



# Residence Life

## handbook

2009-2010

## Residence Life Handbook Table of Contents

<b>Introduction</b>	
- Contact Information	1
- Office of Residence Life Mission Statement	1
- Community Living	2
- Theme Housing	2
- Residence Life Staff	2
- Programming	3
- Community Standards	3
<b>Student Rights &amp; Responsibilities</b>	
- Student Rights	4
- Residents' Primary Rights	4
- Residents' Secondary Rights	4
- Student Responsibilities	4
- Civility	5
<b>Roommates, Transfers &amp; Eligibility</b>	
- Roommates	7
- Gender-Neutral Housing Program	7
- Living with Roommates	7
- Roommate Conflicts	7
- Residential Transfers	8
- Eligibility Statements	8
<b>Housing Contract Addendums for Theme Housing Programs</b>	
- Baxter Contract Addendum - Substance Free Community	9
- Shepard House Contract Addendum - Substance Free Community	9
- Terra House Contract Addendum - Environmental Awareness & Outdoor Adventure	10
- W.I.S.H. Contract Addendum	10
<b>Residence Life Policies</b>	
- Rationale - Compelling Community Interests	11
- Abandonment	11
- Alcohol	11
- Appliances	11
- Balconies at Kaneko	12
- Bikes	12
- Biohazard (Bodily Fluid) Cleanup	12
- Building Access & Security	12
- Candles	13
- Civility	13
- Common Area Event	13
- Cooking	13
- Decorations in Student Rooms, Suites and Apartments	13
- Decorations for Community Events & Programs in and around Campus Residences	14
- Drugs	16
- Duty Coverage	16
- Electrical Extensions	16
- Fireworks, Explosives and Dangerous Chemicals	17
- Fire Safety	17
- Guests	18
- Hallways	18
- Halogen Lights	18

- Insurance for Personal Property	18
- Lockouts	18
- Noise	19
- Notice	19
- Occupancy	19
- Open Flames	19
- Pets	19
- Physical Harm	20
- Posting Guidelines	20
- Roofs, Porches and Fire Escapes	21
- Skating	21
- Smoking	21
- Solicitation	21
- Sports within Buildings	21
- Stolen Property	22
- Storage	22
- Verbal Abuse and Harassment	22
- Weapons	23
- Windows	23
<b>Campus Services and Facilities</b>	
- Emergency Procedures	24
- Medical Emergencies	24
- Fire Emergencies	24
- Fire Evacuation Procedures	24
- Fire Evacuation Procedures for Individuals with Mobility Impairments	25
- Fire Extinguisher Safety	25
<b>Appendix</b>	
- Electrical Extension Cord Diagram	

## Introduction

### RESIDENCE LIFE

Doney Hall (north side), 503-370-6212

reslife@willamette.edu

[www.willamette.edu/dept/reslife/](http://www.willamette.edu/dept/reslife/)

The Office of Residence Life provides a variety of living options for students: traditional residential communities, apartments, fraternities, sororities and theme residences.

#### Residence Life Staff Work in Collaboration with Students

- Building respectful, inclusive and self-governing communities that promote personal growth and high academic standards
- Developing and promoting programs focused on academic life, social interaction, leadership development, recreation, cultural diversity, and wellness
- Supporting residence hall government
- Addressing transgressions of community and University standards

For further information regarding our staff and programs, please visit our website:

[www.willamette.edu/dept/reslife/](http://www.willamette.edu/dept/reslife/)

Note that Residential Services administers all housing contracts and leases. For information on contracts, policies and leases as well as the University residency requirements and assignments, please visit their website: [www.willamette.edu/dept/resservices/](http://www.willamette.edu/dept/resservices/).

### Office of Residence Life Mission Statement

As an integral part of Willamette University, the Office of Residence Life strives to create a living and learning environment that both challenges and supports the personal, social and academic development of our residents and their communities. To that end, we have developed this mission statement.

Learning occurs continuously. We provide a learning environment focused on supporting the academic mission and programs designed to connect students' curricular and co-curricular lives.

Respectful and responsible citizenship creates a valued community. We promote respect for all people and their belongings, the rights and responsibilities of individuals and all University standards through the development of interpersonal skills, consideration and accountability.

Environmental factors impact behavior. We provide residents with a living environment that fosters both intellectual and personal growth in the belief that a positive environment promotes positive behavior. We work in cooperation with Residential Services, Campus Safety, Building Maintenance, and Facilities Services to provide comfortable, well-maintained and safe living communities.

Diversity contributes to an enlightened community. We celebrate the value of all ethnicities, religions, sexual orientations, abilities, national origins, genders and ages. To foster an appreciation of differences and a valuing of individuals, we provide programs that educate students about various lifestyles and cultural backgrounds. We also strive to build a diverse team that will bring forth different perspectives and value systems to be more responsive to each individual in our community.

Committed student leadership is central to an involved citizenry. We provide leadership education and advisor support in developing the leaders and constituents of the Greek and Residence Hall student government systems and provide the student population with a voice in the operation and maintenance of their communities.

The professional and paraprofessional staff work with integrity. We follow the ethical guidelines and goals of Willamette University, the Association of College and University Housing Officers-International (ACUHO-I), the National Association of Student Personnel Administrators (NASPA) and the American College Personnel Association (ACPA).

An organization is responsible to its constituents. We are committed to effectively communicating with all of our constituents including students, parents, alumni and institutional colleagues. Concerted efforts are made to proactively address the concerns of these constituents and to involve their recommendations in improving operations.

### **Community Living**

The residential community at Willamette University consists of you, the members of your floor and building, and members of the other residences on campus. Your community will begin to develop from the day residences open in August. The direction your community takes depends largely upon your involvement. Your interaction with others and their interaction with you is the largest factor in the creation of a supportive living environment. The residence environment can offer you support in achieving academic excellence, social maturity, self-reliance and an increased understanding of yourself and others.

### **Theme Housing**

Within Willamette's residences, theme housing provides students the opportunity to experience informal education outside of the classroom. Willamette's theme programs include substance-free living, a community free from the influence of alcohol and tobacco (Baxter and Shepard), celebration of international culture (WISH), and outdoor adventure, and sustainability (Terra). Each program provides special activities and the opportunity to interact with faculty and friends who share common interests.

### **Residence Life Staff**

A Residence Life staff member is available to help you and your neighbors build a positive community that fosters attitudes of respect and personal responsibility for your actions. The staff is available to help you in your adjustment to new people, ideas and freedoms.

One to six Resident Assistants (RAs) or Community Mentors (CMs) live in each building. RAs and CMs are undergraduate students who have attended Willamette for at least one semester and have an understanding of campus resources and events. They are enthusiastic leaders who strive to help students make their Willamette experience the best it can be. RAs/CMs will:

- work to ensure that each member of the community feels welcome and valued
- help residents get to know each other
- assist residents who seek information or assistance with academic or personal concerns
- be one of many community members who develop activities and educational opportunities for residents
- help develop a sense of community and group responsibility
- explain policies and community expectations and respond to violations of these expectations
- perform administrative duties (duty coverage, room inventories, weekly staff meetings)

University Representatives (UReps) are students hired by Residence Life to live in the fraternities and represent the University. UReps' primary roles are to inform fraternity residents of their rights and responsibilities and to act as liaisons between fraternity residents and the Office of Residence Life.

