



Elisabeth Haub School of Law

PACE UNIVERSITY

Dannat Hall Guide to Community Living

INTRODUCTION

The Guide to Community Living at Dannat Hall is a resource outlining the guidelines, important information, community standards, policies, and procedures of our community. The Office of Student Services & Residential Life, work towards ensuring a safe and educational environment that serves as a training ground for active student leaders and responsible citizens of our community. You can reach us at (914) 422-4136 or at DannatHall@law.pace.edu.

RESIDENCE LIFE ADMINISTRATIVE POLICIES

These policies govern the administrative and operational aspects of the residence life program at Pace University's White Plains Campus. Violation of these policies may result in administrative fees or fines, or delays in processing administrative requests. Extreme violations of these policies may result in judicial action against the resident.

Room Placement Policy

The University reserves the right to determine and assign the housing space to be occupied by the student and to reassign alternative accommodations as circumstance warrant. Should the Office of Student Services & Residential Life reassign the student to an alternative accommodation, a proportionate rate differential may be charged upon date of reassignment.

Dates of Occupancy

The right to occupy will commence one day prior to the start of the academic semester. Failure to take occupancy after the first full week of classes or to notify the Office of Student Services & Residential Life in writing of a late arrival may result in the cancellation of the Housing Agreement. All room assignments must be vacated no later than 24 hours after the resident's last final exam or the day after commencement for graduating students.

Room Condition Reports (RCR)

The RCR offers the resident the opportunity to thoroughly inspect the room and record its condition. Upon check-out, this report will be used to assist staff in assessing the room's condition and may result in the issuance of a damage charge. The process of properly completing the RCR will proactively assist the resident and the staff in determining whether charges for damage should be the responsibility of the individual.

Check-in Procedures

Only full-time enrolled students with a \$0.00 balance on their University first installment may check-in. Upon arrival to your Check-in site you will be given time to unload your vehicle and vacate the unloading zone. Students may not have furniture other than what is provided by the University. University furnishings may not be removed from rooms as they meet our safety standards. Students checking into a room must sign and obtain their copy of the Room Condition Report (RCR) for their records as they will be held accountable for the condition of the room upon departure.

Administrative Freeze

During this two week period, no room transfers are approved. This period allows students an opportunity to become acclimated to their new environment, community, while allowing the Office Student Services & Residential Life, Admissions, and Academic Departments to verify student status, accounts, and occupancy. The Freeze Period is in effect from Check-in through the second full week of classes.

Open Transfer and Request Procedure

The week following our Administrative Freeze, students interested in transferring into a different room may request a transfer with their RD. If space is available to accommodate the request, the RD will approve the request. This week is referred to as "Open Transfer Week". All transfer requests are subject to review and NOT guaranteed.

Improper Room Transfer

A resident who moves to another room/unit without proper authorization from the RD is considered to have conducted an Improper Room Transfer. The resident will be assessed an improper check-out fee of \$50 and may be subject to disciplinary action.

Check-out procedures

Students leaving an assigned space for any reason (transfer, consolidation, contract termination, or end of year/session) must complete the check-out procedure. Any portion of the check-out procedure not completed will result in a charge/fine. The Check-out procedure includes:

Attending final floor meeting

Making an appointment with your RA at least 24 hours before departure

Cleaning your room (i.e. remove garbage, vacuum, wiping all surfaces etc)

Return furniture to original position

Remember, we do not offer storage services

Return your room keys and/or key cards to your RA

Sign and retain your copy of the Check-out RCR

Lock Out

Lock-out process is to go to the front desk during office hours and to contact the RA on duty if after hours. If a resident continually misplaces or loses their keys (4 or more times), an automatic lock change will occur and be assessed to the resident.

The fee for the fourth lock-out (during community desk hours) will be \$5.00, and the fee will increase by \$5 for each subsequent lock out (\$10 fifth, \$15 sixth, etc.).

