

Welcome to Vandal Living!

The residence halls offer unique opportunities to live among a community of peers. With this opportunity comes the responsibility to treat one another with respect and to make our communities a safe and comfortable place for everyone.

The procedures and policies contained in this handbook (“Handbook”) are designed to provide a safe and healthy environment for all residents and is intended to advise you of the terms and conditions associated with the Residence Hall and Dining Services License Agreement (“License Agreement” or “Agreement”), to inform you of Housing and Residence Life (HRL) procedures, and to acquaint you with staff, facilities, and services available to you.

Human Dignity

The University of Idaho is a place where human dignity is respected. As members of the University community, HRL stand against actions that demonstrate insensitivity, intolerance, or prejudice toward others because of their race, gender, sexual orientation, gender expression/identity, age, disability, religious belief or national origin. Each person will be treated with dignity and respect.

Community Statement

The University of Idaho’s Residential Housing Communities are operated with a strong conviction that an energetic and creative campus community is one that appreciates diversity and pluralism. We seek to build campus communities that reflect, recognize, and support the expanding pluralism at the University of Idaho. While acknowledging the time, resources, and challenges essential to achieving these goals, we in the UI Housing and Residence Life Department view the long-term benefits as vital to our residential program.

FERPA (Privacy Act)

The Family Educational Rights and Privacy Act of 1974, as amended, also known as the Buckley Amendment, is a federal law that governs the confidentiality of student records. Generally, the law requires that educational institutions maintain the confidentiality of “education records,” provide each student access to their education records and provide students with an opportunity to correct erroneous information in their education records. We are limited as to the information we can discuss with others regarding your education records, regardless of who may be paying your fees. If you would like for others, including parents, to be able to discuss any aspect of your education records, you will need to sign a written consent form that will be added to your education records. To complete this form please visit the Registrar’s Office, located in the Bruce Pitman Center. For more information, please call the Registrar’s Office at 208-885-6731, or email at registrar@uidaho.edu.

Directory Information

The University is legally permitted to release “directory information” about you without your permission. For a complete list of personal information that the University considers directory information, please refer to the Registrar’s website:

<https://www.uidaho.edu/registrar/students/studentrights>.

If, for any reason, you prefer not to have your directory information released to anyone (this includes mailing lists for campus functions, friends, family, and Residence Hall Association), you must complete the appropriate form at the Registrar’s Office, located in the Bruce Pitman Center. For more information, please call the Registrar’s Office at 208-885-6731, or email at registrar@uidaho.edu.

Residence Hall Procedures

Important Dates to Remember

Fall 2024 Dates:

- July 1, 2024: Last day to cancel your housing reservation for Fall 2024 without a cancellation fee. Cancellations or No-Shows after this date will result in a \$350 cancellation fee.
- Wednesday, August 14, 2024: 8:30 am to 4:30 pm. New first-year student and new transfer students to the University of Idaho move-in.
- Thursday, August 15, 2024: 8:30 a.m. to 4:30 p.m. Late arriving students and returning students move-in.
- December 1st, 2024: Last day to cancel your Spring 2025 housing assignment without receiving the \$700 cancellation fee.
- December 9-13, 2024: FINALS WEEK: Students are asked to vacate within 24 hours after their last final, but no later than Saturday, December 14 at noon. Students who are deemed to be disrupting the community and impeding the academic pursuits of others will be referred for disciplinary action.
- December 14, 2024 by Noon: All students must vacate their room for the entire winter break, until spring semester opening (except Living Learning Community Buildings and the Stevenson Wing of Wallace). Residence halls and dining services will be closed between semesters.

Spring 2025 Dates:

- December 1, 2024: Spring 2025 housing cancellations on or after December 1st will result in a \$700 early cancellation fee.
- January 5, 2025: Halls open for check-in at noon. This is the earliest that new and returning students can move into their rooms after winter break.

- January 7, 2025: All students with spring-only License Agreements must be checked in by 5 p.m.
- May 5-9, 2025: FINALS WEEK: Students are asked to vacate within 24 hours after their last final. Students who are deemed to be disrupting the community and impeding the academic pursuits of others will be referred for disciplinary action. If you need to extend your stay for any reason, it must be pre-approved through the Housing Office.
- May 10, 2025: Halls are officially closed for all students at noon, except those who are graduating. Graduating students must request permission from HRL to stay past this date.

Application Fee and Eligibility

Application Fee

You are required to pay a non-refundable application fee of \$100 to proceed with the application process. This will **not** be applied to your housing or dining charges. There are no application fee refunds for cancellations.

Eligibility

Residence halls are for registered University of Idaho students. To be eligible to live in a residence hall the occupant must be enrolled as a full-time undergraduate or graduate student at the University of Idaho during the semester. Each semester an undergraduate resident must take at least 12 credits, and a graduate resident at least 9 credits, unless completing thesis or dissertation requirements. Students who drop below full-time status will need written approval from HRL to remain a resident. Graduate students completing their thesis or dissertation requirements must register and pay fees for at least 1 credit hour per semester and provide a letter from their adviser indicating that progress is being made towards completion. Correspondence and audited courses do not fulfill eligibility requirements.

First-Year Live-On Policy

The University of Idaho has a first-year live on-campus requirement. Students may choose to live in the Residence Halls or a Fraternity/Sorority Chapter facility.

If a student would like to request an exemption to the first-year live-on requirement they may do so through the Dean of Students Office. The request should be made as soon as possible but no later than May 1 for fall semester enrollment and November 1 for spring semester enrollment. For more information, please call the Dean of Students Office at 208-885-6757 or email askjoe@uidaho.edu.

Residence Hall and Dining Services License Agreement, Check-In/Out Procedures, and License Agreement Termination

License Agreement

It is important to remember that your Residence Hall and Dining Services License Agreement is a *legal and binding document*. Once you sign and submit your License Agreement and it is accepted by HRL and/or you take occupancy of your room, you are committed to the terms and conditions of the License Agreement including any supplements to the License Agreement such as the Residence Hall Handbook, Residence Hall Rate Schedule, Fire Safety regulations, UI Residential Connection Privilege License Agreement, and the Student Code of Conduct.

The License Agreement may be the first legal document you have signed, so make sure that you completely understand it.

Accountability / Responsibility

By signing the License Agreement, the student agrees to comply with the policies established in this Residence Hall Handbook, the University of Idaho Student Code of Conduct, the Residence Hall and Dining Services License Agreement, UI Residential Connection Privilege Agreement, the Fire Safety Regulations, and all state and federal laws.

Check-In

You are considered checked in and having taken occupancy when you obtain the room key or electronic room/suite access.

Check-In Room Condition Reporting

Within 24 hours of checking in report any room damages through the [online service request](https://iwanhousing.uidaho.edu/) form (<https://iwanhousing.uidaho.edu/>) in order to avoid damage charges. Please note that any repairs in the residence halls must be performed by a Facilities staff member. Students must not attempt to repair damage themselves. If new damage occurs Students must report by submitting an [online service request](#) through the Housing Portal.

Check-Out

When vacating the assigned room (either to leave Housing and Residence Life or to change rooms), you must receive written authorization from the HRL office. Inspections by HRL will serve as the basis for check out charges if assessed.

Check-out procedures include, but are not limited to:

- Completing paperwork with HRL staff members,
- Removing personally owned belongings, furniture and equipment,
- Removing all waste and debris,
- Returning assigned keys or having electronic room/suite access removed from one's Vandal Card,
- Leaving the room clean and in the same condition as when it was accepted,

- Performing cleaning and maintenance required to return the assigned room to the same condition as when it was accepted. If the University appointed personnel are required to perform any necessary maintenance, cleaning or repairs, the student will be billed accordingly.
- Anyone checking out during winter break may be assessed a \$100 storage fee as well as any License Agreement penalties that may apply.

An hourly rate will be charged to the student for staff and/or personnel work completed in the removal of any items left in the room after they have vacated. Any personal items that are estimated at a value of \$25.00 per item or higher, will be inventoried and placed into storage for no more than 30 days. Items left behind that are valued below an estimated value of \$25.00 per item will be disposed of or donated immediately. After 30 days all abandoned items will be donated/disposed of regardless of value.