Each sorority has a full-time Sorority House Director who is responsible for the overall operation of the house. House Directors have an apartment in the sorority house.

Interns are paraprofessional student staff members with prior Residence Life staff experience who assist the Area Coordinators with administrative duties, programming and staff

development. In addition, the interns are utilized as peer-mentors within the Resident Assistant staff.

Area Coordinators are professional staff members responsible for the total operation of the residences in their area. They supervise the residence life staff, advise hall governments, ensure students' rights and responsibilities, oversee the physical condition of the buildings, support programs and maintain communications with the Office of Residence Life and the rest of the University community. Area Coordinators live in apartments in their respective complexes.

The Residence Life staff is concerned about every person's rights and well-being. If you have any questions, problems or concerns, or if you just want to talk, you should seek out a staff member. They are trained to be of assistance to all students and handle emergency situations.

To see our current list of staff, go to [www.willamette.edu/dept/reslife/about/staff/](http://www.willamette.edu/dept/reslife/about/staff/)

### **Programming**

Throughout the year you will see posters on campus inviting you to attend events such as time management workshops, study skills seminars, faculty firesides or short study breaks in which students share a talent or travel experience. Learning occurs both inside and outside the classroom and your residence becomes a living-learning center for discussion of social, political, spiritual and life issues. Faculty and administrators are often invited to your community to get to know you on a more informal basis.

### **Community Standards**

One of the best ways to help ensure the successful growth of your community is for residents to foster an atmosphere of mutual respect. Before you act, consider the impact your behavior may have upon your fellow community members.

Living within your community, you will have the opportunity to meet people from a variety of backgrounds and lifestyles. The diversity of our community enriches our classes, activities, programs and everyday interactions. Getting to know others in your community may be one of the most rewarding aspects of your college experience. You are encouraged to become well acquainted with community members, to use these experiences to increase your knowledge of others and to make new and lasting friendships. Share yourself and your experiences as well. Your active involvement in the community and your participation in its activities are essential for its growth and the formation of positive relationships.

## Student Rights & Responsibilities

### Student Rights

In addition to the rights accorded to all students of Willamette University outlined in the *Selected Policies Manual*, each person living on campus possesses certain individual rights that must be held in high regard. This guide is intended to define the minimal expectations of the rights and responsibilities of residents in actualizing their freedoms, without placing constraints upon rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents. (See the *Willamette University Selected Policies Manual*, available online: [www.willamette.edu/wu/policy/](http://www.willamette.edu/wu/policy/))

### Residents' Primary Rights

Every resident is entitled to the following rights:

- The right to read and study free from undue interference in one's room. One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep, the right to one's personal belongings, and the right to access one's room or apartment. Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
- The right to be treated with dignity and respect. The University affirms the value of each person. All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect.
- The right to identify and seek resolution of grievances. If the academic and residential communities are to function in the most educationally beneficial manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear of intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from fair procedure.

### Residents' Secondary Rights

Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

- The right to personal privacy. All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.
- The right to host visitors. All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of residents and to adhere to all regulations.

Any abuse of these rights is subject to review and action according to the procedures given in the Standards of Conduct for Willamette University.

### Student Responsibilities

Willamette University is sensitive to the rights, freedoms and responsibilities of all student residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities are understood. The residential community aims to

maintain standards conducive to academic, social and personal growth. Students at Willamette University are expected to:

- Observe state and federal laws as well as University policies and regulations
- Respect the rights and privileges of others
- Be forthright and honest in all of their academic and social conduct
- Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare

Students have both the right and the responsibility to talk with each other directly in a constructive manner when problems occur. Residence Life staff will support and work with students in an effort to understand and abide by University policies.

Students are also responsible for abiding by all policies, rules and regulations for on-campus living contained in the Residence Life and Residential Services Handbooks, as well as information from other sources including:

- Willamette University Selected Policies Manual (available online [www.willamette.edu/wu/policy/](http://www.willamette.edu/wu/policy/)).
- Terms and Conditions for Room and Meal Plan
- Terms and Conditions for the Single Student Apartment Lease
- Residence Life staff

The University, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not covered by specific regulations, you are expected to use common sense and conduct yourself at all times as a mature, responsible individual. Remember: If it's illegal off campus, it's illegal on campus. University property does not insulate students from being accountable for their actions.

While most students demonstrate respect for others in the community and conduct themselves in an appropriate manner, the small number of individuals who do cause behavioral problems may have a negative effect and disrupt the entire community. Failure to comply with University and/or residential policy may result in disciplinary action. Serious or repetitive violations of these policies would be grounds for termination of a student's housing contract/lease and may affect his/her opportunity to return to University residences.

Conversely, those students who are positive and active community members may enhance their residential status, as they are vital to the quality of life on the Willamette University campus. Abiding by the regulations set forth in this guide is a major part of developing a supportive residential community that encourages academic, social and personal growth.

## **Civility**

Community, civility, comity and stewardship, and the search for knowledge and truth, are the essence of Willamette University life.

A community is a group of people that hold values in common. Civility springs from the concept of accepting and respecting the rights of individuals. Comity is the friendly spirit that supports and surrounds us as we learn and celebrate the unique contributions that each of us brings to our community. Stewardship is the responsibility we accept that makes this a great community, for now and for future generations. These principles are of little use as definitions on paper. The principles must be in practice to experience the transforming qualities they bring to each of us and our community.

The primary participants in this community are administrators, students, faculty, staff and alumni. All gather here from a variety of external communities. We all have agreed to participate as a member of this community of scholars. We expect all members of community participate by practicing and promoting civility, comity and stewardship.

Communities derive their strength from each individual. Each individual must sustain the community in order for the community to protect and sustain the individual. We believe that

tolerating an individual is not the same as supporting the individual. Willamette discourages behavior that threatens the freedom and respect that each member deserves. Behaving civilly implies acting in a manner consistent with the principles of courtesy, honesty and integrity, and encouraging the practice of these behaviors in others.

Ideally, the adherence to these principles is voluntary although these principles are a part of the University's Standards of Conduct. Accepting these principles strengthens the individual and the community.

## **Roommates, Transfers & Eligibility**

### **Roommates**

Willamette University provides varied housing options for its students. The following suggestions apply to all situations in which two or more students live in a room or an apartment. Most also pertain to living in a setting where common space and hallways are shared by many individuals.

### **Gender-Neutral Housing Program**

Willamette University strives to provide a community environment where all students feel at ease. Our gender-neutral housing program is designed to provide lesbian, gay, bisexual and transgendered (LGBT) students and their allies an accommodating and comfortable residential environment. Many LGBT students find that they are best supported in a residential college when they are able to live with a member of the opposite sex.

This pilot program offers students of same-gender, opposite-gender or other-gender identities the opportunity to live together regardless of their biological sex. It is not intended to permit or encourage cohabitation of romantic partners.

All residential students, including incoming students, are eligible to participate in the gender-neutral housing program either by requesting an application when they complete their housing preference card or indicating that they would be interested in living with a gender-neutral roommate. Residence Life staff will make roommate placement decisions just as they do on all housing applications. Individuals interested in a gender-neutral housing assignment should contact Residential Services for an application.

### **Living with Roommates**

You and your roommate(s) will be sharing the same living space for the entire school year. As you get to know each other, you'll probably talk about your backgrounds, values, activities and interests. It is also important to discuss issues such as your feelings or expectations about cleanliness, overnight guests, borrowing each other's belongings, and studying in the room. Decide what is important to each of you and go from there.

