

Policies & Regulations – Traditional

Described below are the Policies & Regulations that govern all occupants of Chapultepec Hall, Cuicacalli Suites, Maya and Olmeca Halls, Tenochca Hall, University Towers and Zura Hall. By completing and signing the Student Housing License Agreement and taking occupancy of a residential community room or apartment, you hereby agree to all provisions and understand that violation of policies will result in disciplinary intervention.

**These policies are subject to change, without notice.*

Accountability

Each Licensee is viewed as a responsible person who will be held accountable for their own actions and those of their guests. When misconduct is reported, the campus will take appropriate action in accordance with campus policy and in consultation with the University Police department and/or campus administration. Incident investigation requires adequate time for completion before any action will be taken.

Alcoholic Beverages

1. No Licensee or guest may possess or consume alcohol in the residential communities.
 - a) The possession of empty alcohol containers, including shot glasses, may be considered evidence of consumption of the alcohol previously contained therein and are therefore prohibited from the residential communities.
 - b) No person may be in the presence of alcoholic beverages in any residential hall community.
 - c) Gross consumption of alcohol and the results of such consumption (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff and other such acts) are prohibited.
 - d) Licensees or guests of any age may not possess alcohol or drug consuming devices/paraphernalia.
2. In addition to these policies, Licensees are expected to abide by the university Alcohol policy, which applies to all campus living environments. The university Alcohol policy can be viewed online at: [http://go.sdsu.edu/universitysenate/files/06941-fnl2policy_file_accessible_8_11_16_\(1\).pdf](http://go.sdsu.edu/universitysenate/files/06941-fnl2policy_file_accessible_8_11_16_(1).pdf)

Appliances

University-provided MicroFridges, refrigerators, stoves, and microwaves are the only permitted appliances for use in the residential community rooms and apartments for food preparation or storage. No hot plates (including candle warmers), coffee makers, toasters, popcorn poppers, ovens, grills, electric water coolers, or other cooking appliances are permitted in any residential community room or suite areas. Space heaters are prohibited in all residential communities. No personal refrigerators are permitted in any residential community room, suite, or apartment. Violations will result in disciplinary action and any monetary charges for costs attributed to removal or repairs will be the responsibility of the Licensee.

Bathrooms

Licensees and their guests are not permitted to enter or use bathrooms designated for the gender of which they do not identify.

Bicycles

Bicycles are not permitted in buildings (including residential community rooms) or in courtyards, patios or balconies. Bicycles may be stored only in the designated bike storage area near or adjacent to a residential community hall/apartment during occupancy. Bicycles placed or stored in any other location will be impounded.

Candles, Incense and other Flammables

The burning of any materials, including incense or candles, is prohibited except when prior written request and written approval has been obtained from the Director of Housing Administration and/or Director of Residential Education (or their designee) for the purpose of religious or spiritual observance only. Plug in fragrance devices are also prohibited in all residential communities.

Cleanliness, Health and Hygiene

Reasonable efforts must be made to maintain proper personal cleanliness and hygiene. Online room inspections are available on the Licensee's Housing Portal after move in. Any Licensee who does not complete their online room inspection within 72 hours waives their right to contest any damage charges. Residential community rooms, apartments and suites must be kept clean and sanitary at all times, including proper disposal of empty food and beverage containers. Licensees may not violate these regulations or interfere with the safe and clean environment of others. Licensees are prohibited from activities that violate any health code. The university reserves the right to inspect suites, rooms and apartments on an as needed basis. If any residential community room, suite or apartment is found to be the cause of a health and/or safety violation, the university may have the residential community room, suite, or apartment cleaned at the expense of the Licensee and/or roommate(s) and/or suitemates. Charges for pest control services will be added, if needed.

Close Down Over Breaks

During vacation breaks and closedown, Licensees who vacate the building for an extended period of time must unplug all electrical items, except permitted refrigerators and MicroFridges.

