Policies

Alcohol

1. Possession, usage, sale, distribution, brewing or being in the presence of alcohol anywhere within or on grounds immediately adjacent to the on-campus housing facilities is prohibited.
2. Possessing or using a common source of alcohol (e.g. keg, party ball, trash can, etc.) or participating in an event where a common source is present is prohibited.
3. Paraphernalia - Possessing, collecting, or otherwise displaying any containers, marketing materials, advertisements, or items bearing the name, logo or likeness to any alcoholic beverage is prohibited.
4. Violation of other University policies while under the influence of alcohol is a violation.
5. Inability to exercise care for one’s own safety and/or the safety of others due to intoxication is a violation.
6. Organizing or participating in activities in housing where alcohol is present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.

NOTE: Identified items under this policy are subject to confiscation, disposal and/or destruction.

Alteration of Premises

1. Alterations, changes, modifications, remodeling and/or renovating, including but not limited to, painting of the unit, tampering with the electrical or mechanical fixtures in the unit or public areas, or installing a door or area lock without consent of the SHARE Office is prohibited. All fixtures that are installed become part of the premises and therefore property of the SHARE Office.
2. Tampering with, or removal of smoke detectors, blinds, windows or window screens from any part of the building is prohibited.
3. Licensees shall not install or place any equipment or construction of any type on the grounds or in the buildings.

Appliances

1. Residents shall not bring or maintain any electrical appliances used for heating or preparation of food other than those containing enclosed heating elements. Toasters and other cooking devices that do not contain open heating elements are permissible only in the kitchenette areas. Grills and/or the materials for such grills are prohibited (e.g. propane, natural gas, wood/charcoal). Toaster ovens are not permitted.
2. All appliances and extension cords must be UL (Underwriters Laboratory) List-approved for the intended use.
3. Personally owned mini-fridges are allowed to a maximum of 2.4 cubic feet. A pad must be placed between the refrigerator and the surface it sits on. Mini-fridges placed under a bed should not come into contact with bedding, blankets and/or sheets as it may pose a fire hazard.
4. Residents are encouraged to bring/use energy efficient appliances while living on campus (e.g. appliances with the “energy star” label).
5. Microwaves are only permitted in the residence hall kitchenettes.
6. Room/portable air conditioners are prohibited.

Assault

Any activity or behavior that harms any community member or guest thereof is prohibited. This includes, but is not limited to, physical harm.

NOTE: Violation of this policy is subject to criminal charges and/or contract cancellation on the first time offense.

Dangerous Behavior

Any activity or behavior that can be interpreted as endangering to or harming oneself, any community member or guest thereof is prohibited. This includes threats or expressions of physical harm to any person, including oneself.

NOTE: Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense.

Care of Rooms

1. Upon check-in, residents shall check that resident’s assigned unit note damages on the “Room Condition Inventory” (RCI). This form must be returned within 24 hours of check-in to the SHARE Office.
2. It is the responsibility of all roommates to keep the room clean and sanitary throughout the occupancy period. This includes proper care of windows, screens, vents, etc.
3. Residents are expected to: dispose of trash, recyclables & electronic waste at the proper receptacles outside of the building regularly; maintain reasonable sanitation and safety standards; store food properly; maintain appliances in a clean and safe working condition; and submit “Work Orders” to the SHARE Office for repair of damages to a room. If in doubt, residents should submit a “Work Order.”
4. At the end of each semester/term residents are required to clean and restore their room to the original move-in condition. All residents occupying a room are all responsible for the common areas. Any charges incurred will be split equally between all residents of a unit should the University be unable to determine responsibility for damages or loss after appropriate investigation.
5. The SHARE Office will conduct periodic Health and Safety Inspections throughout the year. Residents will be given notice in advance of these inspections, as they require entry into every student room. Violations of SHARE Policies and/or the License Agreement are found during such inspections will result in administrative action.
6. All policies under “Alteration of Premises” apply.