Try to be as concerned about your roommate's needs as you are your own. Be honest but tactful when talking to your roommate(s) about problems. With a commitment to mutual respect and compassion, you will likely work through any difficulties. If a problem comes up, talk to your roommate(s) soon. Hoping the issue will go away or trying to put up with the behavior rarely works. If you are finding it difficult to express your feelings, ask your Residence Life staff member for help.

### **Roommate Conflicts**

Because each person has different needs and lifestyles, conflict may be inevitable when people live or work in close proximity and are interdependent on each other. We believe that the process of working through conflict with roommates and community members is an important part of the residential living experience – an opportunity to improve conflict resolution skills.

If you have a conflict with your roommate(s) or other community member(s) that you are unable to resolve, discuss your situation with a Residence Life staff member. He or she can help you develop a plan to address the problem or provide mediation. Usually, concerns can be successfully addressed through these methods. However, if after these efforts an assignment still isn't working, schedule an appointment with your Area/ Commons Coordinator to discuss your situation. Requests to change rooms are honored if the residents' and staff's best efforts to resolve the conflict are unsuccessful and more suitable accommodations are available.

Behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically but not limited to behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in, and behavior which is disruptive in dining areas, classrooms or any other residential/campus facility, is unacceptable.

### **Residential Transfers**

Assignments are considered permanent throughout the academic year. If you have a concern about your living environment, Residence Life staff members are available to assist you. If campus residences open over capacity, requests for transfers out of standard spaces will only be considered after all over-capacity students are accommodated.

Residents requesting an assignment change must receive approval from their Area/Commons Coordinator and complete the residential transfer process, which includes checking out of their current room and into their new room with the Residence Life staff members in each area.

### **Eligibility Statements**

Students assigned to Haseldorf and University Apartments sign eligibility statements and agree to checks of their conduct records. Students assigned to Kaneko Commons sign program commitment statements and agree to checks of their conduct records.

### **See the Residential Services Handbook for information on:**

Assignments

Residency Requirement

Room, Suite & Apartment Sizes and Rates

Assignments & Priority

Waiting Lists

Disability Accommodations

Temporary Over-Assignments

Vacancy in Residence Halls

Vacancy in Apartments

Canceling Your Housing Contract or Apartment Lease

Prorating Housing and Meal Plan Charges

Relocation and Termination

Terms and Conditions

Important Dates for 2009-2010

Room and Meal Plan Terms and Conditions

Room and Meal Plan Contract

Sorority Room and Meal Plan Terms and Conditions

Sorority Room and Meal Plan Contract

Apartment Lease Terms and Conditions

Apartment Lease

Preference Card

## **Housing Contract Addendums for Theme Housing Programs**

### **Baxter Contract Addendum – Substance Free Community**

The Baxter community is designated as a Substance Free living environment. It is a community free of tobacco, alcohol and/or other substances. Residents and staff work cooperatively to provide substance-free alternatives. The community represents a lifestyle in which members of the community have chosen to live without the first- and second-hand effects of substance use and/or abuse.

In choosing to reside in the Baxter community, I agree:

1. To make a positive, personal commitment to maintain the community norms outlined above. The choice to not use substances in the Baxter community is my statement of affirmation toward supporting a community that has made the commitment to refrain from the use of substances while in the Baxter community.
2. Not to be in possession of tobacco, alcohol and/or other substances while in the Baxter community as set forth in this agreement.
3. Not to return to the Baxter community while under the influence of alcohol and/or other substances. "Under the influence" means behavior which indicates the use of alcohol and/or other substances. This could include but is not limited to: (a) the smell of alcohol and/or other substances on me, (b) staggering, slurring or other behaviors indicative of substance use, or (c) becoming sick due to use of alcohol and/or other substances. If a member of the community has reason to believe you are in the community in an intoxicated state, he or she will discuss the concern with you and speak to a Residence Life staff member. At all times, it is the community's expectation that I am respectful, honest and cooperative with all members of the Willamette community.
4. Not to display or be in possession of any materials that symbolize the support, encouragement or use/abuse of any substances within the Baxter community. This could include but is not limited to: (a) displays of empty alcohol containers, (b) advertisement such as neon signs, posters or billboards, or (c) drug paraphernalia.
5. To pay a programming fee of \$15 per semester that will be charged to my student account. These funds will be used for substance-free alternative programming in the Baxter community.
6. To abide by the sanctions imposed should I choose to violate the conditions of this agreement. These sanctions may include my reassignment from the Baxter community. If I choose to use any substances in the Baxter community, I understand I may be relocated to another residence hall. Removal from the community will result in forfeiture of my programming fee for the semester.

### **Shepard House Contract Addendum – Substance Free Community**

The Shepard community is designated as a Substance Free living environment. It is a community free of tobacco, alcohol and/or other substances. Residents and staff work cooperatively to provide substance-free alternatives. The community represents a lifestyle in which members of the community have chosen to live without the first- and second-hand effects of substance use and/or abuse.

In choosing to reside in the Shepard community, I agree:

1. To make a positive, personal commitment to maintain the community norms outlined above. The choice not to use substances in the Shepard community is my statement of affirmation toward supporting a community that has made the commitment to refrain from the use of substances while in the Shepard community.

2. Not to be in possession of tobacco, alcohol and/or other substances while in the Shepard community as set forth in this agreement.
3. Not to return to the Shepard community while under the influence of alcohol and/or other substances. "Under the influence" means behavior which indicates the use of alcohol and/or other substances. This could include, but is not limited to: (a) the smell of alcohol and/or other substances on you; (b) staggering, slurring, or other behaviors indicative of substance use; (c) becoming sick due to use of alcohol and/or other substances. If a member of the community has reason to believe you are in the community in an intoxicated state, he or she will discuss the concern with you and speak to a Residence Life staff member. At all times, it is the community's expectation that I am respectful, honest, and cooperative with all members of the Willamette community.
4. Not to display or be in possession of any materials that symbolize the support, encouragement or use/abuse of any substances within the Shepard community. This could include, but is not limited to (a) displays of empty alcohol containers; (b) advertisement such as neon signs, posters, or billboards; (c) drug paraphernalia.
5. To pay a programming fee of \$15 per semester that will be charged to my student account. These funds will be used for substance free alternative programming in the Shepard community.
6. To abide by the sanctions imposed should I choose to violate the conditions of this agreement. I am aware that the University Judicial Office may contact the Shepard Hall Council Judicial Recommendation Committee and receive input on my continued housing status within the Shepard Community. These sanctions may include my reassignment from the Shepard community. If I choose to use any substances in the Shepard community, I understand I may be relocated to another residence hall.

#### **Terra House Contract Addendum – Environmental Awareness and Outdoor Adventure**

I agree to participate in and promote the environmental/outdoors theme of Terra House. I understand that Terra House is a residence hall dedicated to environmental awareness and outdoor adventure. I will be expected to recycle, attend hall retreats and become active in the Willamette community. I understand that I will be required to pay a \$15 programming fee per semester in order to fund environmental/outdoors programming in Terra House.

#### **W.I.S.H. House Contract Addendum**

I agree to participate in and promote the international/diversity theme of W.I.S.H. House. I understand that W.I.S.H. House is a residence hall dedicated to diversity awareness and international consciousness. I will be expected to be open and accepting of other cultures and become active in the Willamette community. I understand that I will be required to pay a \$15 programming fee per semester in order to fund international/diversity programming in W.I.S.H. House.

