

UNIVERSITY COURTYARD HANDBOOK

RESIDENCE HALL STANDARDS OF CONDUCT (F TO N)

FACILITIES POLICIES:

- **APPLIANCES:** Electrical devices such as stereos, TVs, hair dryers, coffee pots, air popcorn poppers, blenders, radios and personal computers are permitted, if they are UL approved and portable. Space heaters and cooking appliances (examples: hot plates, toasters, rice cookers) are NOT permitted!
- **BALCONIES/PATIOS:** NO SMOKING! No personal items, trash, or bikes may be kept on the balconies. No BBQs are permitted on the balconies, sidewalks or grass. Anyone in violation of these policies will have the bike, furniture or BBQ confiscated and returned at check-out. Lawn furniture may be brought onto the patios.
- **CEILINGS:** You may not display any types of wall hangings, flags or posters on the ceiling. This is a fire hazard. During health and safety inspections you will be required to remove them. If not removed by resident in the time stipulated, Housing reserves the right to remove them.
- **CLEANING:** Each resident is expected to clean up after themselves. Residents must maintain appropriate health and sanitary levels in their personal living area. All food should be kept in sealed containers and refrigerated if needed. Spoiled food should be discarded in dumpsters located outside the halls. When the condition of a room/suite is offensive and/ or jeopardizes the health of one or more occupants, the resident will be asked to correct the condition. If the resident fails to correct the condition within 48 hours, they will be subject to disciplinary action.
- **ELECTRICAL, UTILITY AND CABLE ACCESS PANELS:** Access panels are located in community-style hallways, common areas and also in residence suites. All residents must refrain from accessing, opening and tampering with any and all electrical/utility/cable access panel(s) and/or closet(s) and/or the contents thereof located within the residence halls or resident units. The area in front of these panels must be kept accessible at all times (no furniture in front of the door). (Full text of Electrical/Utility/Cable Access Panel information available at the Atrium Customer Service Desk and on the back of the Room Condition Report.)
- **FIRE EQUIPMENT:** Tampering with fire equipment, e.g. fire alarms and extinguishers, and public area smoke detectors is a violation of University Courtyard policies. Violations of this include, but are not limited to, removing a fire extinguisher from its prescribed location, fully or partially discharging a fire extinguisher for any purpose other than putting out a fire, tampering with smoke alarms located in public areas, taping smoke alarms in bedrooms, setting off false fire alarms, or removing or damaging exit lights and starting fires. Violations of this policy may result in the termination of your housing license upon the first offense.
- **FURNISHINGS/FURNITURE:** Furniture in bedrooms, lobbies, junctions, pool and other public areas are not to be removed by residents. This includes closet doors, mirrors, bulletin boards, desks, bookcases, beds and other items in the residence halls. Beds/desks may be dismantled and moved within the suite or room. University Courtyard cannot store furniture for you or assist you with dismantling the bed/desk. University Courtyard furniture is not permitted outdoors, moved to another floor or taken to individual rooms or suites. Items removed from any common area are subject to residents being charged a replacement fee. Also, pianos in common areas may not be moved because each one has been tuned. Any stolen items will be cause for dismissal as well as campus sanction and criminal prosecution. Outdoor furniture must remain in the gated areas. Room searches may be conducted for missing community area furniture, when possible a 24 hour notice will be given.