Posting

Notices, flyers, ads and other informational items must be approved by the Residence Director. They may be posted only on designated boards by the Office of Student Services & Residential Life staff. Postings are not permitted on painted surfaces, glass windows, or doorways. No postings advertising events with alcohol or offensive materials will be approved for posting. Unauthorized posting of materials on bulletin boards or anywhere else on campus is prohibited and such materials will be removed. Persons posting material in violation of these rules will be subject to the disciplinary processes determined by Office of Student Services.

Room Deposits

Room deposits are applied to the respective semester room fees and are non-refundable.

Agreement Release

Any student desiring to cancel their housing agreement during the academic year must do so in writing at least 10 work days prior to removing themselves from the premises. Any student wishing to cancel the entire spring portion of their housing agreement must meet one of the following criteria in order for their cancellation request to be considered:

The student has filed for December graduation

The student has been accepted and approved for a Study Abroad program

The student has transferred to a different university

The student has been called to active military duty

The student has been academically dismissed by the University Released by the University:

The University reserves the right to terminate a student's housing agreement in the event the student fails to meet financial obligation to the University, maintain required academic standards, or abide by the policies and procedures of the Dannat Hall Guide to Community Living or those in the University Student Handbook; to reassign or repossess the room and to effect any other steps necessary, or advisable in the interest of health, safety, and conduct of the residence hall program.

A student may be summarily suspended from the University residence halls by the Dean and the Assistant Dean of Students and the Director and Assistant Director of the Office of Housing & Residential Life with a hearing for violation of the University rules and regulations if in his/her judgment the continued presence of the resident in the halls poses a serious threat to him/herself, to other persons, or to University or private property. The resident will be required to vacate the residence hall immediately and may be notified that he/she will be treated as a trespasser if he/she returns without approval. Refer to the section on Student Disciplinary Procedures for details of this process.

Refunds

The student shall not be entitled to a refund upon student initiated or disciplinary termination of this agreement.

Guest Policy

The Office of Housing & Residential Life policies and procedures related to guests and visitors exists to allow residents to have guests in a manner that does not infringe upon the comfort or rights of other residents, and maintains an appropriate level of safety and security in the residence hall.

Policies for Guests

BEING A GUEST IN PACE UNIVERSITY RESIDENCE HALLS IS A PRIVILEGE NOT A RIGHT. Guests who violate any portion of this policy may be restricted from entering one or more Pace University buildings. Pace University, Pace Security and the Office of Student Services

& Residential Life reserves the right to deny guest access to anyone for any reason. Guests must present valid photo identification at the community desk prior to entering the building. Guests must leave this identification at the desk for the duration of their stay. Acceptable forms of identification include (but are not limited to) drivers licenses, military identification, college/university identification. Unacceptable forms of identification include (but are not limited to) credit cards, gym memberships or certain other forms of identification. Acceptance of a specific form of identification is at the discretion of the desk attendant.

Guests will receive a guest pass upon check in, which they must carry for the duration of their stay and MUST RETURN PASS during sign-out.

To obtain their identification, guests must check out during front desk hours of operation. Their host must be present when they check out. Guests must return their guest pass when they check out. Individuals may be registered as SHORT TERM guests an unlimited number of times. SHORT TERM guests are defined as those who enter and exit the building during the operating hours of the front desk (times will be posted in each lobby). SHORT TERM guests who fail to check out prior to the closing of the community desk will automatically be considered LONG TERM GUESTS. SHORT TERM GUESTS become LONG TERM GUESTS at 2:00 AM in all residence halls. Individuals may be registered as LONG TERM guests no more than TWO consecutive nights, and not more than SEVEN nights in any 28 day period in the same Pace University residence hall. LONG TERM guests are defined as those who enter the building during the operating hours of the community desk, but do not leave until after the desk closes for the evening.

Guests under the age of 18 must possess written permission with contact information from legal parent or guardian and a completed and approved Guest Policy Exception form.