## Residence Life Policies

### Rationale - Compelling Community Interests

Policies of Offices of Residential Services and Residence Life have been developed to address one or more of the following compelling community interests:

- Health and safety
- Property, property loss or damage
- Legitimate educational purpose
- Disruption of the educational living environment

The University has the responsibility to establish policies and procedures that safeguard the health and safety of its community members. Policies and procedures were designed to protect students against incidents or behavior that may jeopardize the physical, mental and emotional health and/or safety of either the group or the individual. At first glance, some of these policies may seem unduly restrictive. However, given the potential for damage, injury and/or loss of life, certain rights of the individual may be limited for the common good of the community.

Care and protection of both community and personal property is a shared responsibility of all its members. Policies were developed to create an environment where students respect and protect their own property as well as the property of their neighbors and the University.

A student's primary purpose in attending Willamette University is to attain a degree. Any behavior that directly or indirectly interferes with the accomplishment of this goal goes against the legitimate educational purpose of the University and of the residential communities. Therefore, Willamette University's policies were established to ensure that the campus living environment is conducive to students' personal development and academic success. (Gathercoal, Forrest, Judicious Leadership for Residence Hall Living, 1991.)

In addition, the student governments in the residential communities are encouraged to develop additional policies or standards as they deem appropriate for residents in their community. All community members are expected to uphold and enforce these standards with assistance from Residence Life staff members. If a community policy or standard appears to be in conflict with a University policy, the University policy will supersede.

### Abandonment

At the end of your contract/lease, be sure to take all belongings with you or store them properly in designated storage rooms. Bicycles, furniture, carpet and other items stored improperly or left on campus will be considered abandoned and are subject to donation or disposal at the student's expense. (See Storage).

### Alcohol

Please consult the Willamette University Selected Policies Manual (available online: [www.willamette.edu/wu/policy/](http://www.willamette.edu/wu/policy/)) for information regarding permitted alcohol use in the residences.

### Appliances

The use of electrical equipment, such as microwave ovens, toaster ovens, toasters, Foreman grills, woks, fry pans, sun lamps, hot plates or any type of exposed burners or open flame devices are prohibited in student rooms. Hot pots and hot air poppers are permitted. Microwave ovens are only permitted in the student kitchens. Due to electrical limitations, air conditioners are not permitted. Refrigerators must have a UV label and draw 1.5 amps or less of electricity (does not apply to the apartments). Refrigerators are not allowed in sorority rooms.

## **Balconies at Kaneko**

Only noncombustible items (such as plastic furniture and bikes) may be kept on the balconies. Items that catch on fire and burn easily are prohibited. This includes trash, athletic equipment, paper, fabric, dried plant matter, plastic tarps, styrofoam, motor vehicles (such as scooters), gasoline, compressed gas, oil, paint, hazardous chemicals or chemicals that are a potential fire danger. Because Oregon Fire Code states that balconies are emergency exits, items cannot hinder egress. Throwing anything off or smoking on a balcony at Kaneko is prohibited.

## **Bikes**

Riding your bike inside of any campus building is prohibited. Any damage caused (i.e., to the walls, carpet, etc.) by bringing your bike in and out of the building is your responsibility. Bikes must be stored in student rooms/apartments or locked to bike racks.

## **Biohazard (Bodily Fluid) Cleanup**

If you or your guest(s) vomit or leave bodily fluids in common areas, you are responsible for contacting a Residence Life or Housekeeping staff member to obtain a bodily fluid cleanup pack to clean up the fluids. The area should be cleaned within half an hour of the incident. If you are incapacitated, then any other individuals involved or accompanying you may be responsible for cleaning up the fluids within half an hour or contacting a Residence Life or Housekeeping staff member to do so. If it is necessary for a staff member to clean the area, the living unit will be charged a biohazard cleanup fee. If the responsible party is identified, he/she will be charged the biohazard cleanup fee.

## **Building Access & Security**

Campus residences are open when the University is in session. Except for the sororities, residences are also open during both Thanksgiving and spring breaks. Residences are closed during semester break (except apartments in Kaneko, Haseldorf and the University Apartments).

All residences are locked 24 hours a day and all buildings have a card-lock access system for entry. Do not loan your Compass Card to anyone. To protect the safety and security of all residents, do not prop an outside door to a residence unless it is attended. The residences are only as safe and secure as residents help to keep them.

Students have 24-hour access to their living units. Students, faculty and staff have access to card lock buildings from 7:00am - 11:00pm using their compass cards. After 11:00pm, only residents have card lock access to their building. If a community votes to extend access to non-residents, the Area Coordinator will contact Campus Safety to request the additional access privileges.

If you lose or misplace your compass card, you have two options:

1. notify Campus Safety immediately to deactivate the card. If you find your card before the next working day, ask Campus Safety to reactivate your card. If you don't find your card before the next working day, you will need to get a new card (\$10.00). This option ensures no one else can use your meal points or Compass Cash or gain access to the building.
2. contact the RA/CM or URep on duty. The staff member can contact the Area Coordinator on duty who can issue you a temporary card. Sorority residents should contact Campus Safety for assistance.

If you live in an apartment in Kaneko, Haseldorf or the University Apartments and circumstances require that another student have access to your apartment over the semester break, contact Residential Services for additional information.

We strongly encourage students to keep their room, suite, and apartment doors locked. Please be aware that if you leave your door unlocked, your choice affects the safety and security of other students in your room, suite, or apartment (including those who share bathrooms in Kaneko B & C wings).

### **Candles**

Incense and candles (even if not intended to be burned) are not permitted in University residences. Exceptions to this policy must receive advanced written approval from Campus Safety.

### **Civility**

Behaving civilly implies acting in a manner consistent with the principles of courtesy, honesty and integrity and encouraging the practice of these behaviors in others. All members of the Willamette University community are expected to practice and promote civility.

### **Common Area Event**

To reserve common space for a program in a residence or hall lounge, contact Scheduling [www.willamette.edu/dept/scheduling/](http://www.willamette.edu/dept/scheduling/).

Any activity in a residence or Greek chapter house must be registered with the Scheduling seven (7) working days prior to the event if expected attendance will exceed one-and-a-half times the building's capacity. This will allow for proper coordination among the many constituents needed to execute a large-scale event.

### **Cooking**

It is a violation of the Oregon Fire Code to cook in your room, bathrooms and hallways, or on the balconies of Kaneko (i.e., no barbecues). Cooking is only permitted in the student kitchens and the apartments. It is the responsibility of the residents to keep the student kitchens clean. If it is necessary for Housekeeping staff to clean the kitchen area, the living organization will be responsible for any additional cleaning charges.

### **Decorations in Student Rooms, Suites and Apartments**

Overhead room lights and sconces cannot be covered, tampered with nor have the bulbs removed. Floor and desk lamps that have plastic, cloth or paper shades may only be used with fluorescent bulbs. Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus.

Any fabric hung in the room must be fire retarded (retardant available through your RA, CM or URep and at Campus Safety). Tapestries or other large pieces of material cannot be hung from light fixtures, sprinklers or smoke detectors.

In Doney, Lausanne, Kaneko and the University Apartments, the sprinkler heads must have 18 inches of clearance and cannot be used to hang things. The glass plug on the sprinkler heads in Doney cannot be touched. Nothing can be hung on or next to the sprinkler heads or lines. If they are jarred in any way, the sensor will be activated, setting off the sprinkler system and potentially flooding your room/the hallway.