It is the responsibility of the student to remove all their items; including items they want to throw away or donate. If they accidentally forget an item, it is their responsibility to contact housing to inquire as to whether items were found and stored. Students that contact housing to inquire about left behind items and claim them must coordinate with a HRL to retrieve the items.

All property not claimed within 30 days after the expiration or termination of the License Agreement, will be considered abandoned. All abandoned property will be disposed of or donated without liability regardless of estimated value.

Any student who checks out of the residence halls during the term of the License Agreement agrees to pay to the University room and meal plan charges based on the early cancellation schedule outlined below, but in no event shall the amount be less than \$300 or more than \$1,400. *If you are considering checking out during the term for medical reasons and plan to CONTINUE as a student at the University please contact the Center for Disability Access and Resources (CDAR) for assistance with a housing accommodation request in order to avoid the early cancellation fee.*

The residence hall refund schedule, for student withdrawal from the University of Idaho, is stated in the License Agreement: (10) Partial Refunds of Room and Meal Plan Charges to Students Who Withdraw from University Housing.

Refund Schedule

If student withdraws from University Housing and checks out properly prior to the end of the housing License Agreement dates, student may be entitled to a partial refund of room and meal plan charges.

- All Residence Hall refund requests are reviewed by HRL and take into consideration the totality of circumstances surrounding the student. Should a refund be approved, the refund will be prorated after the student has properly

completed the check-out process. The last date for consideration for a partial refund will be the Friday of the 12th week of classes each semester. Please refer to the Residence Hall and Dining Services License Agreement and the schedule below for more details.

Time Frame	Early Cancellation & Check-Out <u>WITH</u> a qualifying event	Early Cancellation & Check-Out <u>WITHOUT</u> a qualifying event	Refund Amount
Prior to July 1 for Fall Semester	No Charge	No Charge	Full Refund of all housing charges that have been added to the students account
Prior to Dec. 1 for Spring Semester	No Charge	\$350	
After July 1 for Fall Semester OR after Dec. 1 for Spring Semester but BEFORE agreement start date	\$350 after July 1st \$700 after Dec 1st	\$350 after July 1st \$700 after Dec 1st	
Agreement Start Date through end of Week 2	No Charge	\$1,400	Daily prorate of days remaining in semester
Weeks 3 & 4	No Charge	\$1,200	75% of total Housing rate
Weeks 5 through 8	No Charge	\$900	50% of total Housing rate
Weeks 9 through 12	No Charge	\$600	25% of total Housing rate
Week 13 to end of semester	No Charge	\$300	No Refund

- Meal plan partial refunds are made based on a review of extenuating circumstances and approval by Dining Services and Housing and Residence Life. Should a partial refund be approved, the refund will be issued based on the refund schedule below. The last date for consideration for a partial refund of a meal plan will be the Friday of the 12th week of classes each semester.

Time Frame	Dining Dollar Refunds	Meal Plans (less dining dollars) Refund Amount
License Agreement Start Date through end of Week 2 of classes	Unused dining dollars	Daily prorate of days remaining in License Agreement
Weeks 3 and 4	No Refund	75% of total Meal Plan rate, less dining dollars
Weeks 5 through 8	No Refund	50% of total Meal Plan rate, less dining dollars
Weeks 9 through 12	No Refund	25% of total Meal Plan rate, less dining dollars
Week 13 to end of semester	No Refund	No Refund

Termination of Residence Hall and Dining Services License Agreement (“License”, “Agreement”, or “License Agreement”).

The University of Idaho may terminate your License Agreement for any of the following reasons:

- You breach, violate, fail to perform or otherwise are in default of any of the terms and conditions of the License Agreement,
- You fail to pay room and meal plan payments when due,
- You are no longer a full-time registered student and have not received written permission from the Office of Housing and Residence Life to stay as a part-time student,
- You do not comply with rules and regulations as stated in the Student Code of Conduct, Residence Hall Handbook, UI Residential Connection Privilege Agreement, Fire Safety Regulations, all other University policies or any applicable local, state and federal law,
- You misrepresent information on the Housing Application, the Residence Hall and Dining Services License Agreement, or another University of Idaho document,
- You fail to respect the rights of fellow students,
- You are finished with finals and are disruptive to other students,
- You are subject to sanctions or actions which restrict your ability to live in housing, or
- You are approved for an accommodation through CDAR to continue as a non-residential student.

The University may terminate your License Agreement for any of the above reasons upon giving you three days written notice. If the License Agreement is terminated, you will be required to immediately surrender your room/suite and all University-owned property under the same conditions as if the License Agreement had been completed. At the date of termination, the University is entitled to enter the room, repossess it, and remove you and your property without liability.

If for some reason your room is rendered untenable by fire or other casualty, the University may either immediately terminate the License Agreement without liability to you, move you to a different room in the residence halls, or repair and replace the damaged room within a reasonable time.

Improper Check-Out / Room Change

Students who do not follow the proper procedures for checking out of their room or who make any room changes without proper authorization (as outlined above) may be assessed a \$50 improper check out and processing fee.

The License Agreement is not in effect during winter break except for students in the Living Learning Community (LLC) and Stevenson Hall with a full academic year License Agreement, and students who have signed a winter break License Agreement in the Housing and Residence Life Office. Students signing a winter break License Agreement must have a spring License Agreement. If you are not planning on returning to the residence halls for spring semester, you must check out of the residence halls and remove all your belongings before the last day of the fall semester.

Damage Appeals

A student may appeal damage charges by submitting a written appeal to HRL. A student has 30 days from their official check out date to submit an appeal.

Payment Options

Financial aid, if applicable, is applied to the student's room and board charges after tuition is paid. Any balance remaining after aid posts must be paid by the first day of classes for each semester or a payment plan must be set up. If a student is expecting financial aid, but it has not posted by the first day of classes, the student must notify the HRL Office.

If the student does not have enough financial aid, the student should contact University Financial Aid at 208-885-6312 for further options. If a student needs to set up a payment plan, they do so by logging into VandalWeb or can contact Student Accounts at 208-885-7447.

If payment is not made, the student will receive a three-day notice to vacate the residence halls. This notice will be sent via Vandal Email as is all official correspondence from the University of Idaho. The student should contact HRL when having financial difficulties.

Record Hold

A hold is placed on the registration, transcripts, and/or diploma if a balance remains on your student account.

Damage to Student Property

The University is not liable for loss of or damage to a student's personal property, wherever situated, due to fire, smoke, power outage, theft, water, electric surge, or any other casualty or cause. HRL highly encourages students to obtain renter's insurance.

Renters Insurance

Students are responsible for all damage to their personal property and when the student causes damage to University Property. GradGuard is a student renters insurance provider that commonly works with students who reside on a college campus. More detailed information can be found at iwanhousing.uidaho.edu or GradGuard.com.

Consolidation of Vacant Space

HRL may require consolidation of space in order to allow for occupancy needs. If consolidation is needed a student will be sent a consolidation letter if the student is left in a double room without a roommate. The student will have seven calendar days to move in with another student needing a roommate. A student may also elect to have another student move into their room. If a student is assigned to a double room but has not been assigned a roommate yet, the other half of the room must remain empty and in its original condition. Discovery of a room being set up as a single will cause the

student to be charged for a single for the entire time that they have not had a roommate.

Room Moves

Students must contact the HRL Office regarding room changes. Any students who have made room changes without approval of HRL will be assessed a \$50 improper room change fee and will be referred for disciplinary action. Improper room change includes not moving in the required timeline or not contacting the HRL office for approval to move.

Students who wish to change rooms during the dates in which their License Agreement is effective, at their own request and not as part of a HRL re-assignment, may do so by completing the Room Change Request form found on the Housing Portal, iwanhousing.uidaho.edu. Room changes do not occur during the first two weeks and final two weeks of the semester. Room change requests will incur a non-refundable \$50 cleaning and processing fee (fee will be waived for first time room change each year). This fee will be billed to student's account at the time of room change approval.