All guests must abide by University and Residential Life policies, procedures, regulations, and standards.

Policies for Hosts

HOSTING GUESTS IS A PRIVILEGE NOT A RIGHT. Residents must escort their guest(s) at all times. If the host must leave the building, the guest(s) must also leave the building. Hosts must be present whenever their guests check-in and check-out of the building.

Residents may host no more than TWO SHORT TERM guests at any one time and no more than ONE LONGTERM guest at any one time.

Residents may host ONE LONG TERM guests no more than TWO consecutive nights, and not more than SEVEN nights in any 28 day period.

The resident host assumes all responsibility for the conduct of their guest in the residence halls, which may include liability for the repair cost for the property damage caused by such guest(s). Exceptions to any part of this policy (e.g. the number of overnight guests permitted in a 28 day period, the number of consecutive nights a guest may stay, or an underage age guest entering the building) will be considered upon request. Exceptions must be obtained in writing from the Office of Student Services & Residential Life (Guest Policy Exception Form is available on the housing website, at the Office of Housing & Residential Life and from the community desks; it must be submitted to the Office of Housing and Residential Life). This form must be completed at least 48 hours in advance of the requested date(s).

RESIDENCE LIFE & HOUSING STANDARDS AND POLICIES

All policies may be amended or changed at any time at the discretion of the Office of Student Services and Residential Life.

Abandoned Possessions

It is important that students remove all personal possessions, furnishings, trash, and discarded items at the time students depart their rooms. Property left behind in students' rooms will be considered abandoned and will become the property of the University. Students will be charged for the removal of any abandoned items from their former rooms.

Acts of Intolerance

In conjunction with the University's discriminatory harassment policy, the Office of Student Services and Residential Life have drafted an Act of Intolerance (AOI) Policy. An AOI is defined as any act (oral, written, graphic, or physical) directed against any person or group as a result of their personage including but not limited to race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, ability, or veteran's status, that has the effect of creating an offensive, demeaning, intimidating or hostile environment for that person in particular or others who may see, hear, or otherwise witness the act. Furthermore, students' use of epithets or names in a derogatory manner will be constituted as an "AOI." The Office of Student Services and Residential Life has the sole right to determine what is considered an AOI.

Alcohol

Pace University abides by New York State law concerning the sale, possession, and use of alcohol. Students under the age of 21 who purchase or knowingly possess an alcoholic beverage violate state law and University policy.

Residents under the age of 21:

- Are not permitted to be under the influence of alcohol while in any residential facilities.
- Are not permitted to be in possession of or store alcohol in any residential facilities, consistent with state law.
- Are not permitted to possess any container that may have once contained alcohol (cans, bottles, or bongs) in the residential facilities, regardless of their decorative purpose.
- Are subject to judicial action if they are present in the room when any of the aforementioned violations take place.

Residents over the age of 21:

- Are permitted to be in possession or store 1 six pack of beer or 1 bottle of wine in any residential facilities, consistent with state law.
- Are not permitted to be in possession or store hard alcohol in any residential facility.
- Are not permitted to be in the presence of anyone under the age of 21 consuming alcohol. Alcohol is not allowed in common areas (such as lobbies, lounges, study rooms, hallways) of residential facilities. Common containers (such as kegs and punch bowls) are not permitted in residential facilities or food service areas of residential facilities. Public intoxication, consumption, or display of liquors, wines, or beers in residential facilities is prohibited. Furthermore, unbecoming behavior or any conduct violation committed by a student under the influence of alcohol is prohibited. The use of alcoholic beverages as a prize in any type of contest is prohibited. Beer slides, drinking contests, and drinking contest paraphernalia (i.e. funnels, beer pong tables, and ice slides) are also prohibited within residential facilities and contiguous areas. Any person who furnishes an alcoholic beverage to a person who is under 21 years of age is also in violation. Additionally, it is unlawful to use identification fraudulently or to allow another person to use one's own identification fraudulently to obtain alcoholic beverages.