Commercial Ventures/Solicitation

Commercial solicitation and solicitation of any non-university related or supported activities are prohibited. Requests related to university related or supported activities are subject to the approval of the Director of Residential Education or designee. Door to door solicitation is prohibited at all times. Additionally, Licensees are prohibited from knowingly or willfully permitting solicitors from entering the residential communities to solicit. Licensee agrees to not use any area of the residential communities for commercial or non-residential purposes.

Community Living

Licensees agree to conduct themselves in a manner that is conducive for fellow residents to study, live, and sleep. Each Licensee also agrees to demonstrate reasonable efforts to resolve roommate and/or community issues. Licensees are expected to report violations of the License Agreement to staff members.

Damages/Vandalism

Licensees and/or their guests who accidentally or intentionally damage or vandalize any residential community property, and/or property belonging to any member of the campus community, will be required to make restitution for repairs and/or replacement at the Licensees expense and disciplinary action will be pursued.

Decorating/Posting

Posters and decorations may be attached only to interior walls, and only with materials that will not cause any permanent damage. Hanging heavy items on the back of doors is prohibited. Charges will be assessed for damages resulting from improper attachment at a minimum rate of \$40. Exterior wires, signs, aerials or satellite dishes are not allowed. Painting of rooms is not allowed. Posting of any materials on exterior surface of room doors is prohibited, except for name identification and SDSU-approved and supplied dry erase message boards. Posting on windows and ceilings is also prohibited. Holiday decorations inside rooms are permitted only if safe and do not present a fire hazard. Non-UL approved lights are prohibited. Cut/live trees and foliage are prohibited in any residential community apartments, student rooms and suite areas.

Doors/Door Locks

Tampering with, disabling, or modifying the operation of residential community apartment, room or suite doors or door locks is prohibited. Any Licensee and/or guest of a Licensee's responsible for such violation will be subject to disciplinary action. Any charge for costs attributed to repairs of doors or door locks will be the responsibility of the Licensee.

Drugs

No drugs, narcotics, or controlled substances, including medical marijuana, may be possessed, used, sold nor distributed at the university or in the residential communities. No drug paraphernalia, including any bong, pipe, and the like, at the university or in the residential communities. Prescription drugs may only be used as prescribed, by the person to whom they are prescribed. The sharing or distribution of prescription drugs is against policy and the law. Use of drugs and the results of such use (such as disruptive or destructive behavior, vomiting or urinating on floors and hallways, incidents or conditions necessitating extra care by staff and other such acts) are prohibited.

Duty to Follow Directives/Failure to Respond.

Each Licensee is expected to respond to and follow all written and verbal directives or requests of university staff promptly and act in an appropriate manner. This includes answering the door and checking one's voicemail, e-mail, and mailbox on a regular basis. Failure to comply with directions of, or interference with, any university official while acting in the performance of official duties will result in disciplinary action.

Electrical Safety

Extension cords are not permitted. UL approved, grounded power strips with circuit breakers should be used for all electrical equipment including computer and computer related hardware. A maximum of two power strips may be used per room, in separate outlets. No modifications to, or changes in, electrical wiring are permitted. No "splices," "octopuses" or modification devices of any kind may be used to add plugs in Licensee's room or suite. Excessive electrical equipment is prohibited. Licensees in apartments, rooms or suites found to generate circuit overloads will be investigated. Repeat violations will result in disciplinary action and any charges for costs attributed to removal or repairs will be the responsibility of the resident.

Elevators

If an elevator malfunctions, press the alarm and stay inside until help arrives. Do not attempt to jump up and down, pry open or hit doors, or climb out. Licensee will be charged the cost to retrieve items dropped down shafts, or repairs due to Licensee or their guests' negligence or damage, including damages resulting from exceeding the posted elevator capacity.

Explosives

Licensees shall not possess any firearm, ammunition, fireworks, explosives, gasoline, propane, highly flammable material, or any other weapon. Violation of this policy may result in criminal prosecution.

Fake IDs

The use, display, production, and/or possession of fake or fraudulent forms of identification, including identification that belongs to another person, is prohibited. Such ID will be turned over to the University Police. Violation may result in both legal and disciplinary action.

Fences.