Oregon's Fire Code does not permit the use of live holiday decorations (i.e., trees, wreaths, holly, etc.) in student rooms.

Mini lights are the only type of light strands permitted. If you use mini lights, make sure they are UL approved and test them before use. Look for loose, broken sockets and frayed cords. Make sure bulbs do not touch combustible materials. Similar to electrical extensions, lights cannot be strung through doorways, across hallways or anywhere the cords could be pinched or

broken. No more than two strands of lights can be strung together. Do not use staples to suspend lights; use painter's masking tape only.

While you are encouraged to personalize your living space, possessions or displays which are inconsistent with accepted standards or University policies should not be displayed on the outside of room doors or in general view of the public. This includes your room windows. For example, collections of alcoholic beverage containers, posters of nude persons and harassing or intimidating visual materials are generally considered inappropriate. It is our goal to ensure that people feel welcomed and comfortable in their living environment and are not threatened or offended. If you display an item in public view which is incongruent with this goal, a Residence Life staff member will discuss the concern with you. Be aware that some items displayed in public view may constitute a violation of University policies regarding harassment. Check with a Residence Life staff member if you have questions about what may or may not be appropriate.

See the Residential Services Handbook for additional information related to University property.

### **Decorations for Community Events and Programs in and around Campus Residences**

For the health and safety of Willamette residents and their guests, the following fire safety guidelines are provided to assist all living organizations on campus with planning for community events or programs in and around the campus residences. These include holiday celebrations, parties, Greek Recruitment, etc.

Paper decorations or posters larger than 11"x17" must be treated with fire retardant (available through a Residence Life staff member).

If decorative material could ignite, it cannot be used unless treated effectively with a fire retardant (available through a Residence Life staff member). Examples are: paper larger than 11"x17", streamers, etc. Hay bales, cornstalks and the like are not permitted as decorative material.

As stated in the Oregon Uniform Fire Code, "Decorative Materials shall include all materials such as curtains, draperies, streamers, surface coverings applied over the building interior, cotton batting, straw, vines, leaves, trees and moss used for decorative effect, but it shall not include floor coverings, ordinary window shades, nor materials 1/40 of an inch or less in thickness applied directly to and adhering tightly to a base."

Plastic tarp and styrofoam are classified as flammable, toxic materials by the Fire Department. They cannot be fire-retarded and therefore are prohibited under any conditions.

Keep stairways and hallways free of clutter and handrails clear of decorations. Doorways, corridors, stairways and other passageways cannot be obstructed by decorative materials or displays. Movement through these areas cannot be impaired.

Exit signs or fire protection equipment must not be obscured or obstructed.

Tunnels or other passageways cannot be constructed to serve as a means of entering, moving through or exiting a building, hallway or room.

Decorative materials of any kind are not permitted on exit doors, light fixtures, fire sprinkler heads, smoke detectors, fire extinguisher cabinets or electrical fans. In addition, hallway and room lights cannot be covered, tampered with or have the bulbs removed.

Use of extension cords must meet the requirement listed under Electrical Extensions.

Candles or any flame-producing devices are not permitted. With prior approval from Campus Safety, residents who want to observe specific celebrations or ceremonies may do so conditional on strict adherence to the specific guidelines set forth.

Smoke and simulated smoke cannot be used as it obstructs vision and sets off the smoke detectors.

Mini lights are the only type of light strands permitted. If you use mini lights, make sure they are UL approved and test them before use. Look for loose, broken sockets and frayed cords. Make sure bulbs do not touch combustible materials. Similar to electrical extensions, lights cannot be strung through doorways, across hallways or anywhere the cords could be pinched or broken. No more than two strands of lights can be strung together. Do not use staples to suspend lights; use painter's masking tape only.

Use painter's masking tape whenever possible to attach decorations to walls. Small quantities are available through the Residence Life staff. Larger quantities can be purchased at the Willamette Store or local hardware stores. Very small pins are an acceptable alternative. Do not use duct tape, masking tape, cellophane tape, nails or staples.

If a stage is being constructed as part of the event, it must be preapproved through Maintenance with a final inspection done by a Campus Safety officer prior to its use. Please remember that Maintenance hours are 7:30 a.m.-4 p.m., Monday-Friday. Any stage that is constructed for an event must be disassembled and removed within 72 hours.

Painting on windows and tiled bathroom walls is permitted if the materials are washable, leaving no permanent damage. Be sure to use plastic under the window to prevent damage to the wall or carpet. Let Housekeeping staff know in advance that you are planning to paint and when the paint will be removed.

A Campus Safety officer must inspect all event decorations. Please schedule your inspection with Campus Safety no less than 2 hours before the beginning of an event to ensure that the above safety guidelines are being followed. During the inspection, the Campus Safety officer will verify that decorative materials have been flame retarded.

Campus Safety may consider exceptions to these guidelines in some instances. For example, it might be permissible to relax the mandate for exclusive use of flame-resistant material if the event is scheduled for a finite period of time, sober individuals will be monitoring the event, and the officer feels certain that the possibility of a source of heat or flame is virtually nil. Any exceptions to these guidelines need to be approved through Campus Safety. For more information on Campus Safety, [click here](#).

### Halloween

Be careful handling dry ice. Handle it only while wearing heavy-duty gloves.

Small flashlights can be purchased for use in pumpkins.

Black (visquene) plastic is not permitted on campus. There are several alternatives to black plastic. The least expensive option is to use flame-retardant black butcher paper. Black sheets can be coated with flame retardant and saved for future use. Flame-retardant polyvinyl is similar to plastic. Matte Cinefoil is a matte black aluminum material similar to aluminum foil.

### Winter Holidays

Live holiday trees in lounges must be kept in water stands. Check the water level daily. Lights cannot be put on trees that exceed six feet in height.

Artificial trees need to be labeled flame resistant.

Never use glass wool (angel hair) in combination with spray or flocking. The combination is highly combustible.

Saran Wrap should be put on windows before any artificial snow is applied. Snow leaves stains on wood and painted surfaces. There will be a charge if Housekeeping needs to clean or the Physical Plant needs to repaint these surfaces.

Cleanup and removal of decorations must be completed before students leave for the semester.

## Drugs

The possession, use, distribution, cultivation or sale of drugs or drug paraphernalia is illegal as defined by Oregon state law and is prohibited on campus. Also, the manufacture, sale, delivery, unauthorized possession or use in any amount of any controlled substance, drug, chemical, product or material for the purpose or use as an intoxicant is not permitted.

## Duty Coverage

Duty coverage in the residences (except sororities) is provided by the Residence Life staff after normal working hours. The Resident Assistant, Community Mentor, or University Representative on duty carries a cell phone and can respond in case of a lock-out or other concern from 5 p.m.-8 a.m. A Coordinator is also on call for the campus and can be called in case of an emergency from 8 a.m.-5 p.m. on weekends. The Coordinator on call does not have access to master keys for lock-outs.