Alterations

No permanent alterations can be made to a room or apartment. This includes painting the walls. All shelves, beds, desks, etc., must be free-standing and may not be affixed to walls, balconies, or other permanent fixtures. Ceiling fans, dimmer switches, and other electrical alterations are prohibited. Prior approval by the Office of Student Services and Residential Life is required to make any modifications to a room/apartment. When approved, such modifications become the property of Pace University and must remain when the resident departs their room.

Candles and Incense

Candles, incense, and other combustible materials are prohibited in all residential facilities, regardless of decorative purposes. Students who desire exemption for religious practices must receive approval in writing from the Resident Director prior to use or possession in all residential facilities.

Cooking

Residents may not cook in their rooms. Because of the fire hazards, sanitation problems, and power consumption involved, cooking is restricted to the common kitchen provided in Dannat Hall. Only the following appliances are permitted to be used and/or stored in a resident's room: blenders, popcorn poppers, and small hot pots (no exposed coils). Except for Micro-Fridges™, microwaves are not permitted in student rooms. Staff will confiscate and place in storage anything present in student rooms that violate this policy. Residents may use kitchen appliances at their own risk and expense. Residential staff may confiscate any item present in a resident's room or apartment that violates this policy.

Decorations

Residents are encouraged to personalize their rooms, while still following the guidelines below.

- a. Residents may not paint any piece of University furniture or surface in their rooms.
- b. Light fixtures and sprinkler heads should never be used to hang items, as they are not mounted to hold additional weight. Additional weight on sprinkler heads will cause them to burst and flood the area.
- c. Decorations for student rooms consisting of sheets, nets, or large pieces of material hung or draped from the ceilings/walls are prohibited. Large pieces of material are considered a fire hazard, especially when draped across the ceiling.
- d. Overhead or room lights may not be covered with any material.
- e. Though neon lights are permitted within the residential facilities, they may not be placed in windows or be seen from the exterior of the building.
- f. Black (or dark) overhead light bulbs are prohibited in student rooms, lounges, houses and hallways.
- g. An easily removable adhesive (3M Command Adhesives or white gum type adhesive) must be used to hang posters, prints, and pictures. Be sure to test the adhesive on a small, hidden area of the room before using. Students will be charged at the end of the year for any damage caused by adhesive removal and/or failure to remove the adhesive product. Double sided tape will damage surfaces and is prohibited.
- h. Alcohol and drug paraphernalia, including hookahs, bongos, water pipes or other incendiary devices may not be present in any residential facility, regardless of decorative purpose.
- i. No alterations are to be made to the furniture, fixtures, or surfaces provided by the University and no construction or alteration of any type may take place within a room without the express written consent of the Office of Student Services and Residential Life

- j. No live/cut trees are permitted in any residential facility. Artificial trees should not block access to fire safety equipment or exits, and should be treated with fire protection.
- k. Only UL approved lights are permitted. Halogen floor and desk lamps are prohibited. Do not overload outlets.
- l. Furnishings are not to be used for any function other than their intended purpose. University equipment, furniture, or furnishing may not be removed or disassembled. Students will be charged for replacement or repair costs.

Discrimination and Harassment

It is the policy of Pace University that all employees and students should be able to enjoy and work in an educational environment free from discriminatory harassment. Harassment of any person or groups of persons on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, handicap, or veteran's status is a form of discrimination specifically prohibited in the Pace University community. Any employee, student, student organization, or person privileged to work or study in the Pace University community who violates this policy will be subject to disciplinary action up to and including permanent exclusion from the University. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, handicap, or veteran's status and that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes but is not limited to, objectionable epithets, demeaning depiction or treatment, and threatening or actual abuse or harm.