Room Selection

Housing and Residence Life uses a self-selection (assignment) system for Full-Academic Year applicants. During the application process the student will select (assign) a room space from the available list. For Spring-Only and summer sessions HRL staff will process applications as they are completed, and assign based on availability. Room assignments are made without regard to race, religion, national origin, sexual orientation or disability. Housing and Residence Life reserves the right to make assignments and re-assignments of accommodations as deemed necessary.

Residence Life Staff and Resources

Resident Directors (RDs) and Area Coordinators (ACs)

The RDs/ACs are full-time, professional staff members whose responsibilities include, but are not limited to, the following:

- selecting, training and supervising student staff members,
- assisting in student programs,
- maintaining 24-hour on-call coverage to respond to emergencies, and
- serving as a liaison between students and other campus resources.

Senior Resident Assistants (SRAs), Resident Assistants (RAs), Academic Peer Mentors (APMs), and Program Coordinators (PCs)

Your SRAs, RAs, APMs, and PCs, are students and have been specifically selected and trained to assist other students. An RA is a resource who can answer student questions and help students transition to University life. Staff members are on duty every night. APMs work in the Student Success Program (SSP) and assist with all areas of academics for all students. PCs are responsible for overseeing the variety of activities happening in

the residence halls each week. SRAs are experienced student leaders who mentor RAs, APMs, PCs, and Community Assembly members.

Student Success Program (SSP)

The Student Success Program offers students a comfortable space to study independently or in groups, receive tutoring, attend workshops focused on academic and life success, or seek one-on-one support from an Academic Peer Mentor. They are available to guide and offer support towards your academic goals. Find them in the Wallace Residence Center basement. <https://www.uidaho.edu/student-life/housing/success-program>

Residence Hall Association (RHA)

All students living in the residence halls are members of the RHA. The RHA is a student-run organization made up of representatives from every community and is dedicated to improving the quality of life in the residence halls. The RHA has many elected officer positions and appointed committee positions on which students can serve. The RHA office is located in the basement of the Wallace Residence Center. Each residence hall community has student leadership opportunities including a President, Vice President, Assembly Representative, and Event Coordinator. <https://www.uidaho.edu/rha>

National Residence Hall Honorary (NRHH)

The Vandal National Residence Hall Honorary (NRHH) Chapter is comprised of the top 1% of student leaders living in the residence halls. National Residence Hall Honorary is a national organization that focuses on recognizing student leaders and services throughout the residence halls. The Vandal NRHH Chapter works to recognize a Person of the Week (POTW) and Leader of the Week (LOTW). The chapter also works to nominate and judge Of The Month (OTM) awards, one of the highest forms of recognition in the halls. <https://www.uidaho.edu/student-life/housing/vandal-living/leader>

Housing Climate and Safety

Room Displays

Students are free to display posters and other items in their rooms. Some room displays in public view may constitute a violation of University policies regarding racial or sexual harassment. These policies may be found in the Faculty Staff Handbook, sections [3200](#), [3210](#), [3215](#), [3220](#) and the [Student Code of Conduct](#). Please remember that while legal rights of expression will be protected, students are asked to exercise that right responsibly.

Hallways

Hallways are thoroughfares. Gatherings in hallways are a disruption to the community and impede effective evacuation.

Harassment

HRL works to promote a campus climate and work environment that is open and welcomes all people. Acts of discrimination or harassment hurt and degrade all members of the campus community. Every member of the campus community is responsible for creating and maintaining a climate free of discriminatory harassment. Actions or communications that are discriminatory or harassing are not permitted.

Housekeeping / Personal Hygiene

It is the responsibility of all students to keep their room clean. A student's room must always be left in a clean and orderly condition. Students should dispose of all room trash and garbage in the dumpsters outside of the buildings. Common area trash cans should not be used to dispose of personal room garbage. If personal bags of garbage are found in common trash bins student may be charged \$10 per bag of trash along with a \$10 processing fee. Keep all hallways, stairwells, and landings clean and free of clutter.

Medical Emergencies

If a student has a medical emergency and needs an ambulance, dial 911 and send someone to find a staff member. If the student is unable to locate a staff member, call the Housing Information Desk at 208-885-7379 and request assistance.

Security and Access

Students will be issued a room key or room/suite access on their Vandal Card when they check in to the residence halls as well as Vandal Card access to the exterior building doors. Do not provide access to people you do not know, or prop open any residence hall door. Lock your door and carry your keys and Vandal Card when leaving your room or the building.

Keys are the property of the University of Idaho. Keys are to be returned to the Housing Information Desk upon request, or upon departure from the University. Residents must not lend keys to others or permit keys to be reproduced. All University keys that are not returned at the time of checkout or departure will result in a lock change and a charge will be billed to the student account. Re-keying a room will cost \$75.

Lost or stolen keys must be reported to the Housing Information Desk immediately. Lost or stolen keys will result in a lock change and charge will be billed to the student account.

Any resident who is locked out of their room or building may go to the Housing Information Desk, located in LLC building 2, and check out a spare key or temporary access card. If the desk is closed residents should call the RA on-call for their area for lockout assistance. Each student will receive the first two lockouts free of charge; any lock out after this will result in a \$10 fee being assessed to the student's account for each lock out. Lock out keys not returned within 24 hours may result in room locks being changed and the student being charged the rekey cost. The student will be charged \$25

for each key/temporary access card that is not returned on time. Lost or stolen temporary access cards must be reported to the Housing Information Desk immediately.

Theft and Loss

If a student has items stolen, the student should promptly report that information to Moscow Police (208-882-2677) and the Resident Assistant.

Some important information to include is:

1. A complete description of the item(s) stolen.
2. Where the item(s) was (were) taken from and if that area was locked.
3. Whether a key had been lost recently.
4. Names of any suspects.
5. Approximate time/date of loss.

Fire Safety

Protecting the University community against fire is a major priority for HRL. It is the intent of the University to provide a reasonably safe environment for students, faculty, and staff. To accomplish this, certain safeguards must be strictly adhered to, and a certain level of responsible conduct must be maintained. Fire safety regulations in force at the University are accepted standards for the State of Idaho and are not optional. Everyone within the University community is subject to the rules and regulations of the fire codes. In order to achieve compliance and thereby provide a reasonably safe, hazard-free living environment, the University requires each student to follow some basic safety rules as found in the Fire Safety Policy section in this handbook. With your cooperation, the threat of fire can be greatly reduced.

In all Residence Halls, excluding North Campus Communities (NCC), Moscow Fire Department will respond automatically when an alarm sounds. If a fire alarm is heard or signs of fire are observed at North Campus Communities call 911 immediately to report. Vandalism or tampering with life-safety equipment is against the law. ALL violators will be prosecuted.

Evacuation Procedures

- Students should read and understand the fire safety procedures posted throughout the building.
- Do not obstruct or damage these instructions in any way. Students will be billed to replace instructions that are defaced or removed.
- Students should locate all exits from their floor, memorize their locations, and become familiar with any “landmarks” that would aid evacuation if visibility were reduced by smoke.
- Students should locate all fire alarm pull stations on their floor and familiarize themselves with their correct operation. Students should become familiar with these regulations and the evacuation procedures.

- Fire exits, specifically marked, should not be used for any other reason except evacuation during a fire.
- At the first sound of a fire alarm, students are expected to leave the building and go to the evacuation point, immediately.
- All sidewalks within the neighborhood as well as perimeter must be clear for emergency vehicles.
- All residents and visitors are required to evacuate the building immediately when a fire alarm sounds.

Amenities and Services

Microwaves and Refrigerators

It is the student's responsibility to keep the unit clean and hygienic. Students should use microwave-safe plates to place items on when using the microwave. This includes bagged popcorn. Failure to do so could result in the glass microwave plate breaking. At the end of the fall and spring semesters, students should empty and clean the units using an all-purpose cleaner (Lysol, for example) and a cloth or sponge. Under no circumstances should abrasives (SOS®, Brillo®, Scotchbrite®) be used. They will damage the acrylic surfaces of the appliances. Failure to clean the units in the manner described above shall result in a cleaning fee. *If you live in Wallace Residence Center, Theophilus Tower, McConnell Hall, or North Campus Communities do not bring a personal refrigerator or microwave.*

Temperature /Thermostat

In McConnell Hall, Wallace Residence Center, and Theophilus Tower, the temperature is set for the buildings and is controlled by the sensors on the outside of the buildings. During the transition of seasons, it may take a while for the temperatures outside to settle into enough of a pattern to keep the heat on or off full-time. In the North Campus Communities, the temperature is controlled by the residents of the room.