NOTE: Violation of this policy is subject to charges.
Care of Common Areas and Property

1. Common areas and property are for the use of residents only, thus they are the responsibility of every resident. This includes, but is not limited to, lounges, study rooms, living rooms, lobbies, stairs, recreation areas, kitchens, laundry rooms, doors, walkways, fire extinguishers, exit signs, and lights.

2. Any malicious damage or acts that result in additional clean-up in or around the housing buildings, grounds, and/or other facilities or property is prohibited. Common area damage or clean-up charges not readily assignable to a particular individual may be charged to a group, floor, or hall of residents.

3. All furniture and equipment in common areas must remain in its designated common area. Persons found removing furniture or equipment will be subject to disciplinary action and/or applicable costs for repair and replacement.

4. Common kitchen areas are to be reasonably maintained by the residents who share the facility. All dishes, foods, and supplies must be removed from the kitchen upon the completion of use. Materials not removed within 24 hours are considered a health hazard and may be disposed of.

5. Policies “Cleanliness/Care of Rooms” apply.

NOTE: Violation of this policy is subject to charges.

Community Respect

Interfering with the attempts of others to study is prohibited. Failure to show respect for community members and SHARE staff is not permitted. Behaviors or actions that interfere with others’ normal use of facilities are prohibited. Community members are expected to comply with all reasonable requests for courtesy, including issues regarding noise, common area space, trash disposal, etc.

Computer and Internet Use

Computer and internet usage must be in accordance with the terms noted in the University Acceptable Use Policy. The full document can be obtained from the SHARE Office, this policy includes both personal and University owned computers.

Concealment of Violations

Everyone living in the community has the responsibility to take positive measures of a violation of any rules that come to their attention. Concealment of violations negatively affects the entire community and is considered a policy violation.

Copyright Materials

Federal law restricts the use of copyright videos and materials. The showing of commercial videos is limited to individual student units for viewing only by residents of that unit.
Drugs and Controlled substances

1. Possession, usage, sale, distribution, manufacturing or being in the presence of controlled substances (including paraphernalia for intended or implied use – i.e. pipes, hookahs) of any sort within or on grounds immediately adjacent to the on-campus housing facilities are prohibited.
2. Possessing or using any chemical or other dangerous substances, compound, or container of such substances, which may cause injury or damages in a residence hall is prohibited.
3. Use of prescription medication, cleaning products or fumes other than for their intended and/or prescribed purposes is prohibited.
4. Use of products that resemble or smell like marijuana, including but not limited to beedies, types of herbal cigarettes, hookahs, and types of incense is prohibited.
5. Violation of other University policies while under the influence of controlled substances is an additional violation.
6. Inability to exercise care for one’s own safety and/or the safety of others while under the influence of controlled substances is a violation.
7. Organizing or participating in activities where illicit drugs are present or being consumed is prohibited. Participation is defined as being present at the event regardless of consumption.
8. Use and possession of marijuana, regardless of medical permit/doctor’s notes is prohibited on University grounds.

NOTE: Violation of this policy is subject to criminal charges and/or contract cancellation on the first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.

Fire Safety and Hazards

1. Evacuation - All persons are required to evacuate the building immediately upon the sound of an alarm. Interfering with emergency services, procedures, or failing to conform to established safety regulations and/or instruction given by emergency response staff is prohibited.
2. Fire Reporting & Equipment - Falsely reporting a fire, tampering with or misuse of any fire or reporting equipment (e.g. fire alarms, smoke detectors, fire sprinkler, fire extinguishers, “EXIT” signs, etc.) is prohibited.
3. Egress - Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation). All hallways, exits, stairwells, doorway, or areas that may be deemed an “egress” (i.e. window) need to be free from garbage, bicycles, clutter, furniture or other items that may have a potential to limit entry/exit (including tripping hazard). All doors and windows must have the ability to be fully opened.
4. Combustibles - Possessing or storing gasoline, fireworks, combustible chemicals and/or fuel-driven engines/appliances (e.g. motorcycles, mopeds, gas/propane grills, etc.) within residential housing rooms, balconies, buildings and/or on grounds immediately adjacent to the on-campus housing facilities is prohibited.
5. **Open Flames (Candles)** - Candles, incense and/or any type of open flame within residential housing rooms, balconies, buildings and/or on grounds immediately adjacent to the on-campus housing is prohibited. If found, such items will be confiscated.