Drugs and Paraphernalia

The use, possession, sale, or distribution of paraphernalia, narcotics or illegal drugs (e.g., marijuana, ecstasy, cocaine) is strictly prohibited on the campus and in the residential facilities of Pace University. The unauthorized use of, possession, sale, or distribution of drugs sometimes prescribed for medical purposes (e.g., antidepressants, amphetamines, barbiturates, and tranquilizers) is also strictly prohibited. Pipes, bongs, hookahs, and the like are not permitted. Residential staff may confiscate such items, regardless of their decorative purpose. Students are subject to judicial action if they are present in the room when any of the aforementioned drug violations take place.

Electrical Appliances

In order to insure maximum health and safety standards in all residential facilities, several categories of electrical appliances have been established. Any unapproved, or hazardous, appliance found within any residential facility may be confiscated by a member of the residential staff.

Approved Appliances (all items must be Underwriters Laboratories (UL) approved):

- a. clocks
- b. televisions
- c. musical appliances
- d. electric razors
- e. air purifiers
- f. hair dryers
- g. blenders
- h. irons
- i. fans

j. coffee makers with automatic shut-off

Prohibited Appliances:

- a. toasters
- b. toaster ovens
- c. convection ovens
- d. electric skillet
- e. waffle or crepe pans
- f. crock pots
- g. hot plates
- h. hamburger makers
- i. George Foreman Grills (or similar devices)
- j. space heaters
- k. electric blankets
- l. halogen lamps

Electrical Extensions Policy

In the interest of fire and life safety, and upon the recommendation of national and local fire officials, the use or possession of extension cords, multiple plugs, multiple plug converters, or air fresheners with an additional plug adaptor are prohibited within all University residential facilities. Residents are permitted to use Underwriter's Laboratories (UL) approved power strips with circuit breakers. Extension cords, multiple plugs, multiple plug converters, or air fresheners with an additional plug adaptor found by staff may be confiscated.

Explosives and Weapons

Possession of any firearms, pellet guns, paint ball guns, Airsoft guns, knives, swords, target rifles, fireworks, nunchaku, and other items that are considered to be dangerous is strictly prohibited. Any item of this nature found in a student room may be confiscated and the occupants of the room will be referred to the conduct process for disciplinary action.

Fire Safety

Fire alarms, suppression systems and other safety equipment are located throughout all residential facilities. Residential Staff review evacuation procedures during initial floor meetings at the beginning of the academic year and they may be found in hallways/corridors within the residential facility. Residents should be familiar with multiple means of egress in the event the most convenient, or traveled path, is not available. Residents should report inoperable or equipment that has been tampered with immediately to a member of the hall staff. Strong disciplinary action, which may include termination of the housing agreement and/or suspension from the University, will result for those residents responsible starting a fire in, or near, any residential facility, tampering with fire alarm equipment (including smoke detectors), or refusing to vacate the facility in the event of an alarm activation. Residents of facilities with a building sprinkler system should take special precautions to avoid tampering with, molesting, or accidentally activating. For example, sprinkler heads should not be used as a way to hang items in the room. Students may be held liable for damages that occur in rooms/common areas as a result sprinkler activation.

Fire Evacuation Policy

For proper procedure:

- **Activate the fire alarm.**
- **Call White Plains Police, 911** from on campus or via cell telephone and report caller name. Report the name of the building, location of fire (wing, floor, and room), nature of fire (laundry equipment, mattress). Stay on the line for questions, if it is safe to do so. The police communications officer will contact the local fire department.
- **Close all doors leading to the area** (do not lock them).
- **Meet the students from one's area** as arranged in advance.
- **Wait for further instructions** from the hall director, resident advisor, or safety personnel.

Flammable Materials Policy

- Flammable materials such as lighter fluid, grill briquettes, propane, kerosene, gasoline, oilbased paint, tiki torches, and paint thinner are not allowed in any residential facility.

Anything that could either start or rapidly accelerate a fire is restricted from the hall. If students have questions about whether something is allowed, please contact the residential staff. While we do not require any furniture students bring to be fire-retardant, students should do everything to keep their room as risk-free as possible.