- **HALLWAYS:** For health and safety reasons, hallways and walkways are to be kept clear of furniture, equipment, trash and any other obstacles that might obstruct the passage. Loitering is not permitted and residents should move to the junction or lobby.
- **KEYS:** Residents may not give their keys to any other individuals (including guests). If a resident is found to have given their key to another individual, they may face disciplinary action.
- **MICROFRIDGE:** A combination microwave, freezer and refrigerator in one, compact unit has been provided in your living area. If you live in a residence suite, one microfridge is provided in the living area, and must remain in the living room for use by all residents. If you live in a community-style hall (Baker, Graves, and Homan) a microfridge is located in every large single or double room. You may bring a refrigerator which does not exceed 2.5 cubic feet. It is in violation of fire and safety codes for residents to install and use their own microwaves. Microfridges (provided by University Courtyard) and refrigerators that students bring to campus are subject to searches during closing times to ensure they have been cleaned out and defrosted. If contraband items are found in the fridge, items will be confiscated and disciplinary action will be taken.
- **PAINT:** It is not permitted for any touch-up work or repainting to be done by residents.
- **POSTERS:** If you would like to hang or display posters, pictures or other decorations, use removable tape that does not damage the walls or leave residues (scotch tape and double-stick tape remove paint). You may not nail or thumb tack objects to the walls or closets. Please be aware that the ceiling and no more than 50% of the wall space in your living area can be covered with flammable material.
- **ROOFS:** Residents are not permitted on the roof of any building. The roofs are not designed for excessive walking, which may cause leaks. If you lose something on the roof, contact the University Courtyard Housing Office at 559.278.2345 option 1 or 559.278.4690 and they will assist you.
- **SCREENS:** Screens are installed on windows to improve safety. In addition to keeping insects, wildlife and people from entering the room, screens keep trash and other objects from being thrown out. Do not remove screens from windows. Residents who remove screens will be charged a minimum replacement cost of \$75. If the screen is damaged or missing or is on the 2nd or 3rd floor the charge will be substantially more.
- **SIGNS:** Stolen property (e.g. street signs) that is visible from your room window or in your room during safety inspections may be confiscated by the Director of Housing or their designee. University Courtyard will turn all illegal items to University Police. Residents may be subject to disciplinary or legal action.
- **SWIMMING POOL & RECREATION AREA:** During the academic year, no children under the age of 16 or any nonresidents are allowed in the pool area. Guests are permitted if they are accompanied by their host (please see Guest policy). No glass, running or diving is permitted. During the summer, a certified lifeguard is on duty. The pool is open and available to summer session residents as well as summer conference participants of all ages. Except in University Courtyard provided BBQs, no open fires (including use of BBQs with briquettes or wood fires) are allowed in the pool or recreation areas.
- **VACANT SPACES AND ROOM RESTORATION REQUIREMENTS:** During the year you may have a vacant space in your room or suite. Your license agreement with University Courtyard is for a bed space; therefore you are not entitled to decide who will occupy the vacant space. You are required to maintain the bedroom or suite so that a potential roommate will be able to move in. This means you are expected to:

1. Keep vacant furniture assembled and accessible, as well as all storage and surface areas clean and empty at all times in case a new resident is assigned to that space. This is especially important at the end of the Fall semester when new roommates will probably be moving in for the Spring. Failure to comply with this requirement will result in disciplinary action that may include Probation, Loss of Housing or dismissal, as well as being charged for the staff labor to make the second space available for the new roommate.
2. Welcome the potential resident into the vacant space without harassing, threatening or intimidating the individual. If the resident or suitemates, in anyway, behave in the manner mentioned above or discourage the resident from moving in, there may be disciplinary consequences with the possibility of being placed on Probation with Loss of Housing for the following year.

WINDOW/DOOR DISPLAYS: Residents may be required to remove prohibited, offensive or inappropriate signs, posters or materials from their windows, doors or in the hallway immediately adjacent to the room door. Such items may be confiscated.

FAILURE TO COMPLY: Failure to comply, including providing false information, with official requests or directives of University Courtyard and CSU Fresno staff members, (i.e., RA, PSA, ARD, RD, Facilities, Police Services, etc.) while in the performance of their duties is a violation of University Courtyard policy. Public Safety/University Police are sworn California State Peace Officers with full police jurisdiction.

FINAL EXAMS WEEK: Finals week can be a very stressful time for students living on campus. While some people have only one final, others have anywhere from 3-5 during the course of the week. One of our goals is to maintain an environment that is conducive to academic success. This includes having quiet hours, policies related to various behaviors, and the following policies and guidelines for Finals Week:

1. Finals quiet hours are 22 hours a day every day during finals week.
2. We require that students leave within 24 hours after their last final. While you may be done with your finals, there are many others still studying. Please know our finals schedule and make arrangements accordingly.
3. When you are leaving either at semester break or at the end of the year, please keep in mind that people are studying and try to be respectful as you pack and move out. Please also remind your guests of this fact.
4. Sanctions for policy violations during finals week will be stricter. Typically, sanctions given for violations during finals week will be increased by one level.