### Cell Phone Numbers

Westside (Doney, Lausanne, Haseldorf)	503-302-4570
Cornerstone (WISH, Shepard, Lee, York, UAP)	503-302-4571
Eastside (Baxter, Belknap, Matthews, East House)	503-302-4569
Kaneko Commons	503-302-6562
Terra & Fraternities/UREps	503-302-6825
Area Coordinator	503-302-4730

## Electrical Extensions

Please use caution in the use of electrical extensions. Their improper use can start fires. The Oregon Fire Code requires adherence to the following guidelines. All electrical equipment must be plugged into: a) an outlet, b) a single-use, heavy-gauge (12 or 14 AWG), grounded (three-pronged plug) extension cord, or c) a UL-approved, grounded and fused power strip. These extension cords and power strips are available at the Willamette Store. Refrigerators must be plugged into an outlet or a UL-approved, grounded and fused power strip that is rated for the use of the appliance.

The maximum cord length between an outlet and a fused power strip is 15 feet. Without a power strip, the maximum cord length between an outlet and an electrical appliance is 15 feet (including the appliance cord). We recommend for computers and peripherals, students use surge protected power strips.

A fused power strip should be plugged directly into an outlet. The maximum cord length on a power strip is 15 feet.

A power strip cannot be plugged into another power strip or an extension cord. Nor can an extension cord be plugged into a power strip.

An electrical appliance can be plugged directly into a single-use, heavy-gauge (12 or 14 AWG), grounded extension cord as long as the combined cord length is not longer than 15 feet.

Residential-type, small-gauge (16 or 18 AWG) extension cords, called 'zip cords,' are not permitted.

Nonfused multi-use extension cords and nonfused multi-use plug adapters are not permitted.

Electrical extensions cannot be strung under carpeting, through doorways or across hallways. Keep power strips away from heat sources and moisture and do not use paper around electrical outlets.

For the Electrical Extension Cord Diagram, see the appendix or view it online at: [www.willamette.edu/dept/resservices/shared/handbook/pdf/ee\\_diagrams.pdf](http://www.willamette.edu/dept/resservices/shared/handbook/pdf/ee_diagrams.pdf).

## **Fireworks, Explosives and Dangerous Chemicals**

Due to their potential to start a fire or otherwise endanger members of the campus community, explosives, fireworks, compressed gas and dangerous chemicals are prohibited on University property. Equipment and vehicles that use combustible fuel are also prohibited in the residences.

### **Fire Safety** (See also: Campus Safety - Fire Safety)

Fire extinguishers are located throughout each building and in staff apartments. Know the location of all fire exits, fire alarms and extinguishers. Fire doors close automatically when an alarm sounds to prevent a fire from spreading. If fire doors do not operate properly, notify your Residence Life staff member.

In the event of a fire alarm, you need to close all windows or balcony doors, leave your room/apartment, close the door behind you and evacuate the building according to the posted evacuation routes. Stay away from the building until instructions are given to return.

Fire doors, hallways and stairwells must be clear of obstructions at all times.

All fire doors equipped with an automatic door closure are not to be tampered with or disabled. According to the Uniform Fire Code it is a violation to prop a door even if it is attended. Fines could be levied by the Fire Marshal.

Students cannot tamper with smoke detectors. If a battery is low (beeping) submit an emergency work order. After hours, call Campus Safety (x6911 or 503-370-6911) for assistance. An officer will replace the battery or install a temporary smoke detector for the night. Facilities Management (maintenance) or Campus Safety staff will assist right away. NEVER remove the battery. This compromises the security of your community.

Overhead room lights and sconces cannot be covered, tampered with nor have the bulbs removed. Floor and desk lamps that have plastic, cloth or paper shades may only be used with fluorescent bulbs. Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus.

Hazardous chemicals or materials are not permitted in the residences (e.g. gasoline, scooters, compressed gas).

All smoke detectors must be operational and have at least 18 inches of clearance (i.e., from shelves, drapes, etc.). In Doney, Lausanne, Kaneko and the University Apartments, the sprinkler heads must have 18 inches of clearance and cannot be used to hang things. The glass plug on the sprinkler heads in Doney cannot be touched. Nothing can be hung on or next to the sprinkler heads or lines. If they are jarred in any way, the sensor will be activated, setting off the sprinkler system and potentially flooding your room/the hallway.

Tapestries or other large pieces of material cannot be hung from light fixtures, sprinklers or smoke detectors and must be fire retarded (retardant available through a Residence Life staff member). Oregon's Fire Code does not permit the use of live holiday decorations (i.e., trees, wreaths, holly, etc.) in student rooms.

Pulling the fire alarm in a nonemergency situation or tampering with fire safety or firefighting equipment is prohibited. This equipment includes fire extinguishers, smoke detectors, sprinklers, fire alarms, EXIT signs, electrical systems, lighting and automatic door closures. If an alarm is intentionally set off or equipment is tampered with and the responsible party is unknown, the entire living unit or portion thereof may be held responsible (at the discretion of Residence Life).

## Guests

All members of the campus community have responsibility for helping secure the community welfare by informing visitors and guests of expectations. You may not permit a guest to remain in or use the campus facilities, including rooms/apartments, for more than three consecutive nights on campus. As a host, you must obtain permission from your roommate(s) before a guest is permitted to stay in a shared room/suite/apartment. Rooms, suites and apartments should not exceed a safe and manageable occupancy that may be determined by the University.

Public areas of the residences are not available as sleeping space without permission from the Area Coordinator. However, guest rooms can be rented through Residential Services.

Because students are responsible for the behavior of their guests and incidents that occur in their rooms, suites or apartments, guests must have a host or be escorted while in the building. This responsibility includes charges for any damages incurred. If you are concerned about a guest's behavior, you may need to assert yourself or contact a Residence Life staff member for assistance.

## Hallways

For fire safety and housekeeping reasons, fire doors, hallways and stairwells must be clear of obstructions at all times (i.e. bikes, boxes, shoes, furniture, etc.). When an alarm sounds, fire doors need to be free to close automatically to prevent a fire from spreading.

## Halogen Lights

Halogen lights generate a considerable amount of heat and have been responsible for fires. Due to the potential hazards, halogen lights are not permitted on campus.

## Insurance for Personal Property

The University assumes no responsibility for damage, loss or theft to residents' personal property from any cause. Items you place in a University storage room are left at your own risk. Therefore, you are advised to obtain your own personal property insurance and liability coverage for damage, loss/theft of property or fire.

Please report thefts to Campus Safety and the Salem police. They may be able to assist in the recovery of your property. Also, most insurance companies will not cover unreported losses and require a case number from the police department to initiate a claim.

## Lockouts

Residence Life or Campus Safety staff members will open your room/apartment if you get locked out. A charge may be assessed to students who repeatedly need staff to unlock their room/apartment.

If you lock yourself out:

- |                    |   |
|--------------------|---|
| 8 a.m. to 5 p.m.   | Try to find your roommate or a RA/CM/URep in your building; if unsuccessful, call Campus Safety at 503-370-6911 |
| 5 p.m. to midnight | Call the RA, CM, or URep on duty  |
| Midnight to 8 a.m. | Call Campus Safety at 503-370-6911  |

## Cell Phone Numbers

Westside (Doney, Lausanne, Haseldorf)	503-302-4570
Cornerstone (WISH, Shepard, Lee, York, UAP)	503-302-4571

Eastside (Baxter, Belknap, Matthews, East House)	503-302-4569
Kaneko Commons	503-302-6562
Terra & Fraternities/UReps	503-302-6825
Area Coordinator	503-302-4730

## **Noise**

Communities should determine their own quiet/courtesy hours and enforcement structure at the beginning of the school year. If communities choose to have different quiet/courtesy hours or different enforcement structure during study days and finals, they should set those at the beginning of the year as well.