Furniture

Removal of University furniture from student rooms is prohibited. No alterations are to be made to University furniture and all furniture must be returned to the original configuration upon check-out from the room. Additional furnishings brought into the room must be freestanding and clear of all existing fixtures, furniture, or walls. Removal of common area furnishings or equipment from their proper locations constitutes theft of University property.

Grills/Outdoor Grilling

Residents may only grill on external grills already installed on campus. Portable gas or charcoal grills will be confiscated. Grilling is not allowed in any other locations. Please be respectful of nearby residents when using the grills.

Halogen Lamps and Other Lighting

Halogen floor and desk lamps, and other hazardous lights (such as tube lighting), are not permitted in the residential facilities for fire safety reasons. Any hazardous light found in a room or a balcony may be confiscated by the residential staff.

Confiscation

Any items that are confiscated by Dannat Hall staff will be held by the Residence Director. Items will only be returned to the resident by the Residence Director when he/she is leaving campus for a scheduled break or at the end of the semester. If you do not claim confiscated items within 2 months of the expiration of your contract, the item will be disposed of.

Home Owners and Renter's Insurance Policy

The University is not responsible for damage, loss, or theft of property in any residential facility (or for personal injury). Students are encouraged to obtain insurance through their parent's or guardian's insurance company or purchase individual renter's insurance to cover possible losses.

Keys/Locks

Keys (entrance and room) are the property of the University and must be surrendered on termination of the residence. Keys which are not returned at the designated time, through

authorized check-out procedures, will be considered lost keys. Lost room keys will result in an automatic lock change (\$60). A charge of \$25 will be assessed for replacing an entrance key. Keys should be carried at all times and shall not be loaned or duplicated. Staffs are not responsible for students' lock-outs. Auxiliary locks may not be installed nor may residents tamper with an existing lock. Repeated requests for hall staff to unlock a resident's door may result in an automatic lock change. Undergraduate residents are issued one room/apartment entrance key and one building entrance key unless they live in a residential facility where students use proximity cards to gain access to their building.

Pets

Due to health and safety hazards and sanitation problems, pets are not allowed in the residential facilities. Fish are permitted. The maximum allowed capacity of a fish tank is two gallons. Residents are not permitted to keep dogs or cats as guests even for brief periods of time. If discovered, pets will be removed and residents will be assessed a cleaning charge.

Quiet Hours and Courtesy Hours

In order to provide an environment that is conducive to sleeping and studying, quiet hours will be maintained Sunday to Saturday from 11pm till 8 a.m. These times will be extended during exam periods. The staff retains the right to uphold and implement these policies. All residents are required to respect their neighbors by maintaining twenty four hour courtesy hours. Residents violating this policy will be referred to the conduct process for disciplinary action. Personal amplification systems including stereos and radios may not at any time be played loudly, be placed in facility windows, or be used with the intention of entertaining individuals outside the resident's room.

Refrigerators

Refrigerators that meet University standards (maximum 10 amps/3 cubic feet) are permitted. (1) refrigerator/Micro-Fridge™ may be used in individual student rooms. These are provided by the University

Room Entry

While the University makes every reasonable attempt to respect students' privacy, it reserves the right to enter a room and, if deemed necessary, to conduct a search of a room. Typically, University personnel will limit room entry to the following instances:

- Administrative Searches

Administrative searches are those conducted due to suspicion that a University rule or regulation has been violated and that evidence of a violation will likely be found in a particular place. Authorization is given by the Dean for Student Services.

The student whose room/belongings are in question shall be present whenever possible; however, administrative searches may take place without a room's occupant(s) being present. At the conclusion of a search the student will be notified of the outcome and the names and titles of all persons conducting the search.

Administrative searches are not generally conducted for the purpose of criminal prosecution.

- Facility Work

To provide routine, emergency or preventative custodial and/or maintenance work.