We hope you realize the importance of this time of year and the need for respect of those on your floor, in your suite, building and community.

FIREARMS/WEAPONS: Possession/use of firearms or use of a deadly weapon is prohibited. Violations of this include possession of any device deemed "deadly weapon" by the California Penal Code 12020, including use of any pistols, BB guns, paint ball guns, air soft guns, pistols, revolvers or other objects that resemble firearms or use of other deadly weapons in a manner intended to harm. Deadly weapons include: blackjacks, sling shots, billy club, sand club, sandbag, metal knuckles, any dirk, dagger, switchblade, bows and arrows, ice pick, or a knife having a blade longer than 2 1/2 inches, any razor with unguarded blade, any metal pipe or bar used or intended to be used as a club. Standard kitchen knives are an exception unless used in a manner intended to harm. If a resident wishes to bring a gun, ammunition, bow/arrow, or archaeology tools on campus, it must be registered and stored within the University Police Department Office. If bows and arrows or archaeology tools are necessary for a University class, exceptions can be made with permission from the Student Conduct Coordinator. Violations of this policy may result in the termination of your housing license upon the first offense.

GAMBLING AND LOTTERIES: Gambling and lotteries are not permitted in any campus building including the residence halls. Violators will be sanctioned by the Student Conduct Coordinator or designee and subject to legal action.

GUEST POLICY: Many residents look forward to inviting family and friends to visit them at the residence halls. For their safety and as a courtesy to other residents, all residents must adhere to the following guest policy:

1. A guest is defined as any person (student, non-student, University Courtyard resident, or non-University Courtyard resident) present in the community, floor, room or suite who does not live in that particular area. Even though a person may be a resident of University Courtyard, they are considered a guest when they are not in their particular room or living area.
2. A host shall be defined as a University Courtyard resident who is being visited by another individual. All guests have a host – that host is defined as the person who the particular guest defines as their host. If a guest does not identify their host, and they are not registered to a particular individual, then the residents who live in the area where the guest is present will be responsible as their host.
3. All guests (whether they are staying overnight or not) are required to be escorted at all times within University Courtyard by their host.
4. An overnight guest shall be defined as a person who is present between the hours of 11:00 p.m. and 8:00 a.m.
 - a. Residents wishing to have overnight guests, including friends and relatives (who are staying past 11:00 p.m.) must inform their RA or desk staff and complete the “Guest Registration Card”. This form is also available online at www.universitycourtyard.org
 - b. The hosting individual must obtain permission from his/her roommate before an overnight guest is permitted. (Any issues should be resolved or seek a staff member for assistance.)
 - c. Residents will be permitted overnight guests for a maximum of four (4) nights per calendar month, not to exceed two consecutive nights. A guest may not move from one host’s room to another in order to extend their stay in the residence halls. Guests are not allowed to cohabitate, and therefore are limited to (4) nights per calendar month as well. Roommates who know of a violation should report this to University Courtyard staff. Residents may be held financially responsible for an overnight charge for any guest who stays beyond the 4 nights per calendar month.
5. The following guidelines apply to all guests (whether they are here overnight or not):
 - a. All residents must get their roommates’ and suitemates’ permission before bringing guests into their living areas. If roommates or suitemates are uncomfortable with a certain guest, please consult your Resident Advisor, Assistant Resident Director or Resident Director.
 - b. Guests are not allowed to bring pets, to check out equipment, or receive University Courtyard keys.
 - c. Guests must abide by all University and University Courtyard regulations and policies.
 - d. The Residential Life Staff will require a guest to leave the residence hall complex, if he/she is causing a disruption.
 - e. Guests must be housed only in resident rooms, not in common areas.
 - f. Guests will not be allowed during finals week.
 - g. Residents must escort their guests anywhere in the building at all times.
 - h. There may be no more than five people present in one community style room at a time. For suites, there may be no more than ten people present in a suite at a time. These limits include residents and guests.
 - i. Guests may not use opposite gender restrooms. Guest restrooms are located on the first floor of Baker, Graves, and Homan. Guests are not allowed to use wing bathrooms unless shower facilities are needed. If showers are needed for opposite gender guests, you must have a friend of that gender escort the guest to the shower.
6. RESIDENTS ARE RESPONSIBLE FOR THE BEHAVIOR OF THEIR GUESTS AT ALL TIMES AND MAY BE HELD LIABLE FOR THE ACTIONS OF THEIR GUESTS. Residents may also face disciplinary action for the behavior of their guests.