The LLC buildings run on the campus steam plant system. The system determines the availability of heating and cooling. The university system can only have either heat or chilled water on, not both at the same time. This greatly restricts your ability to control the temperature within your suite. The thermostat within the suite has only a few degrees variance of control. During seasonal transitions there may not be the level of control indicated by the thermostat. If the Steam Plant has not yet turned on the heat to the buildings, you will not be able to turn up the heat by using the thermostat; this also applies for cooling the units.

Heat Transitions

HRL works in collaboration with University Facilities on heat transitions. The transition to heat in the residence halls is dependent upon several factors. Some factors considered by HRL and University Facilities includes if there have been consecutive nights below freezing.

Once a decision to turn the heat on or off has been made, the process for transitioning and finding a comfortable temperature usually takes several days.

Wireless Connections

Each residence hall room has access to AirVandalHome, the University of Idaho's residential wireless network. Additionally, some rooms come equipped with wired ports. Due to possible interference with the campus wireless network, electronic devices broadcasting in the 2.4 GHz range, including wireless routers, cordless phones, wireless video transmitters, and wireless audio speakers are not allowed. You may use phones and other devices that operate in the 900 MHz range. Information Technology Services will monitor for interference by 2.4 GHz.

Computer Network Connections

All computers, mobile devices and game systems must be registered with the campus network before they can be used. Before you arrive on campus you may go to <http://help.uidaho.edu/avsetup> to find steps needed to activate your connection. If you have questions regarding the use of wireless or Ethernet, please submit a support ticket through <https://support.uidaho.edu/>.

Ethernet ports provide direct campus Internet connections in every room, except NCC. You must provide an Ethernet cable to plug your computer into the wall plate. This is a standard Ethernet cable sometimes referred to as a CAT5 or CAT6 cable. Ethernet adapters and patch cables are available at most computer retail stores and can be purchased on campus at the University VandalStore.

For the protection of your computer, you should always use a surge protector. In an effort to reduce the risk of electrical fires, students are required to use surge strips or extension cords which provide surge protection, cord arc protection, and ground fault protection.

UI Residential Data Connection Privilege Agreement

The Ethernet and wireless connections are provided in your room as a privilege, not a right. It is the responsibility of the connected resident to adhere to all University of Idaho policies. The voice, video, and data networks are for the use of UI students, faculty, and staff, and you must comply with the University of Idaho Computer Use Policy, which can be found at

<https://www.uidaho.edu/governance/policy/policies/apm/30/12>

By using the Ethernet or wireless connection provided by HRL, you agree to abide by the terms and conditions set forth in the policy.

Important Security Note

If you use the campus wireless network, you should clearly understand you are transmitting your information and data through the public airwaves. The University of Idaho assumes no responsibility for any data loss or the compromise of private information such as passwords, credit card information, registration data, etc., as a result of using the wireless network.

Mail Services

Students will be notified, via their Vandal email, when they have mail. Students may then pick-up their mail at the Housing Information Desk, located in LLC building 2.

Forwarding Mail

Students moving out of the residence halls should log into the Housing portal at www.iwanthousing.uidaho.edu and update their forwarding address. Housing will only forward mail for 30 days following check-out. After 30 days all items will be returned to sender.

Parking

Silver parking lots are designated for residence hall student use only. Economy permits are also available for residence hall students. Students can purchase a parking permit from Parking and Transportation Services or on their website at <http://www.uidaho.edu/parking>. Students moving out of the halls early must return residential parking permits and may receive a prorated refund.

Laundry Facilities

Washers and dryers are centrally located in each building. Machines are free to use for students residing in that building. These facilities are for exclusive use by HRL students.

Room Maintenance

Students may submit a service request through the Housing Portal under MyHousing (<https://iwanthousing.uidaho.edu/>) to address maintenance concerns in rooms and common areas.

Smoke Detectors

Smoke detectors are intended for room occupant notification only. The alarm will not alert the rest of the building of a fire. It should be kept in an operable condition and tested monthly by students. If it is found to be inoperable, notify maintenance immediately for repair or replacement by submitting a service request online through the Housing Portal under MyHousing (<https://iwanthousing.uidaho.edu/>). McConnell Hall has battery-powered smoke detectors, which must be kept in operable condition and tested monthly by students.

Each residence hall is equipped with a building fire alarm system that senses fire and/or smoke. The system can also be activated manually when there is a fire. The alarm stations are located within the hallways at points of exit, such as doorways to stairwells

and exterior exit doors. Residents should familiarize themselves with the manual pull station locations within their residence.

Trash and Recycling Disposal

Dumpsters are conveniently located outside of each building. Student room trash and recyclable materials must be disposed of properly. Improper room trash disposal (includes but is not limited to the hallway, lounge and bathroom trashcans or recycle bins) may result in student receiving a removal/cleaning charge.

Vandal Card Access

Your Vandal Card serves many purposes on campus and is your official student ID card. It provides access to numerous events, facilities, your residence hall and the dining hall.

If you lose your Vandal Card, you should report the loss to the Student Technology Center in the Idaho Student Union Building (ISUB), online on Vandal Web, or at 208-885-4357 as soon as possible.

Abandoned Property

Any property left behind estimated at a value of \$25/per item or higher, will be inventoried and placed into storage for no more than 30 days. Items left behind below an estimated value of \$25/per item will be disposed of or donated immediately. Student will be charged for disposal of trash and property left behind. Bicycles found stored improperly will be considered abandoned and will be removed. After 30 days all abandoned items will be donated or disposed of regardless of value.

General Room Care and Maintenance

Room Decoration and Modification

Students are encouraged to personalize their space in their assigned rooms within the University policies and guidelines. No permanent changes can be made and any damages caused by decorating the room or by removing decor at the end of the year will result in charges to the resident. No holes or painting is permitted. Students must return their rooms, beyond reasonable wear and tear, to the exact same condition it was in during check in. Students are responsible for damage to the exterior of their room doors unless the damage is reported as vandalism. This damage includes but is not limited to writing, scratches, and tape residue.

Room Furnishings

All rooms are equipped with standard furnishings: a bed, a desk and chair, window coverings, dresser, closet/wardrobe and bookcase. Room furniture **may not** be removed from living spaces, including mattresses. If a student chooses to re-arrange furniture provided, it must be returned to original layout prior to check out. If there is an

accommodation needed, please contact the Center for Disability Access and Resources on campus at 208-885-6307 or cdar@uidaho.edu.

Bed adjustments vary by community.

- Tower beds may not be lofted. Students may use an industry standard bed riser.
- LLC and McConnell residents need to submit a service request for any bed adjustments. Loft kits have been installed in those rooms that require them for space guidelines.
- Wallace Residence Center beds are unable to be lofted or de-bunked. Students who wish to adjust bed heights need to submit a service request.
- North Campus Community beds are unable to be lofted, but can be bunked or de-bunked if desired.
- Cinder blocks are not allowed in the rooms for any purpose.

Common Areas

Students are responsible for damage done to the common areas of their residence hall. A common area is one generally used by, or available to, all students of the hall.

These areas include, but are not necessarily limited to kitchens, lounge areas, community bathrooms, hallways, laundry rooms, and stairways. If damage occurs to property located on a floor or in a common area, a HRL staff member will investigate the incident to determine who is responsible for the damage. In the event that the responsible individual(s) cannot be identified, costs of the repair or replacement can be assessed on a prorated basis to the accounts of students residing in the area where the damage occurred. Students will be notified in advance of charges that will appear on their student accounts.

If furniture is moved or removed from a common space and taken to a student room or another area of the building, the individual(s) responsible will be charged a labor fee for a HRL staff member to return the item(s) to their original location.

Service Requests

For non-emergency repairs and damages, please submit a service request. It is the responsibility of the resident to submit the service request through the Housing Portal under MyHousing at <https://iwanthousing.uidaho.edu/> and request the repair(s).

