



CONTRACT TERMINATION

- a. The Office of Residence Life may terminate the On-Campus Housing and Dining Service contract for:
 - violation of laws
 - violation of University or residence hall regulations or policies,
 - conduct or existence of such conditions that would reasonably affect the health, safety and welfare of the student or others,
 - revocation of resident status, or
 - non-payment of room and meal plan fees.
- b. In issues related to termination of the housing contract, the student would have the opportunity to respond to the charges at a hearing conducted by the Director of Residence Life or his/her designee. A determination of the student's housing status would then be made.
- c. When a contract is terminated for violation of policies or laws, the student forfeits any unused portion of room rental fee for the semester, but is eligible for a refund of meal plan fees according to the refund schedule.
- d. Students who are graduating or withdrawing from the University will be released from their contract upon submitting a contract release request form and supporting documents.
- e. Students requesting release from the contract for reasons other than those listed above must submit a contract release request form no less than 14 days prior to the end of the semester to receive priority consideration. Requests will be reviewed and if approved, releases will be in effect upon issuance of a decision by the Office of Residence Life.

Frequently Called Numbers

ALL BEGIN WITH (419) 530-

Academic House Information Desk _____	3946
Athletic Ticket Office _____	2239
Treasurer's Office _____	5755
Campus Card Office _____	5842
Campus Information _____	4636
Campus Police _____	2600
Carter Hall Information Desk _____	2496
Commuter and Off-Campus Services _____	8521
Computer Services _____	3644
Counseling Center _____	2426
Crossings Information Desk _____	1700
Dean of Students Office _____	2256
Dowd/Nash/White Information Desk _____	4970
Finance Office _____	5510
Financial Aid _____	8700
Horton International House Information Desk _____	1600
MacKinnon Information Desk _____	2229
McComas Village _____	1360
Ottawa House East Information Desk _____	8774
Ottawa House West Information Desk _____	8775
Parks Tower Information Desk _____	4381
Resident Student Association (RSA) _____	4190
Residence Life Office _____	2941
Rocket Solution Central _____	8700
Student Conduct _____	4944
Student Medical Center _____	3451
Student Recreation Center _____	3700
Telecommunications _____	7998
University Dining Services _____	2903
	2670

Hall Directors Office Phone Numbers

Academic House _____	3919
Carter Hall _____	7106
The Crossings _____	1345
Dowd/Nash/White _____	4349
Horton International House _____	1605
MacKinnon _____	4275
McComas Village _____	1369
Ottawa House _____	5882
Parks Tower _____	7062

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Office of Residence Life
Mail Stop 519
Ottawa House West – Room 1014
The University of Toledo
2801 W. Bancroft St.
Toledo, OH 43606

Office: 419.530.2941

Fax: 419.530.2942

E-mail: reslife@utnet.utoledo.edu

Website: residencelife.utoledo.edu



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