6. **Heat Sources** - open-coiled electric or heating appliances including, but not limited to space heaters and sun lamps within residential housing rooms, balconies or buildings are prohibited. Curling Irons, glue guns, irons, or any other “heat source” equipment must be attended to all times. Leaving such equipment “on” unattended is a violation of this policy.

7. **Lamps & Lights** – Halogen lamps and neon lights are prohibited. Open top lamps, regardless of lamp/bulb type must have a metal screen fully covering light/heat source.

8. **Extension Cords & Plug-Ins** - Extension cords and multi-plugs are not permitted under state fire marshal regulations. Power strips/surge protectors with UL rating are permitted. Plugging a power strip onto another power strip (Piggy-backing) is not permitted.

9. **Cooking Equipment** - Cooking and/or cooking equipment without open heating elements (such as toasters) are permitted ONLY in designated kitchen areas. Cooking in a residential hall room is prohibited. Residents interested in barbecuing should use the barbecue pits, located within the housing area.

10. **Decorations** - All decorations must be non-combustible (e.g. made from fire-proof material) and be UL list-approved for the intended use. Hanging flammable materials on ceilings or exterior doors such as posters, flags, or nets is prohibited. Door decorations should not cover more than 20% of the surface and be limited to nametags and memo boards. Fresh cut trees (i.e. Christmas trees) are prohibited.

11. All policies under “Weapons, Firearms, Explosive” & “Appliances” apply

**NOTE:** Violation of this policy is subject to criminal charges, fines and/or contract cancellation on first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.

**Furniture**

All furnishings provided in the buildings are considered University property and are to remain in each student’s assigned room and cannot be stored on or off campus. Furniture may not be disassembled.

**Gambling**

Illegal gambling (i.e. activities played for money, checks, credit or other representative value), anywhere on University property, is prohibited.

**Gatherings**

Allowing the presence of more than four times the normal occupancy in a student room is prohibited.

**Guests**
The following definitions apply to residence hall policies, including host and escort guidelines:

**Resident**: a University of La Verne student who has a Housing License Agreement with the SHARE Office and who is assigned to a specific room within the on-campus housing.

**Host**: A resident who is entertaining guests.

**Guest**: Any individual (including a parent, relative, girlfriend/boyfriend, etc.) who is visiting a resident in his/her residence hall or room. This definition extends to any University of La Verne student who is living in another residence hall room or who may be assigned to another room within the same building.

**Overnight Guest**: A guest who is in a room, other than his/her own, between the hours of midnight and 8:00AM.

1. Guests must be escorted by their hosts at all times.
2. Hosts are responsible for informing guests on SHARE and University policies. Guests must not infringe on the rights of roommates or other residents and must abide by all SHARE and University policies. Guest failing to do so will be asked to leave immediately and/or banned from SHARE and/or University property. Hosts are responsible and accountable for the conduct of their guests while on SHARE property, immediately adjacent areas (including parking lots), University property, or at a SHARE-sponsored or supervised events.
3. Overnight guests are to be temporary and infrequent. All Licensees occupying a unit must agree to the presence of any overnight guest. Overnight guests can stay no longer than 3 consecutive days and 2 nights in any give month. The same guidelines that apply to guests apply to overnight guests.
4. Children 12 years of age or younger are not permitted in the residence halls for more than a 24-hour period. Licensee assumes all liability and responsibility for any guests under 18 years of age. For safety and liability reasons, baby-sitting is prohibited within the facilities and immediate areas.