HARASSMENT: University Courtyard does not tolerate violent or abusive behavior. Behavior in the form of harassment is also not tolerated. Any such behavior may be grounds for dismissal. Harassment is the unwanted imposition of attention, usually in the form of repeated or unwanted verbal or physically abusive behavior (i.e. sexual, racial, religious, etc.), and is strictly prohibited. Residents who are confronted with conflict situations are expected to deal with such conflict in a constructive, non-aggressive manner which will lead to resolution of the differences. Violence in any form (physical or verbal) or the threat of violence is not an acceptable method of dealing with conflict and will not be tolerated in the residence halls. Those who choose to engage in such behavior are subject to disciplinary action or dismissal from the halls. For assistance, contact the Atrium Customer Service Desk at 559.278.2677 option 7 or a Residential Life Staff member. In an emergency call the University Police at 559.278.8400 or use the call box or the blue emergency phones.

HOOKAH: Because of the potential fire hazard, hookahs are not allowed in University Courtyard and will be confiscated if found.

NOISE POLICY: Because University Courtyard strives to be an academic living environment which supports students in their academic endeavors, the following are violations of the University Courtyard noise policy:

1. **DISRUPTIVE NOISE:** At all times, noise considered “disruptive” is prohibited. This means your stereo, voice or other noise should not be heard down the hall or outside the building. Remember everyone has different study and sleep habits. Because of the noise level, musical instruments may be prohibited in the residence halls. Amplified music is prohibited. Stereos are not to be played through open windows. Please keep in mind that “bass” carries between rooms and should be kept to a minimum. Residents in violation of this policy may have the items confiscated by Housing and held until the end of the semester. At all times, staff reserves the right to require that your door be closed if noise inside your room is disturbing to others.
2. **QUIET HOURS:** Baker, Birch, Cedar, Graves, Sequoia and Sycamore halls must adhere to a quiet time from 11 p.m. - 7 a.m. Sunday - Thursday and 1 a.m. - 7:00 a.m. on Friday and Saturday. During quiet hours, the noise inside a room or suite should not be so loud as to be heard outside the room or suite. During quiet hours residents should avoid any loud talking or disturbances in the halls. You should keep radios, TVs and stereos set at a low volume. If students wish to socialize, the Atrium is available, as well as lobbies and rec rooms. Again, noise should be kept to a minimum in these locations.
3. **QUIET LIVING AREAS:** These areas have been designed to meet the needs of residents who desire to live and study in an environment with pre-established guidelines about noise and quiet. If you are assigned to a quiet living area (Homan, Aspen and Ponderosa Halls) you are expected to observe the guidelines that have been established. Quiet hours in these areas are from 8 p.m. - 7:00 a.m. Sunday through Thursday and midnight through 7 a.m. on Friday and Saturday. Residents who fail to adhere to the guidelines for quiet living areas more than twice in one semester, will be subject to disciplinary action and may be moved to an available space in a regular living area. Each resident assigned to this area signs an agreement to adhere to the quiet living area rules when they check-in.
4. **COURTESY HOURS:** Courtesy hours are in effect 24 hours a day. This means that at any time someone (whether they are a staff member or resident) asks you to lower the volume of noise in your room or area, you must honor that request. The right to quiet supersedes the right to make noise at all times.
5. **FINALS WEEK 22 HOUR QUIET POLICY:** A 22-Hour Quiet Policy is in effect in preparation for and during final exams. All residents must adhere to the 22 hour quiet policy (relaxed 5 p.m.-7 p.m.). Infractions, sanctions, and/or fines are handled by the Director of Housing or designee.