Please do not leave your room/suite unlocked because you are expecting a maintenance person as this could result in being locked out. Approved Facilities and HRL staff will always have access to a key to your room/suite and will lock the door when they leave.

Emergency Maintenance During Non-Business Hours

If an emergency maintenance situation occurs please contact the Housing Information Desk at 208-885-7379. *The Information Desk is open 24/7, unless notified otherwise.* The situation will be assessed by Housing staff and maintenance personnel will be

contacted, if determined to be appropriate. Should you have an emergency maintenance situation take place when the Information Desk is closed; please contact the RA on-call number.

An emergency maintenance situation is one that will cause or could potentially cause physical harm to residents or will cause or could potentially cause physical damage to the halls. The following are examples of an emergency maintenance situation that will be given immediate attention:

- No heat (when the inside temperature is below 60 degrees).
- No electricity.
- Plugged or broken toilet, sink, bathtub or sewer lines.
- Water leaks or broken water lines where the resident cannot close a valve or shut the water off to the room/suite.
- Frozen water pipes.
- Refrigerator not operating (resident should store items with neighbors until fixed). HRL is not responsible for spoiled items from the fridge.
- Broken windows that compromise safety and/or security.

The following would NOT constitute an emergency after business hours:

- No hot water.
- No heat when the inside temperature is above 60 degrees.
- Removing articles such as contact lenses or rings from drains.

Non-Emergency Maintenance During Regular Business Hours

Maintenance personnel are available Monday through Friday, except holidays. Once they receive your request for service, depending on the maintenance needed, you can expect to have your problem addressed within five business days. Although you may submit a Service Request online on weekends and holidays, no requests will be completed until (at earliest) the next working day. For timely service, please submit the Service Request as soon as the problem develops, especially if same day service is requested.

Maintenance for normal wear and tear will be handled at no charge to the student. If damages result from carelessness, misuse, abuse, negligence, deliberate vandalism, accident or any other cause by a resident or guests of a resident, any resulting maintenance, repair or replacement, necessitated by these damages must be paid for by the resident. Furthermore, a \$10 processing fee will be assessed. If you have a problem submitting a Service Request on the HRL website or are not getting the service you need, please contact HRL at 208-885-6571 or housing@uidaho.edu.

Right of Entry / Room Entry

The University makes every effort to respect a student's right of privacy. The University shall at its sole discretion and at all times have the right to enter the assigned room without notice or consent of the student when the University has reasonable cause to

believe that (a) there exists an immediate threat to the health, safety or property of student or of the other occupants of the assigned room or of the residence hall, or (b) University or private property is at risk of damage or destruction. In addition, the student authorizes University personnel to enter the assigned room to close and secure it, to make necessary or desirable repairs, for routine or other maintenance, for routine inspections, to eliminate nuisances, including, but not limited to alarm clocks, and for other purposes as deemed necessary or desirable by the University.

Facility team entry guidelines:

The University reserves the right to enter the room or suite without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 6:00 p.m. have been designated as a reasonable time period. A Maintenance Service Card will be left by the maintenance personnel stating when they were in your room and what was done.

Housing team entry guidelines:

HRL staff will knock on the room/suite door, wait and knock again, louder. If there is no answer at the door or no indication that someone is home, they will use their passkeys, open the door about six or seven inches and call out to see if anybody is home.

Health and Safety Code Compliance

The student shall comply with the city, county, state and federal codes regarding health and safety. Upon proper notice, the student shall comply with all requests from HRL pertaining to the correction of health and safety concerns or violations in their assigned space. Students will be given a specific amount of time to correct the health and safety concerns or violations. Should the student fail to correct the violation in a timely manner, HRL reserves the right to send in staff to correct the concerns or violation and the student will be responsible for the cost of such correction. HRL also reserves the right to terminate a student's License Agreement if a reasonable level of cleanliness and sanitation is not maintained.

Health and Safety Inspections

Residence Life staff members perform regular safety inspections. Trash/recycling may be removed (with labor charges to the student), room/bathroom cleaning may be completed with appropriate charges to the students assigned to the room/suite, and policy violations that are noted during inspections may result in referral for disciplinary action. Staff will also check for double occupancy violations (please see Consolidation Procedures).

Cleanliness and Sanitation

For the health and safety of all students, it is the responsibility of the residents:

- To keep the room and suite clean and free from garbage and trash.
- To share in the proper care, cleaning, and use of community areas and facilities, including stairs, stairwells, and laundry rooms.
- To dispose of all trash and garbage in the dumpsters provided near each building. Residents shall not sweep trash from inside to hallway or throw dirt, trash, garbage, or waste from windows or balconies.
- To not use corrosives such as Drano or Liquid Plumber in drains. They are a safety hazard to our employees as well as our pipes. If you have a slow or plugged drain, submit a Service Request.

Pests and Nuisance Prevention

All residents must help by practicing good housekeeping techniques. Please use the following suggestions:

- Do not leave dirty dishes or food on the countertops or sinks overnight.
- Store open food containers (cereal boxes, etc.) in plastic bags or in the refrigerator.
- Do not use contact paper in cabinets. Cockroaches feed on the sticky backing.
- Keep all counter tops and floors clean and free of food crumbs.
- Do not store damp rags or sponges in dark closets. Store all brooms and mops with the handle down.
- Do not leave articles of clothing or bedding on closet floors, in corners, etc. Pests nest in dirty closets.

Service and Assistance Animal Policies

Additional information regarding the University's policy on service and support animals can be found at <http://www.uidaho.edu/apm/95/16>.

Service Animal Policy

A service animal is a dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, and the work or task must be directly related to the individual's disability. A student wishing to bring a service animal into campus housing should first contact HRL and the Center for Disability Access and Resources (CDAR).

The University requires the student to provide a Certification of Need for Service or Assistance Animal from the student's attending or diagnosing licensed health professional confirming the student's disability and disability-related need for the requested animal as a reasonable accommodation. CDAR may ask the student whether the animal is required because of a disability and what work or task the animal has been trained to perform. Certification is required on an annual basis. **The University requires recertification of need for a service or assistance animal as the result of changes in the**

student’s medical or mental health condition, replacement of student’s animal, or revision of University policies.

The resident must comply with the policies set forth in the Administrative Procedures Manual Section 95.16 C-2.a and C-4.a. The University may require the resident to remove a service animal from the dwelling if the resident is not complying with applicable laws, the animal poses a direct threat to the health or safety of others, the animal’s presence fundamentally alters the nature of HRL Operations, the resident cannot effectively control the animal, or the animal is not housebroken.

Please see “Animal Policies and Requirements” for the specific provisions under which the animal must be kept.

Support/Assistance Animal Policy

Qualified support animals are allowed in residential rooms once fully documented and approved. A support animal is an animal that provides support that alleviates one or more identified symptoms or effects of a person’s disability. Unlike service animals, support animals are not trained to perform work or tasks and like service animals they are not considered pets. Pursuant to the Fair Housing Act, a resident may keep a support animal in the residence if the resident has a disability, if the animal is necessary to afford the resident an equal opportunity to use and enjoy the residence, and there is an identifiable relationship between the disability and the assistance provided.

Support animals may accompany the resident in the room/suite.

Before a support animal can move into residential spaces with a resident, a request must be made to the Center for Disability Access and Resources (CDAR) and approval granted (30 days prior to occupancy) by submitting the Disability Services Request Form, which can be obtained by contacting the CDAR office. CDAR will require documentation from a licensed physician or mental health provider that provides sufficient information for CDAR to verify: (a) the existence of a disability (i.e., physical or mental impairment that substantially limits one or more major life activities); and (b) that the support or assistance animal alleviates at least one of the identified symptoms or effects of the disability.

The University does not require residents who are accompanied by support animals in residential rooms to pay a surcharge for their support animal, such as a pet deposit. After CDAR and HRL approve a request for a support animal, HRL Staff will meet with the student and all parties will sign the Service and Assistance Animal License Agreement.

The resident must comply with the policies set forth in the Administrative Procedures Manual Section 95.16 C-2.c and C-4.c. The University may require the resident to remove an assistance or support animal from HRL if the resident is not complying with

applicable laws, the animal poses a direct threat to the health and safety of others, the animal would cause substantial physical damage to the property of others, the animal would pose an undue financial and administrative burden on the University, or the animal would fundamentally alter the nature of Housing Operations.