**NOTE**: Violation of this policy is subject to fines and loss of guest privileges.

**Harrasment**

Verbal, written, electronic (i.e. Facebook, e-mail, etc.), physical and/or any other types of harassment is prohibited. This is defined as any behavior by any member of the community or guest towards an individual or group, which seriously threatens or alarms a person or group. This shall include but is not limited to posted materials, harassment related to race, gender, sexual orientation, or of a sexual nature, other Title VII claims of unlawful harassment, abusive behavior identified as threats, malicious deeds, intimidation, heckling, badgering, abusive name calling, and/or hazing.

**Identification**
Residents and their guests are required to carry and provide appropriate photo identification (e.g. driver’s license, school I.D.) upon request by a University staff member performing his/her duty. Failure to present ID, presenting fabricated, falsified, or misrepresentative ID, permitting others to use IDs for the purpose of improperly gaining access to a residence hall, use of equipment, or any other service or facility is prohibited.

**Improper Room Transfer**

Moving into any room without written authorization from the SHARE Office or moving out of any room without following proper check-out procedures is prohibited. Residents who do not have roommates should be prepared to have a roommate move in at any time. “Spreading out” in a vacant space is considered an improper room transfer.

**NOTE:** Violation of this policy is subject to fines.

**Keys & Locks**

1. Each Licensee is issued a key and/or keycard to his/her unit. All keys and key cards remain the property of the University. Each licensee is responsible for his/her keys. Should a key be lost/missing/stolen, the Licensee is required to report lost/missing/stolen key to the SHARE Office within 24 hours of it being lost/missing. A charge will be assessed for lock changes and any key(s) lost or not returned upon Licensee’s check-out.
2. Under no circumstances should a Licensee duplicate, sell, transfer or lend his/her key to another individual. Permitting others to use a room key for purpose of improperly gaining access to a residence hall, or any other building or facility is prohibited.
3. The installation of any door or area lock other than those provided by the University is prohibited.
4. Bypassing or tampering with the electronic locking mechanisms for any door is prohibited.

**Lewd Conduct**

Lewd, indecent, or obscene behaviors, whether through conduct or expression, which are not civil or respectful and which breach the peace, within or on grounds immediately adjacent to the on-campus housing facilities, or at any SHARE-related function are not permitted.

**Non-Compliance**

Failing to comply with a University staff member’s reasonable request while performing his/her duty is prohibited. This includes, but is not limited to providing false information or failing to provide information to a staff member, interfering with staff while they are performing their duties, failing to complete assigned sanctions, failing to attend a meeting requested by a staff member and being uncooperative or verbally abusive to staff.

**Pets**
The harboring, feeding, or possession of any animal in or around the housing facilities is prohibited, including “visiting” pets. This includes gerbils, rats, hamsters, snakes, turtles, lizards, or any other contained animal. Exceptions are made for freshwater fish with a 10-gallon tank limit.

Posting

All materials to be posted must be submitted and approved by the SHARE Office. Those wishing to post in SHARE areas refer to the “SHARE Posting Policy.” Public display of “obscene matter” as defined in the California Penal Code, Section 311, is prohibited anywhere on campus, including the housing facilities. The SHARE Office reserves the right to remove from public view any signs or objects deemed prejudicial to others or to the overall goals of the University. This includes but is not limited to, offensive or alcohol/drug-related materials. “Public display” and “public view” includes, but is not limited to external doors, balconies, windows facing out, and/or hallway bulletin boards.

Projectiles

Throwing, dropping, or projecting objects from a window, second floor or roof including but not limited to bottles, cans, garbage, or water is prohibited.

Quiet Hours & Noise

1. All students must abide by Quiet Hours. Quiet Hours are from 10:00PM to 8:00AM. During Quiet Hours, sound from a room should not be audible outside the unit door nor in adjacent rooms.

2. 24-hour Quiet Hours are in effect during finals week. 24-hour Quiet Hours will begin the 8:00AM on the Saturday preceding Finals Week and go through 8:00PM the Friday of Finals Week.