Because the noise from one residence hall or Greek house may be audible from another residence hall or Greek house, hall council presidents and Greek chapter presidents from neighboring communities should meet to share the quiet/courtesy hour policies developed by their communities. They should also discuss what to do in case of conflict.

When agreements cannot be reached in or between communities, staff from the Office of Residence Life will be available to provide guidance.

Campus residences are close to academic buildings, therefore, residents need to ensure that noise does not emanate outside of their building. If a community wants to plan an event which could disturb other classes in the area, they need to get approval in advance.

The Eastside community must be particularly attentive to noise because any sound generated in the quad area (between Baxter and Matthews) is amplified by reverberating off of the surrounding residences. Students congregating in the Eastside quad must be especially aware of their noise level, as even a small group of people can unintentionally generate sufficient noise to disturb others. If University staff receive complaints about noise generated from individuals outside of a residence, they will be asked to go inside or leave the area.

## **Notice**

All required notices shall be delivered to a student's University mailbox or sent via email. Actual notice to a student is considered effective once it is deposited in the mail or posted to his/her University email account. Students should check their campus mailboxes and University email accounts regularly.

## **Occupancy**

Rooms/suites/apartments shall not exceed a safe and manageable occupancy that may be determined by the University.

## **Open Flames**

As a means of fire prevention, candles, potpourri, incense, or any open flames are not permitted in the residences. Smoking is permitted outside away from the entrance/exit.

Exceptions to these guidelines will only be considered for specific celebrations or ceremonies, such as candles on a birthday cake or a menorah for Hanukkah. Any exception to the open flame policy needs to be approved in advance through Campus Safety.

## **Pets**

Animals carry diseases, irritate allergies, may not have had the required immunizations, may offend others and can cause damage. Therefore, they are not allowed in University residences. Fish are the only exception and tanks are limited to 15 gallons. Sororities, however, do not allow fish. Students who have pets in violation of this policy will be assigned 15 campus restitution hours. If University staff determine that fleas are present, residents are responsible

for the cost of fumigation and carpet cleaning. Animals without homes can be taken to the Humane Society of the Willamette Valley, 4246 Turner Road SE, Salem, OR, 503-585-5900.

### **Physical Harm**

Physical harm or the threat of physical harm to any person, including sexual misconduct (e.g., sexual assault, sexual harassment), assault, battery and physical fights, will result in serious disciplinary action. You and your guests are expected to resolve differences in a mature, constructive manner.

### **Posting Guidelines**

Poster size is limited to a maximum of 11" x 17."

Material that contains obscene language or references to alcoholic beverages or illegal substances will not be approved.

Posting on individual room doors without the permission of the occupants is prohibited.

Posters may not be placed on the exterior of buildings or on entrance/exit doors without the approval of the Area Coordinator.

Soliciting for events is not permitted.

It is our goal to ensure that people feel welcome and comfortable in their living environment and are not threatened or offended by posted material. If material submitted for posting is incongruent with this goal, the Office of Residence Life will discuss concerns prior to posting the material and may require that the sponsoring organization be identified on the poster. For information on the posting policies in other University buildings (including sororities), please refer to the Office of Student Activities web page.

### **Posting in Campus Residences (except sororities)**

Campus departments, administrative offices, student organizations, groups sponsored by campus organizations and off-campus nonprofit organizations may post information or publicity in University residences. Posters of an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) do not need approval. All other postings within campus residences need to be approved through the Office of Residence Life.

Individuals need to bring or send the posters to the Office of Residence Life. The material will be reviewed, and if approved, our staff will stamp each poster with the date the poster will be taken down. Door hangers will be limited to two per month for each community. The organization/individual wishing to put up door hangers will need to come to Residence Life to stamp their own door hangers before hanging them. After receiving approval, the ASWU programming board is the only group that may post materials in the halls themselves. All other posters will be posted by Residence Life staff within three working days and will be removed on the stamped date. Unauthorized postings will be removed.

The number of copies an organization provides depends on its publicity needs:

20 copies will provide one in the lobby of each residential building (except sororities).

36 copies will provide one for each staff member to post in each community.

#### **Eastside**

Baxter: 4  
Belknap: 2  
Matthews: 2  
Terra House: 2  
East House: 1

#### **Westside**

Doney: 3  
Lausanne: 4  
Haseldorf: 1

#### **Cornerstone**

Lee: 1  
York: 1  
WISH: 1  
Shepard: 1  
University Apts: 1

**Kaneko Commons: 8**

**Fraternities: 3**

**Montag: 1**

If the organization only wants the posters displayed in selected halls (up to 36) the hall needs to be designated on each poster.

**Posting in Bathroom Stalls** - Only two posters are permitted in each bathroom stall at a time - one from an organization internal to the house/hall/complex (staff, hall council, fraternity executive council) and one from the ASWU programming board.

**Posting During ASWU Elections** - While candidates and students advocating for or against an election issue do not need to abide by the standard Residence Life posting policy restrictions, they do need to abide by guidelines established by the Elections Board and the following policies. Campaign materials may not be posted on any doors. Doors are entrances and exits. Therefore, they need to be free from material that could block the view through glass door and from flammable material that would inhibit exit during a fire. Also, the number of posters needs to be kept to a reasonable level for the same fire safety reasons. If candidates were to plaster walls and corridors with paper, it could create a very dangerous situation in a fire. Three posters per candidate or issue in a particular area (lounge, hallway, etc.) is reasonable. Individuals may not solicit door to door. That means they may not go through buildings trying to campaign, nor may they slide materials under residents' doors.

### **Roofs, Porches and Fire Escapes**

In order to reduce the potential for injury to individuals and damage to University property, the roof areas of buildings, ledges, porches, fire escapes and covered walkways are not to be used for storage, to be walked on, or to be otherwise occupied except as an exit from the building in the event of an emergency.

### **Skating**

Roller skating, roller blading or skateboarding is prohibited in the residences. See Selected Policies Manual for additional guidelines (available online: [www.willamette.edu/wu/policy/](http://www.willamette.edu/wu/policy/)).

### **Smoking**

All University buildings and residences (including Kaneko balconies) are designated "No Smoking" areas. Smoking is permitted outside at least 25 feet away from a building. A nonsmoking roommate will not be paired with a smoking roommate unless the nonsmoker does not object.

### **Solicitation**

Solicitation is not permitted in or around campus residences. Solicitation includes asking for donations, selling merchandise or services, or inviting students to meetings/activities in such a way that might cause a student to feel uncomfortable or obligated to attend. As an alternative, individuals are encouraged to set up a table in Goudy Commons or the University Center.

To protect our residents from unwanted requests to purchase goods or services as well as to protect the University from any association with suspect businesses, residents may not operate a business from their room/suite/apartment. Therefore, you are not able to use University room/suite/apartment numbers, phone numbers or e-mail addresses as contacts for a place of business. However, you are able to use University box numbers and phone numbers if they are labeled as home contact information. You can also use your room/suite/apartment as a meeting place as long as it doesn't infringe on your roommate's rights or create a disruption in your community.

### **Sports within Buildings**

For the safety of residents and to eliminate the potential of damage, sports are prohibited inside the residences. This includes roller skating, roller blading, skateboarding and bike riding.