Please see below for the “Animal Policies and Requirements”

If a person has a disabling condition that may be affected by the presence of a support animal in residential spaces, that person may contact CDAR and HRL for assistance. The University is committed to ensuring that the needs of all people with disabilities are met and will determine how to resolve any conflicts or problems as expeditiously as possible.

Animal Policies and Requirements

In addition to the policies set forth in the Service Animal Policy and Assistance/Support Animal Policy sections, all students with approved animals in HRL must comply with the following provisions:

- A. The animal must be kept in compliance with all applicable city and county animal laws and regulations (see Moscow City Code Title 10, Chapter 5 Dogs and Other Animals), including but not limited to those regarding licensing, vaccination and nuisance/noise prohibitions, and must wear vaccination and owner identification tags.
 - i. The animal must have current vaccinations required by law. If the animal is a dog, cat, or ferret, Moscow City Code Title 10 § 5-15 requires such animals to be vaccinated against rabies. All core vaccinations as suggested by the Washington State University College of Veterinary Medicine are strongly recommended, <http://vth.vetmed.wsu.edu/client-information/sa-vaccines>.
 - ii. If the animal is a dog, Moscow City Code Title 10 § 5-2 requires the dog to be registered with the City of Moscow. Copy of registration will be provided to Housing.
- B. If the animal is subject to city registration and vaccination laws, the student must provide proof of current registration and certification from a veterinarian of current rabies vaccination.
- C. The animal must be in good health.
- D. The animal must be appropriately socialized to reside in an on-campus community and must not demonstrate aggression toward people or other animals. The owner of an aggressive or repeatedly disruptive service or assistance animal will be required to remove the animal from university facilities as it poses a direct threat to the health and safety of others.
- E. The owner must be in full control of the animal at all times. The animal must be leashed, or otherwise contained and controlled. Animal shall not be left unattended in campus yard areas or other public spaces.

- F. If residing in a double occupancy space the animal must be under the direct control of the owner at all times within the room space. The animal may not intrude into the space of the other occupant within the room. The animal must be crated/leashed when not under the direct control of the owner, such as times when the owner leaves the room or is sleeping.
- G. The animal must be house broken and may not relieve itself in the unit, except in properly designated locations, e.g., the litter box for a cat. It is the owner's responsibility to collect feces and dispose of it in an outdoor waste receptacle. If the assistance or support animal is a cat, disposal of cat litter, including litter marked "flushable," by flushing it down the toilet or any other plumbing fixture is prohibited. CDAR or HRL can provide additional guidance on where to dispose of animal waste if necessary.
- H. The owner is responsible for animal hygiene sufficient to prevent offensive odors within, or permeating from, the unit. Flea control is essential and adequate measures are required. If a flea problem develops, it must be remedied immediately and effectively.
- I. The owner is responsible for the health and welfare of the animal, providing adequate nutrition, making sure it gets adequate exercise, giving it ample time to eliminate its waste in appropriate locations, and immediately cleaning up after the animal when it defecates, in order to protect small children and others from contact with animal waste.
- J. The owner must ensure that the animal does not cause injury or damage to property inside or outside of the unit and assumes responsibility for the cost of injuries and repairs for all damage caused by the animal.
- K. The owner must ensure that the animal does not pose a direct threat to the health and safety of others.
- L. If at any time the animal is replaced with another animal, the student must immediately notify CDAR and HRL of the reason and get approval for the new animal. The University will require recertification of need by the student's attending or diagnosing health professional.
- M. The owner must notify the university of any change in their medical or mental health condition that affects the owner's need for a service or assistance animal.
- N. The owner must recertify animal annually, 30 days prior to occupancy. Recertification includes updated documentation and approval.
- O. The owner is responsible for setting up an emergency plan for the animal in case owner is unable to care for the animal or there is an emergency on campus that requires vacating the room space such as a fire drill etc.

Residence Hall Policies

Students living in the Residence Halls agree to the following:

- Compliance with University officials and police on campus
- Students who verbally abuse or fail to cooperate with the reasonable request of a University official (including all members of the HRL staff) acting in the performance of their duties may face judicial action.
- Moscow Police Officers are members of the University community and are regularly in the residence halls for community-oriented policing, educational programming and to address community concerns as they arise.

Violations of Policies

Students are responsible for their actions and the actions of their guests and will be held accountable for violations of the housing policy as well as for University policies and regulations as stated in the Student Code of Conduct. Violations of housing policies are also violations of the Student Code of Conduct. Sanctions are imposed to help educate and to hold students accountable. Students are required to complete sanctions. Sanctions include, but are not limited to:

- Warning – a verbal or written notice indicating that the actions or behaviors of the student are not acceptable.
- Educational sanctions – provide an opportunity for the student to change their behavior and increase understanding of how their actions affect the community or other individuals.
- Community service – a specified amount of hours to be determined by the hearing officer in restitution to the community.
- Probation – a documented statement that the student’s status in HRL is seriously jeopardized.
- Relocation to another residence hall community – moving the resident from their assigned room into another residence hall floor or building. The student’s access is often restricted from the previous community.
- Restitution – the resident is required to make payment to the University or to other persons, or groups for damages, which the student is responsible.
- Fines – charges levied against the student account.
- Student account hold – a hold will be placed on your student account which could restrict registration, graduation, and/or receiving transcripts.
- Termination of the License Agreement – an administrative action taken by HRL to remove a student from the residence hall. Such action does not absolve the student of their financial obligation.

Policies

Where applicable, policies are in effect for all students, those who live in campus housing, as well as those who live off campus and are visiting as a guest in the Residence Halls.

1. Administrative Procedures.

- a. All students must abide by the procedures listed in this Handbook and License Agreement.

2. Active Sports.

- a. Participating in active sports in areas that are not designated for that purpose is prohibited.

3. Advertising / Posting.

- a. Unless approved by HRL or professional staff member, any advertisements or postings are prohibited.
- b. Community Postings that are approved, must clearly display the name of University-related sponsor on the posting.
- c. Individual Room Postings must follow the below guidelines:
 - i. Items visible from the outside of a room must not be offensive, lewd, or contain alcohol/drug references or imagery;
 - ii. Combustible items shall not be utilized as ceiling or wall coverings;
 - iii. A maximum of 25 percent of wall space may be covered in items capable of burning (such as, but not limited to: cloth, paper, wood, canvas, nylon, posters, pictures, wreaths, etc.);
 - iv. No more than 50 percent of room door may be covered;
 - v. The room number must always remain visible;
 - vi. Flammable materials are strictly prohibited.

4. Alcohol.

- a. Students under the age of 21 may not possess, consume, provide, manufacture, sell, exchange, or otherwise distribute alcohol.
- b. Students under 21 will not participate in events where alcohol is being served or be in the presence of alcohol in a residence hall room and/or suite.
- c. Students who are at least 21 years of age may consume alcohol responsibly in the privacy of their room with the door closed and may only possess one open container per individual of legal drinking age where drinking is permitted.
- d. Students of legal drinking age may not manufacture or sell alcohol, nor may they provide or distribute alcohol to minors, or consume alcohol in the presence of minors in the Residence Halls.
- e. Alcohol is permitted for those residents who are of legal drinking age, but may not be consumed in presence of minor guest(s), must be consumed

within the room with a closed door, may not be consumed in public areas, and containers must be disposed of immediately.

- f. Possession of full or empty containers equaling more than 144 ounces of beer, one 750 mL bottle of wine, or a 750 mL bottle of liquor are not allowed.
- g. Guests of legal drinking age who are visiting residents of non-drinking age may not consume alcohol.
- h. Students may not display or decorate room/suite with alcoholic beverage containers or signage. Beverage containers are defined as those containers whose sole purpose or intention are to contain alcohol.
- i. Students who are noticeably intoxicated and/or disruptive when they return to the residence halls and/or requiring assistance may be subject to disciplinary action.
- j. Consuming alcohol in public areas is strictly prohibited. Public areas include but are not limited to lobbies, kitchens, restrooms, elevators, rooms with doors open, hallways, bathrooms, and any area other than a student's room with door closed.
- k. Empty alcohol containers must be disposed of or stored promptly.
- l. Delivery or shipment of alcohol to a student housing facility is prohibited. Any packages that reasonably appear to contain alcohol will be detained and opened with the student. If the package contains alcohol beverages, it will be returned to the sender at the expense of the student.
- m. Activities that promote an atmosphere of irresponsible consumption are prohibited, including but not limited to kegs, beer bongs, and beer/water pong.
- n. Alcohol of any kind is prohibited in communities that are substance free.