3. All students must abide by Courtesy Hours. Courtesy Hours are in effect at all times. They refer to one’s ability to occupy one’s unit for the purpose of studying, sleeping, or engaging in activities in an atmosphere where peace and quiet take precedence over other activities. Engaging in unreasonably loud activities, which are defined as:
   1. A level of noise which may be deemed an undue disturbance by another member of the community or
   2. Creating noise, including but not limited to voice, musical instruments (guitar, amps, drums, etc.), and stereos – which is audible outside of one’s room during Quiet Hours, either inside or outside the residence halls is prohibited.

Safety & Security

1. Providing access to buildings or rooms to those other than residents, staff, or attended guests by any means including, but not limited to, the following: failing to lock or secure doors, propping exit/entrance doors, or allowing a person entrance into a building and leaving them unattended in a public area is not permitted.
2. Failure to abide by any security procedures established by the SHARE Office is prohibited.
3. Blocking egress of windows and/or doors by trash, boxes, bicycles, etc. is prohibited.

**Sexual Assault**

Sexual Assault, sexual battery, or rape of a community member or guest thereof is prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved.

**NOTE:** Violation of this policy is subject to criminal charges and/or contract cancellation on first time offense.

**Smoking**

Smoking is not permitted on Housing or University grounds except for designated areas in specified parking lots. This means no smoking outside of buildings, entry ways or walk ways.

**Soliciting & Sales**

Engaging in door-to-door distribution, advertising, sales, promotion, commercial transactions and/or solicitation of any nature within residential housing rooms, balconies, buildings and/or on grounds immediately adjacent to the on-campus housing facilities without the expressed authorization of the Associate Director of Residential Education is prohibited.

**Sports and Related Activities**

1. Riding bicycles, skateboards, roller blades, scooters, skates, etc. within any housing facility, including hallways and lobbies is not permitted.
2. Playing any physical games in a common area (lounge, lobby, hallway) is prohibited. This includes, but is not limited to, the use of Frisbees, balls, water guns, darts, bicycles, skateboards, roller blades or inappropriate use of a laser pointer.

**Theft**

Theft of University property or of other property on University grounds, willfully or negligently caused by a resident or guest is prohibited.

**NOTE:** Violation of this policy is subject to criminal charges, fines and removal from housing on first time offense.

**Trespassing & Restricted Areas**

1. Entry and usage of a SHARE area/adjacent area, facilities, residence halls, buildings, equipment and services is reserved and limited to licensees and other persons specifically
authorized by the SHARE Office. Entry by unauthorized individuals will be considered trespassing.

2. Unauthorized entry into a room or building other than the one assigned is prohibited. Unauthorized entry into an office beyond posted hours is prohibited.

3. Unauthorized presence on rooftops, overhang, ledge, or areas marked for restricted access for any reason including sunbathing, stargazing, or walking is prohibited.

4. Use of restrooms intended for specific genders must be followed; failure to do so is a violation of policy.

5. No resident or guest may sleep in the lounges, living rooms, lobbies, or other public area unless it is in conjunction with an official hall sponsored event and approved in writing by the Resident Director.

**Vandalism**

Damages to University property, or to other property on University grounds, willfully or negligently caused by a resident or guest is prohibited or. All policies under room “care of room” and “care of common areas & property” apply.

**Weapons, Firearms, & Explosives**

1. Possession or usage of any weapon deemed by campus authorities to be deadly is prohibited. This includes, but is not limited to: firearms, explosive devices, highly combustible materials of any kind, metal-tipped darts, switchblade knives, bows and arrows, BB guns, air guns, pellet guns, martial arts weapon, dirks, daggers, machetes, slingshots, weapons commonly known as blackjacks, sand clubs, billy clubs, and metal knuckles. Metal pipes, bards, razors with unguarded edge or any knife being used for a purpose other than preparation of food are also considered deadly weapons and are prohibited.

2. Possession, remodeling, or usage of any item resembling a real weapon, firearm, or explosive is prohibited.

**NOTE:** Violation of this policy is subject to criminal charges and/or contract cancellation of first time offense. Identified items under this policy are subject to confiscation, disposal and/or destruction.