## **Stolen Property**

The possession and/or display of stolen property (i.e., street signs, etc.) is prohibited. All stolen property will be collected and returned to its rightful owner by Campus Safety.

## **Storage**

A locked storage room is available in some residences, but space is limited. If storage space becomes extremely limited, Residence Life may implement criteria to decide which students have priority for storage space. Only current residents or students under contract the previous semester who are abroad may store items during the academic year. Only students who have signed a contract for the following academic year may store items over the summer.

Storage areas are for items to be stored for long periods of time. Keep items that you need periodically in your room/suite/apartment. Items left in designated storage rooms over one year will be subject to donation and/or disposal. Items left in common areas at any time are subject to donation and/or disposal.

All items must be stored in a designated storage room, be checked-in by a Residence Life staff member, and be clearly marked with your name, permanent address, and current date. You can get a label from a staff member or label items yourself.

Stored items are left at your own risk! The University does not accept responsibility for the damage, loss or theft of personal property.

Items that students CANNOT store on campus include but are not limited to: motor vehicles (such as scooters), gasoline, oil, paint, hazardous chemicals or chemicals that are a potential fire danger, weapons, compressed gas, animals, empty cardboard boxes, carpet, student-owned furniture, bikes, wood, cinder blocks, and other items that may be deemed unsafe by the Fire Marshal or the University. Only exception: The Outdoors Club is permitted to store less than one gallon of white gas in approved containers in their storage area in Terra House South.

**Summer Storage in Fraternities** - Any property belonging to the students/chapter must be removed from student rooms/common areas and stored in the basement or chapter room. Be careful not to block any electrical panels or sump pumps. Items cannot be stacked higher than six feet and no closer than three feet to any wall. There must be two aisles (3 feet wide) across in the center of the basement and chapter room. A staff member will tape off these areas during the last week of April to outline proper storage space.

**Summer Storage in Sororities** - Summer storage is available in designated storage areas only. All property belonging to the students/chapter must be removed from student rooms, common areas, and sleeping porches and stored in the designated areas or off campus. Facilities Management (maintenance) staff need to be able to access all mechanical, electrical, and plumbing areas. University-owned property is not to be stored in the student storage areas, on or off campus.

## **Verbal Abuse and Harassment**

All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect. Therefore, verbal abuse and harassment of another individual will not be tolerated. This includes but is not limited to threats, malicious pranks, abusive name calling, and racial, gender or sexual orientation harassment. You and your guests are expected to resolve differences in a mature, constructive manner. Refer to the Standards of Conduct or contact a Residence Life staff member for more information and/or clarification.

## **Weapons**

The possession of dangerous weapons, explosives, fireworks, dangerous chemicals or launching/propulsion devices is prohibited on University property. A weapon includes any item or instrument:

- defined as a weapon by local, state or federal law
- designed to cause injury or incapacitate another person
- used to harass, threaten, intimidate, assault or batter another person
- the University deems dangerous

The University has a zero tolerance policy regarding dangerous weapons and may summarily dismiss students for weapons possession. If you plan to bring a hunting weapon to campus, you must store it at Campus Safety.

## **Windows**

Using windows as an entrance or exit (except in emergencies) and throwing anything outside is prohibited and will result in disciplinary action. Hanging items out windows also creates a hazard and is therefore not permitted.

## **Policies related to University property are in the Residential Services Handbook:**

Check-In

Check-Out

Damage, Vandalism, Theft or Loss of University Property

Decorations in Student Rooms, Suites and Apartments

Energy Conservation

Entry of Rooms/Suites/Apartments

Fats, Oil and Grease (FOG)

Furniture in Rooms, Suites and Apartments

Furniture in Lounges & Common Areas

Guest Rooms

Keys

Laundry Facilities

Light Bulbs

Maintenance Repairs

Names of Residence Halls and Apartment Buildings

Painting

Pests & Notification of Pesticide Use

Recycling

Telephone System Repairs

Television & Dish Satellite Services

Vending Machines

Waterbeds

Wireless Access Points

## **Campus Services and Facilities**

### **Emergency Procedures – Campus Safety**

Campus Safety (from on campus): ext. 6911  
Campus Safety (from off campus): 503-370-6911  
Salem Police Business Line: 503-588-6123

### **Medical Emergencies**

In the event of a medical emergency, notify Campus Safety (503-370-6911) immediately. Identify yourself, give the location and name of the ill or injured person and explain the problem. Stay with the ill or injured person until help arrives.

### **Fire Emergencies**

All alarms are to be treated as an emergency and it is your responsibility to leave the building when an alarm sounds. Failure to evacuate the building during a fire alarm will result in disciplinary action. Fire alarms in all residences (excluding Haseldorf Apartments) and the smoke detectors in student rooms at Lausanne and Kaneko are connected to the Fire Department.

### **Fire Evacuation Procedures**

In the event of a fire:

1. Pull the alarm if it is not already ringing.
2. In a burning building, keep close to the floor, cover your head with a towel or an item of clothing to provide protection from heat and smoke. Feel doors with the back of your hand. If they are hot, do not open them.
3. If the door is warm or the hallway is impassable, place towels or a blanket (wet, if possible) at the base of the door. Call Campus Safety (503-370-6911) with your name and room/apartment number, go to the window and make your presence known.
4. If the door is cool and the hallway is clear, close your door behind you and evacuate the building immediately.
5. If the hallway is filled with smoke, cover your nose and mouth, stay low to the ground and move quickly to the nearest exit. If it is blocked, return to your room/apartment, close the door and signal for help.
6. If the clothes you are wearing are on fire, do not run. Drop to the floor and roll up in a rug or bedspread. Remove smoldering clothing.
7. Residence Life staff members will clear their floors and continue to clear people from the building as they proceed to the nearest exit.
8. Do not attempt to fight the fire. Wait for the Fire Department. Stay away from the building, main sidewalk and entrance area. Meet your fellow residents at the designated location.
9. No one is to re-enter the building without the Fire Department's permission. The Fire Department has legal control of the building whenever an alarm is activated. Anyone who interferes with the firefighters or who fails to cooperate in any way is subject to a fine and/or arrest.

## **Fire Evacuation Procedures for Individuals with Mobility Impairments**

First, always assume it is a REAL FIRE and follow the general evacuation procedures listed in "Watching Out For Yourself on Campus" published by the Office of Campus Safety (call x6911 or 503-370-6911 to request a copy).

The Fire Department will carry out the evacuation.

Until the fire department arrives:

1. Assign an individual to immediately call Campus Safety (cell phone or nearest phone). Report that there is an individual who uses a wheelchair or other assistive device in Hall \_\_, Floor \_\_, Room \_\_.
2. The assigned person is to remain in the room with the student while the other individuals follow usual evacuation procedures. Keep the door closed.
3. Never enter an elevator. It commonly stops working when the fire alarm rings.
4. If the fire is in the room with the student, the student and assigned individual should go into the hall to the nearest stairwell and wait for assistance. (All hallway doors should be closed).
5. Never carry an individual unless it is a matter of imminent danger. If a student must be carried, leave the wheelchair behind and follow the instructions of the individual as to how he/she is best transported.

## **Fire Extinguisher Safety**

All fire extinguishers on campus are ABC extinguishers and will extinguish all types of fires. If a grease fire develops in a container or on a stove, eliminate the source of heat by turning off the stove and cover the container by slipping a lid across the top from the side. Wash extinguisher chemicals off the skin as soon as possible.