5. Appliances.

- a. Possessing items in student rooms/suites used to cook food or to create heat that do not have an automatic shut off is prohibited.
- b. The following items are strictly prohibited regardless of automatic shut off in all interior spaces and buildings, including, but not limited to: toaster, pressure cooker (including Instant Pots), deep fryer, air fryer, hot plate/heating element, open flame or gas grill of any size or kind, etc.
- c. Personal refrigerators and microwaves are not allowed in Wallace Residence Center, Theophilus Tower, McConnell Hall or North Campus Communities.

6. Bed Guidelines.

- a. Cinder blocks are prohibited.
- b. Attaching lofts to walls, floor, or ceiling without proper authorization is prohibited.
- c. Any mattress and bed not provided by HRL are prohibited.
- d. Un-bunking beds within Wallace Residence Center is prohibited.

7. Bicycles, Scooters, E-Scooters, and E-Bikes.

- a. Bicycles, including e-bikes and electric scooters, not stored in approved locations (including indoor bicycle storage areas in some areas), not registered with the City of Moscow, or not secured with a locking device are prohibited.
 - i. Bicycles, e-bikes, e-scooters may not be stored in suites or rooms.
 - ii. Residents in an LLC building may store non-motorized bikes and non-motorized scooters in their room, but not in the common area of the suite.
 - iii. Bicycles, scooters, and e-bikes may not be stored in any hallway, lounge, or common space unless otherwise designated for bicycle storage;
 - iv. Bicycles, scooters, and e-bikes are not to be chained or locked to handrails, benches, or buildings.
- b. Bicycles, scooters, and e-bikes shall not to be ridden in buildings.
- c. Bicycles, scooters, and e-bikes not removed after spring semester will be considered abandoned property.

8. Community Kitchens.

- a. Unattended appliances or food while cooking is prohibited.
- b. Failure to appropriately clean up kitchen or cooking supplies is prohibited.
- c. Extended storage of food in community refrigerators or cabinets is prohibited.

9. Computer Usage.

Failure to comply with [University of Idaho Computer Use Policy](#) is prohibited.

10. Dining Services

- a. Failure to comply with Idaho Eats policies and procedures is prohibited.

11. Disruptive Behavior.

- a. Behavior that a reasonable person would view as substantially or repeatedly interfering with the community, HRL staff, or other University officials is prohibited.
- b. Failure to comply with reasonable requests made by HRL staff or other University officials is prohibited.
- c. Activities in hallways and other indoor areas that could cause damage to persons or property including sports in the halls, skateboarding, etc. is prohibited.
- d. Interference, disturbance, or obstruction of any other student or staff member by means of noise, abusive language or other nuisance is prohibited.
- e. Failure to provide identification when requested by a HRL staff member is prohibited.
- f. Engaging in lewd, obscene, indecent behavior or any conduct that is

offensive to accepted standards of decency such as public nudity or public urination is prohibited.

12. Doors/Egress/Entrance.

- a. Propping open exterior building doors, fire doors (including some interior room/suite doors), and hallway doors is prohibited.
- b. Obstructing the safe and efficient egress or entrance to rooms, hallways, or common spaces in any way is prohibited.
- c. Modifications or alterations of any type to windows, ledges, or doors including removal of stops and screens is prohibited.
- d. Throwing or hanging any materials or liquids from windows or entrances or passing objects through or otherwise breaking the plane of the window is prohibited.
- e. Accessing the canopy, roof, access panels, gutters, window ledges, or other exterior elements of any building is prohibited.

13. Drugs, Prescription Medication, and Illegal Substances.

- a. Illegal substances are prohibited under University policy (Student Code of Conduct Article VII), state and federal law.
 - i. While the State of Washington has made possession and use of marijuana legal under Washington law, the possession and use of marijuana remains illegal under both federal law and the laws of the State of Idaho. Even though you can buy marijuana at a retail marijuana store in the State of Washington, it is illegal and violates the Student Code of Conduct to bring marijuana into Idaho. You may be subject to criminal prosecution under the laws of the State of Idaho. You will be subject to disciplinary action under the Student Code of Conduct if you possess or use marijuana in the residence halls or in the State of Idaho.
- b. Consumption, possession, furnishing, manufacturing, selling, exchanging, or otherwise distributing any controlled substances is prohibited by state and federal law.
- c. Using or misusing illegal substances is prohibited by federal and state law.
- d. Misuse of over the counter drugs or prescription medication is prohibited.
- e. Providing over the counter drugs or prescription medication to any person(s) is prohibited.
- f. Any object or device (homemade or otherwise) that reasonably can be used to conceal or consume controlled substances is prohibited.
- g. Any device found to have drug residue is considered paraphernalia and is prohibited.

14. Electrical Cords.

- a. Improper maintenance and upkeep of cords and wiring are prohibited.
- b. Daisy chain extension cords are prohibited, this includes but is not limited to:

one power strip plugged into another; multiple extension cords linked, etc. Only one power strip per plug directly into the wall.

- c. Heavy-duty power strips equipped with internal breaker protection are authorized for limited use. All such devices must utilize a minimum 16 gauge, 3-wire, grounded three-prong type cord.

15. Elevators.

- a. Inappropriate behavior in the elevator is prohibited. This includes, but is not limited to:
 - i. Forcing doors open;
 - ii. Pushing emergency button without experiencing an emergency;
 - iii. Pushing multiple buttons for floor other than destination;
 - iv. Jumping, horseplay, and loitering.
- b. Use, or attempted use, of elevators during fire alarm is prohibited.
- c. Advertisements/Flyers within elevators are prohibited.

16. Entrepreneurial Enterprises.

- a. No business may operate out of, or use as its base of support, any room or residence on University property, or through the University network.

17. Failure to Comply.

- a. Residents are required to comply with official requests or directives of the university or a university official.
- b. Residents must not interfere or obstruct staff performing their duties.
- c. Residents must not provide false information.
- d. Failure to comply is prohibited, which includes but is not limited to:
 - i. Refusal to present identification;
 - ii. Falsely identifying yourself by name, age, residence, etc.;
 - iii. Providing false information to staff and/or officials;
 - iv. Refusing or ignoring a direction while staff are performing duties;
 - v. Failing to open one's room/unit door at a staff member's request;
 - vi. Purposely violating policy, directive, or restriction communicated by staff or officials;
- e. Failure to respond to official request by verbal, letters, university email, etc. is prohibited.

18. Fire Safety.

- a. Tampering with, altering, damaging, disabling, or inappropriately utilizing any fire safety equipment or creating such condition that could create a potential fire hazard, including false fire alarms and failure to evacuate during a fire alarm is prohibited.
- b. Unless approved by HRL staff, the following items are prohibited: Live trees, wreaths, or garlands in student spaces; Any live trees in community spaces must have approval from Professional HRL staff; Open flame items (even if

not lit) including: candles, incense, punks, lanterns, etc.; Flammable liquids, gases, oil, etc.; motor vehicles of any type (including but not limited to e-bikes/e-scooters, Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices), or associated parts for maintenance, repair, or storage; Student construction, made of wood, not coated with two coats of fire retardant paint.

- i. The storage and charging of lithium-ion batteries for these mobility devices in residence halls is prohibited as they represent a serious hazard and may explode, causing injuries and starting fires.
- c. Cords placed under carpets or doors are prohibited.
- d. Students will not set a fire, pull or call in a false alarm, discharge or remove a fire extinguisher or hose, tamper with smoke detector, break the safety glass on the fire extinguisher case, prop fire doors, and/or leave an area through the locked fire door.