Fences are designed for the safety of the residential community. Students are not permitted to climb over/under fences or prop gates open, thereby, compromising the safety of the community.

Fire Alarms/Fire Safety

Tampering with, disabling, deactivating, removing, covering, or improperly activating fire safety detection equipment including fire extinguishers, fire alarms, sprinklers and smoke detectors is prohibited. Any Licensee and/or guest of a Licensee responsible for violation are subject to eviction and criminal and civil penalties. Door closers must not be removed and doors with door closers cannot be propped open. Use of prohibited cooking or other devices that cause activation of the system will result in disciplinary action and a charge for costs attributed to the alarm. During a fire alarm or other emergency where evacuation is required, Licensees must immediately exit the building.

Food Service

While in any campus dining facility, Licensee agrees to bus dining table and to pick up any trash left behind in order to promote a more pleasant dining environment. Shoes and shirt are required to be worn at all times. Licensee may not allow others to use Licensee's meal plan.

Furnishing False Information.

Licensees must provide accurate and truthful information, including properly identifying themselves and guest(s), upon request by university staff.

Gambling

Gambling is prohibited in all residential communities and on all university grounds.

Guest

1. A guest is any person who is permitted by a Licensee, and approved by the Residential Education Office, to occupy and/or reside in, for a limited time, in a housing facility. Guests, including residents of other on-campus housing buildings, must register a valid photo ID for entry at the front desk. Visitors and guests, including residents of other halls, must be escorted and in attendance by Licensee at all times. Licensee accepts responsibility for the behavior of their guests and must inform guests of university regulations. The Licensee is allowed no more than two guests in their residence hall room at any given time.
2. Licensees living in designated over- the-break housing may have one guest at a time during break periods.
3. Overnight guest(s) privileges are extended to Licensees on a temporary and occasional basis only after securing approval from any and all roommates and registering the guest(s) with the residential community front desk. Overnight guests must be housed only in the hosting Licensee's room. An overnight guest is considered anyone whose visit lasts more than six hours, beginning or falling between the hours of 9:00 p.m. and 6:00 a.m. The same guest may not stay in any residential community for more than four (4) nights per calendar month and may only stay two (2) consecutive nights per calendar month. The university reserves the right to deny access to any person.

Halogen Lamps

Halogen lamps of any type are prohibited in the residential community.

Lockout Key, Red ID Card, and Access

When the Licensee moves into the residential community, they are provided a room key(s), swipe card or other form of access device. Lost or stolen keys/swipe cards/SDSU Red ID card/access devices must be reported within 24 hours at the residential community's front desk and a lock change will be ordered. A lost key or card poses a security risk! Report a lost or stolen SDSU Red ID card to the SDSU Card Office via their website, www.sdsucard.sdsu.edu . This will immediately deactivate your SDSU Red ID Card. Speak with your front desk to receive a temporary replacement card. Licensee will be billed for lost/stolen keys and/or access device and/or swipe cards in all the residential communities. Licensees must exercise care in usage of these items. These access items may not be given/loaned to any person other than specifically assigned Licensee. Staff will assist Licensee in room entry and the Licensee will be charged \$25 per entry, regardless of reason for lock out. Staff may not be readily available and the Licensee may be required to wait. Multiple incidents may result in disciplinary action.

Mistreatment of Staff

Threats, harassment, abusive behavior, unwanted touching, and any other mistreatment of staff are grounds for university disciplinary action, eviction, and criminal prosecution.

Motorized Vehicles

Motorized vehicles may not be operated, charged, or stored inside any SDSU residential community apartment or dining facility. This includes, but is not limited to motorcycles, mopeds, hoverboards, self balancing scooter boards, two wheeled scooters, Segways, carts, etc. Motorized vehicles used for documented disabilities are exempt from this policy.