- Personal Emergencies

To respond to an indication of danger to life, health, or property.

- Policy Violation

To respond when there is reasonable cause to believe that a violation of University or Housing policy is occurring.

Safety and Security

Students are expected to take an active role in maintaining safety and security on campus. Failure to do so jeopardizes the safety of everyone concerned. Therefore, the following practices must be observed:

- a. objects may not be dropped or thrown from windows nor may screens or windows be removed;
- b. students are not permitted on roofs, banisters, or on any other structure that is not designed for common traffic;
- c. only designated entrance/exit doors are to be used;
- d. doors are to be returned to a secured (locked) position after use;
- e. windows and doors should always be locked when students leave their rooms or when asleep;
- f. students must carry their Access Card and keys at all times;
- g. University-owned keys are never to be loaned out or duplicated;
- h. anyone or anything that appear suspicious should be reported to the Pace University Security immediately; (914-422-4111), and
- i. students should always use caution when traveling on or around campus, especially after dark. Call Security for an escort at 914-422-4111.

Smoking

Smoking is prohibited in Dannat Hall, including all living areas, common area spaces, hallways, lounges, lobbies, stairwells, laundries, vending areas. Smokers are expected to smoke outside only and remain at a reasonable distance (at least 50 feet) from building entrances while smoking, such that second-hand smoke does not interfere with access or the rights of others. All smoking materials should be disposed of appropriately in provided containers.

If a resident is cited for Smoking within 50 feet of the building,

- o First Offense- Written warning
- o Second Offense- \$250 fine
- o Third Offense- \$500 fine

Solicitation

Groups who wish to sell tickets or goods must receive prior approval from the Office of Student Service and Residential Life. Approved solicitation usually is limited to an area in the lobby of the residential facility and requires a written notice verifying permission from the Office of Student Services and Residential Life. Students and student groups are not exempt from this policy. No commercial business (including regular day care and Internet sales) may be conducted on the premises. If students encounter persons soliciting in residence halls, please report them to a RA or the Pace Security immediately. The Office of Student Services and Residential Life reserves the sole right to approve or deny any collection boxes for philanthropic activities. Any unapproved boxes will be removed and their contents will be discarded.

Sports and Games

Sports in the residential facilities are prohibited due to the potential danger to individuals and property, including safety equipment, such as sprinklers or fire extinguishers.

Stairways, Hallways, and Breezeways

For reasons of fire safety and security, stairways and common hallways must be kept free of combustible items and all other objects that would contribute to the intensity of a fire or prevent free and clear access to or egress from the rooms. This includes plants, boxes, bicycles, shelves, toys, sports equipment and other items. Do not use stairwells or hallways for storage of any kind. Nonflammable door decorations are permitted; however, holiday lights are not permitted on the exteriors of doors.

Theft/Loss

The University does not assume any responsibility for articles lost or stolen from rooms. Residents need to take precautions to ensure, to the best of their ability, that theft does not occur. The University cannot assume responsibility for personal property stored in, delivered or shipped to a residential facility. Report any theft or loss to the hall RA, RD, and to the Pace Security. Remember to inquire about homeowners' insurance coverage or obtain renter's insurance for personal property.

Trash and Recycling

Improperly disposed of trash is a nuisance for other residents and custodial staff. All trash and recycling materials should be disposed of in properly marked containers. Residents should dispose of their trash and recycling on a regular basis to avoid creating a health hazard.

Vandalism and Pranks

Residents should take proper care of their building and its furnishings. Vandalism will bring strong disciplinary action. Students witnessing an act of vandalism or who know the identity of the responsible person(s) should notify a Residence Life staff member immediately. The University reserves the right to assess residents collectively or individually for damage to their building or its furnishings. Pranks that result in disturbances or distress to others, or cause damage to University or personal property (or those that foreseeably could have caused such disturbance or distress) are prohibited. Examples include water fights, shaving cream fights, penny locking, removal of peepholes, etc.