19. Furniture.

- a. University furnishings shall not be removed from student rooms, common spaces or lounge spaces.
- b. Furniture, other than that provided or authorized by HRL, is prohibited in lounge spaces.
- c. Modifying or damaging University furniture is prohibited.

20. Guest Responsibility.

- a. Any individual that is not a resident student of the specific room, hall, or building must be invited to the community and must always be escorted by a host/resident. The host will be responsible for guest's behavior.
- b. Hosting a guest without permission from the resident's roommate is prohibited.
- c. Guests staying more than three nights in a row or seven nights per semester is prohibited.
- d. Having a number of guests that exceeds the fire capacity for a room/suite is prohibited.

21. Key Responsibility.

- a. Failure to maintain possession of their room key, and student ID card is prohibited.
- b. Loaning or giving a key or student ID card to another person or using a key or student ID to admit an unescorted, non-resident is prohibited.
- c. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance is prohibited. This includes occupying or utilizing a room space to which you are not assigned.
- d. Keys must not be copied or reproduced.
- e. Lost or stolen keys must be reported to the Housing Information Desk immediately.

- f. Keys must be returned to the University upon request or upon checkout.
- g. Keys that are lost or not returned on time will result in a \$75 rekey fee.

22. Misuse of University Resources, Property, or Personal Property of Others.

- a. Theft, or attempted theft, of property of the University or another person is prohibited.
- b. Property in an assigned space shall not be removed without proper authorization.
- c. Tampering or borrowing any property without permission is prohibited.
- d. Damages caused to University or personal property, including but not limited to, graffiti, placing or dumping trash, damaging bulletin boards, and other destructive activity is strictly prohibited.
- e. Unauthorized possession of keys or identification for the purpose of unauthorized access is prohibited.

23. Odors.

- a. Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

24. Passive Participation.

- a. Residents are obligated to remove themselves from any situation that is a violation of HRL Policy and/or the Student Code of Conduct and report the situation to a HRL staff member.
- b. Residents present during a violation of a HRL Policy and/or the Student Code of Conduct can be held responsible for that violation.

25. Pets (excludes Service Animals and approved ESAs).

- a. Students may not have animals in any residential building on either a temporary or permanent basis, except for fish kept in a 10-gallon or smaller aquarium/tank.
- b. Fish tanks cannot be over ten gallons and only one tank is allowed per room/suite.
- c. Students should properly clean, store, and empty fish tanks, including during extended breaks.
- d. Students shall not leave fish unsupervised over extended breaks.
- e. Preventative measures should always be taken for odor control. Respect of others must be considered.
- f. Residents will be charged for labor and supplies for damage to the room/suite, furnishings, or floor that exceeds normal wear and tear. When the resident vacates the room/suite, staff will bill the resident for any cleaning over and above the norm that must be undertaken because the room/suite housed the prohibited pet.

- g. Liability for prohibited Pets: Residents are responsible for the actions of their pets, including any personal injury or property damage the prohibited pet causes.
- h. Any violation of this prohibited pet policy, including neglect of the prohibited pet, can result in additional fines or fees, student conduct action, and possible License Agreement cancellation.
- i. Residents are expected to properly care for Service Animals and approved ESAs.

26. Pranks and Harassment.

- a. Individual or group behavior which leads to actual or potential harassment, accident, injury, or damage to a person or property is prohibited.
- b. Stalking, abusive language, insults or taunting directed toward another person are prohibited and rationales such as ignorance, humor, anger or alcohol will not be accepted for such harassment.
- c. Students will not engage in pranks which result in disturbances or distress to others, cause damage to campus or personal property or result in accidents or injuries.

27. Quiet Hours.

- a. Unreasonable noise is any sound, human or otherwise, which is disturbing to others. Unreasonable noise is prohibited. Not adhering to minimum mandatory quiet hours in or around residence halls is prohibited. Standard quiet hours are 10 p.m. to 7 a.m. seven (7) days a week.
- b. Not adhering to quiet hours in areas and at times designated by HRL, including during finals week, is prohibited.
- c. Not adhering to a courteous level of sound at any time or failure to reduce volume when requested to do so by another student or staff member is prohibited.
- d. Starting at 10 pm on the Sunday of “Dead Week” and through the last day of Final Exams, 24-hour quiet hours are in effect.

28. Recording devices.

- a. Making or attempting to make an audio or video recording of any person(s) on University premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy, without the knowledge and consent of all participants subject to such recordings is prohibited. All areas within a residence hall provide a certain level of privacy; as such, the use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings.

29. Roommate and/or Suitemate License Agreement(s).

- a. Failure to abide by agreed to room and/or suite terms is prohibited.

30. Room Assignment.

- a. Students may not live in, occupy or allow another student to occupy any residence hall room or space other than one's assigned location according to HRL Assignments staff.
- b. Students must comply with any HRL request or consolidation requirement.
- c. Failure to abide by procedures outlined is prohibited.

31. Room Entry.

- a. Entering another student's room without the invitation or consent of the room resident at the time of entry is prohibited.
- b. Failure to abide by access procedures outlined is prohibited.

32. Room Responsibility.

- a. Behaviors which are in violation of the HRL Handbook or Student Code of Conduct that occur in a student room or suite are prohibited.
- b. Students living in a room designated for double occupancy may only occupy one-half of the room space. The other half of the room must remain empty and in its original condition.
- c. Residents are expected to maintain a safe and healthy living environment.

33. Service and Support Animals.

- a. Student must follow all requirements outlined in Service and Support Animal section. Failure to follow policy may result in removal of animal from HRL.

34. Smoking.

- a. Smoking any product that produces smoke/vapor, including but not limited to cigarettes, cigars, pipes, or electronic cigarettes in any HRL facility or on the University of Idaho campus is strictly prohibited.

35. Weapons, Firearms, Fireworks and Explosives.

Additional information regarding the University Weapon Policy w can be found at: <http://www.uidaho.edu/apm/95/12>

- a. Possessing, using, or storing firearms, explosives, weapons, projectile, explosive devices, or explosive substances within Residence Hall premises is prohibited.
- b. Prohibited items include but are not limited to:
 - i. Air soft guns, BB guns, Billy clubs or batons, brass knuckles, CO2 guns, knives (blades over 4"), swords, nunchaku, paintball guns or markers, pellet guns, sling shots, stun guns, blowguns, bow and arrow, crossbows, throwing stars, catapults, and any device which causes dangerous chemical reactions. The full list of items defined as "weapons" is available in the Administrative Procedures Manual 95.12 B-2.
 - ii. Misuse of pepper spray or mace.

- iii. Demilitarized weapons are prohibited.
- c. Kitchen cutlery is allowed for culinary purposes only. Any items used as weapons will be treated as such.

36. Windows, Ledges, and Exteriors.

- a. Windows and ledges should always be kept free of material. Do not attempt any modification to your windows, ledges, or doors. Do not tamper with or remove window stops and screens.
- b. Windows are not to be used as exits or entrances.
- c. Do not throw any materials or liquids from your window. Throwing, hanging items out of a window, passing objects through or otherwise breaking the plane of the window is prohibited.
- d. Residents are not allowed to change, alter, or access the canopy/roof, access panels, gutters, window ledges or other exterior elements of the building.
- e. Signs and other postings that can be viewed from the exterior of the building are not permitted.

ADDENDUM ONE:

Qualifying and Non-Qualifying Events for Cancellation

Qualifying Events include:
December (Fall) Graduation
Spring semester study abroad
Completion of international or domestic exchange program
Withdrawing completely from the University of Idaho
Spring semester internship outside of Moscow, ID
Spring semester student teaching outside of Moscow, ID
Military leave of absence
Hardship withdrawal approved through Dean of Students Office (DOS)
Transferring to an <i>on-campus apartment</i> (South Hill, South Hill Vista, Elmwood)
Other events will be reviewed by the Housing Appeals Committee
Non-Qualifying Events include:
Moving from a Residence Hall into a Fraternity/Sorority House
Moving off-campus and continuing to attend the University of Idaho
Receiving an exemption from the "First-Year Residency Requirement" through DOS and moving off-campus after signing the Housing License Agreement
Other events will be reviewed by the Housing Appeals Committee