Noise

1. Quiet hours are observed from 9:00 p.m. to 10:00 a.m., Sunday through Thursday, and from midnight to 10:00 a.m. on Friday and Saturday. During quiet hours, Licensees and guests must limit noise so it is not detectable outside of individual rooms. During quiet hours, noise levels are also limited in all public areas, including hallways, recreation/study rooms, balconies, pools and outdoor areas.
2. During final examination periods, all halls will observe quiet hours 24 hours per day beginning at 9:00 p.m. two (2) days prior to the university's first scheduled final examination and ending at the close of the building and/or the end of the university's last scheduled final examination.
3. During times not designated as quiet hours, Licensees and their guests must limit noise so as to reasonably avoid disturbing other residents. Loud talking or group gatherings that disturb others are not permitted.
4. Amplified sound, playing of drums and other loud instruments, as well as noisy games, electronics, etc., are prohibited at all times in the residential communities.
5. The Noise policy also applies to loud talking and group gatherings outside the residential community building.
6. General custodial and maintenance activities are exempted. Specific projects performed by contractors may start at 7:00 a.m.

Online Social Networks

Licensee will be held accountable for postings depicting or describing violations of residential community regulations and campus policies.

Passive Involvement

Licensees are responsible for choices they make. In the presence of a policy violation, Licensees may attempt to stop the violation, contact residential staff and/or immediately remove themselves from the situation and the vicinity of the violation. If a Licensee chooses to remain at the scene of a policy violation, they will be included on the Incident Report and may be held accountable for a policy violation.

Pets

Animals of any kind, except fish in a bowl up to 2-gallon capacity, are not allowed in any residential community apartment or room, common areas or on the premises except as otherwise required by law and authorized by the Director of Housing Administration. Licensees may not feed/shelter stray animals. Licensees are obligated to tell residential community staff about stray animals so appropriate action can be taken to remove and protect the animal.

Photography

Persons in bedrooms, bathrooms, and dressing areas may not be filmed, recorded or photographed without specific written Licensee consent.

Physical Abuse and Harassment

Abusive physical and verbal behavior, and threats of physical abuse toward residents, guests, or staff, are violations of policy and will not be tolerated. Such conduct may be grounds for disciplinary action, removal from the residential community, eviction, and/or criminal prosecution. Examples of prohibited conduct include, but are not limited to sexual and racial harassment, threats of violence, sexual assault, fighting, punching, slapping, kicking, scratching and pushing. Practical jokes and pranks or other disruptions are prohibited in the campus community.

Public Health and Safety

The university reserves the right to close the residential communities if such a closure is required to protect the public health and/or safety of Licensees.

Safety/Security

1. Licensees must present their SDSU Red ID card and/or building identification every time they enter their residential community or if asked by a university official. Keys, swipe cards and access devices are for Licensees only; lending these items or Red ID to another individual is not allowed. Possession of a swipe card for a building that Licensee does not live in is against policy.
2. Emergency equipment, including fire alarms, AEDs, and smoke detectors may not be tampered with at any time.
3. Room signs and directional signs may not be tampered with or removed.
4. Public doors may not be propped open.
5. All residential community rooms and suites are subject to regular safety and maintenance inspections by the staff.
6. All first floor rooms have university- provided window/door security screens for the security of residents; it is the responsibility of each resident to use them. Licensees will be billed to replace window/door security bars that are damaged.

Skateboards and Scooters

The use of scooters, roller blades, and skateboards within the residential communities and on or adjacent to university property is prohibited and such users are subject to citation and fine by the University Police, as well as disciplinary action.

SDSU Residential Housing Network Acceptable Use Policy.

The university provides wireless connections to all of the residential communities. Internet access is not guaranteed and may not be available to some Licensees under certain circumstances. University policy describes what use is acceptable and appropriate for your residential network connection. By connecting to or using a network connection in your residence. Licensee agrees to abide by the university policies. It is strongly recommended that Licensee review the University's Acceptable Use Policy (AUP) at: <http://security.sdsu.edu/policy/aup.html>, which is incorporated into this License Agreement.

Disciplinary Procedures, Business Affairs, Academic Affairs, SDSU Human Resources, or law enforcement officials, as appropriate, will adjudicate violations of the Acceptable Use Policy. The SDSU Computing Security Officer may temporarily suspend network privileges of any university user while suspected violations are being investigated or adjudicated, even if it affects network services of roommate(s) and/or suitemates. If Licensee's network privileges are suspended, Licensee must pay to be reconnected. Licensee's network privileges will be permanently revoked after the third violation. Depending on the severity of the violation, Licensee's network privileges may be revoked after one violation.

Slacklining and Hammocking

Slacklining and hammocking are prohibited on Housing property

Smoking

SDSU is a smoke free campus. Smoking, hookahs, and water pipes are prohibited in all university buildings, including residential communities, student rooms, lounges, recreation rooms, public areas, hallways, stairwells, balconies, walkways, courtyards and pool areas. Smoking is prohibited in outdoor areas including courtyards and community centers. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted or vapor-producing tobacco product. Tobacco is defined as all tobacco-derived or containing products, including, but not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, hookah smoked products, and oral tobacco (spit and spitless, smokeless, chew, snuff). The SDSU Smoking policy may be found at: <http://smokefree.sdsu.edu/>.

Solicitation

Solicitation of any kind, without prior approval by the Director of Residential Education or designee, is prohibited. Door to door solicitation is prohibited at all times. Additionally, Licensees are prohibited from participating in or from knowingly or willfully permitting solicitors to enter the residential community to solicit.

Swimming Pools

Swimming in a residential community pool is limited to Licensees and their guest(s). No lifeguard is on duty at any time and swimming is at each person's own risk. Pool use hours are 10:00 am to 9:00 pm except during Residential Education, Residence Hall Association, or Hall Council sponsored events that must end by quiet hours. Portable swimming pools are prohibited in all residential communities and on all university grounds.

Theft

Theft of campus property, or property in the possession of, or owned by, a member of the campus community, is prohibited. This includes borrowing without specific prior approval, and the relocation of lounge or common area furniture.

Throwing Objects

Balls, sports equipment and any other item may not be used inside the residential communities and fire lanes. No object may be thrown or dropped from a window, balcony or opening.

Unauthorized Entry or Use

Unauthorized entry into, unauthorized use of, or misuse of personal or campus property is prohibited. This includes the use of emergency exit doors when no emergency exists.

Video Cameras

Video cameras may be located in the residential community elevators and other common areas (e.g., lobby, lounge, laundry room, hallways, dining facilities, etc.) for the protection of residents. Exterior cameras may monitor outside areas near the residential communities. Covering, breaking, damaging or tampering with video cameras is a violation of policy and will result in disciplinary action.

Weapons

Firearms, ammunition, fireworks, explosives, highly flammable materials, weapons, projectile devices, guns or knives, tasers, swords, hatchets, or replica weapons, or any other weapon or material or instrument which poses a risk of damage or injury is strictly prohibited and a violation of the law.

Definitions (in all cases include, but are not limited to, the following):

- Firearms - Any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls or darts) regardless of the propellant used. This includes air-soft guns, ornamental rifles used for ROTC training, and "replica" weapons.
- Weapons - Any instrument of combat possessed or carried for the purpose of inflicting or threatening bodily injury, including a blackjack, slingshot, billy, sand club, sandbag, metal knuckles, or tasers. Replica weapons used for classes or student activities are prohibited.
- Knives - Dirks, daggers, ice picks, pocketknives, or knives having a fixed blade longer than 2-1/2 inches (California Penal Code 626.10). This does not apply to the lawful use of cutlery and other eating implements used in food preparation or consumption.

Windows, Balconies and Patios.

Window screens are not to be removed, loosened, or altered. Licensees will be billed for breaking the seal, including the tamper tag, on an operable screen and will be billed the cost to replace, re-install, or repair damages (when applicable) to any screen. Licensees may not enter or exit a residential community room, suite, or apartment through the windows except for emergency, safety, and/or security purposes. No items except patio furniture designed for outdoor use may be placed on balconies and patios. Examples include, but are not limited to hangings, partitions, curtains, flags, or hammocks. These areas shall not be used for storage of furniture, barbecues, bicycles or other items including hanging of laundry. Unauthorized entry to other Licensees' rooms, windowsills, roofs, ledges, and balconies is prohibited.