

UNIVERSITY COURTYARD HANDBOOK

OVERVIEW OF UNIVERSITY COURTYARD POLICIES (A TO E)

ABANDONED BELONGINGS: Residents are responsible for the removal of all personal property upon vacating the premises. Property left will be boxed labeled and stored for up to six months. University Courtyard will charge a fee for boxing and storing these items. Items not claimed will be disposed of by University Courtyard without liability.

ACCEPTABLE AND UNACCEPTABLE BEHAVIOR: As part of your Student Housing and Meal Plan License Agreement, University Courtyard Handbook and application packet, there are conditions which govern acceptable and unacceptable behavior.

ACCESSIBILITY FOR THE DISABLED: Various areas of the University Courtyard complex have been modified to accommodate the needs of residents with physical disabilities. It is the policy of University Courtyard to comply with the Americans with Disabilities Act (42 U.S.C §§12101, et seq.). If you are in need of an accommodation because of a disability, please contact the Assistant to the Director of Housing. A form from Services for Students with Disabilities (SSD) will be provided. This form must be completed and returned to the SSD office within 14 days of receipt.

University Courtyard has identified various rooms, in certain buildings, for residents with disabilities. These rooms are available to residents who have a need for special accommodations, have submitted the request to the SSD office and a recommendation for special services is provided by the SSD office to University Courtyard. All space is subject to availability. All rooms are located on the first floor of a hall and close to an exit. The Atrium exterior doors are equipped with a motion sensor to open automatically, as are the sliding exterior doors in each community style hall. A computer workstation with accessible features is available in the Atrium Computer Lab.

Residence Life Staff are trained how to evacuate a building and assist residents with disabilities. Resident Directors contact residents at the beginning of the academic year to see how they can assist, in case of an emergency. This information is on file at the Atrium Customer Service Desk and with each Resident Director.

Upon arrival or during the academic year, residents with disabilities are encouraged to contact the Assistant Director of Housing (278.2345, option 6) if the physical arrangements of the room or other areas of the complex are such that movement is difficult.

Returning residents wishing to receive an accessible room due to a disability must contact the Services for Students with Disabilities Office directly before room selection process each academic year. The Services for Students with Disabilities Office will then make a recommendation to University Courtyard regarding the student's needs. Returning residents wishing to renew their accessible room must schedule an appointment at the Atrium Customer Service Desk with the Assistant to the Director prior to selecting their room during Resident Appreciation Day.

ADVERTISING GUIDELINES: Bulletin boards are conveniently located in each community style hall's lobby as well as the lobby of the Atrium. All material posted on the bulletin board must be approved through the Housing Office. RAs decorate the bulletin boards but all other materials posted must have a University Courtyard approval stamp. Residents removing or defacing bulletin boards are subject to disciplinary action.

ALCOHOL POLICY: The University and University Courtyard are committed to creating a safe and healthy learning environment for all members of the campus community. Therefore, the University and University Courtyard will not tolerate alcohol abuse and intoxication, and any use resulting in unacceptable conduct. Violations of State laws pertaining to the possession, use, and sale of alcoholic beverages, including underage violations, are enforced on campus.

1. Kegs, pony kegs or other large quantities of alcohol are not permitted in the residence halls. Possession of amounts of alcohol that are considered excessive may result in dismissal from the halls.
2. In the State of California, the consumption or possession of alcoholic beverages by individuals under the age of 21 is illegal. University Courtyard enforces this law.
3. Possession (either internal or external) or consumption of alcoholic beverages in and around the residence halls is permitted only by individuals 21 years of age and older, in student rooms, with doors closed and with no minors present. It is a violation of State law to furnish alcoholic beverages to anyone under 21. If you allow individuals under the age of 21 to drink in your room/suite, you may be held liable for their actions and will be subject to disciplinary action.

4. Alcohol may not be consumed in any public areas, including but not limited to bathrooms, hallways, lobbies, balconies, lounges or areas outside the residence halls, including parking lots.
5. Staff may request to smell/see a beverage in your possession for identification purposes.
6. Possession of beer bong or items used to facilitate the rapid consumption of alcohol are not allowed.
7. All alcoholic beverages must be unopened and concealed while being transported into or through the residence halls. Failure to do so will result in confiscation and immediate disposal of the beverage.
8. Public intoxication is not allowed in the residence halls.
9. Individual room parties that create disturbances, damage, excessive noise or messes are not allowed in the residence halls.
10. Drinking games or other activities that encourage the excessive consumption of alcohol are not allowed.
11. Parties involving more than one room are not allowed.
12. Alcohol may not be purchased, sold or delivered in the residence halls. Selling tickets, stamps, chips or receiving required donation, which can be exchanged for or entitle bearer to consume alcohol, is not allowed under State Alcoholic Beverage Commission regulations.
13. A maximum number of five individuals will be allowed in each resident room or a total of ten in a suite.
14. Attending a gathering where alcohol policy violations are occurring is prohibited.
15. Hosting a gathering where alcohol violations are occurring is prohibited. Students who host will face stronger sanctions than those who attend such gatherings.
16. Alcoholic beverage insignia and/or empty or full alcohol containers may not be displayed within University Courtyard.
17. Residents in group areas (wings/floors/suites/buildings) that show a disregard for the alcohol policy may have the right to use alcohol withdrawn at the discretion of the Director of Housing.

Violations of alcohol policy will result in the following minimum sanctions:

Under the age of 21:

First offense- Required to meet with your RD and be required to complete additional sanctions

Second offense- Probation and required to meet with a counselor at the University Health Center and subject to additional sanctions and/or \$100 fine.

Third offense- May be subject to dismissal and additional sanctions and/or \$100 fine.

21 and older:

First offense- Required to meet with RD and may be required to complete additional sanctions

Second offense- Probation, referral to Health Center and subject to additional sanctions and/or \$100 fine.

Third offense- May be subject to dismissal and additional sanctions and/or \$100 fine.

Please note that these minimum sanctions are to serve as a guideline. Sanctions may be more severe in individual cases. Individuals may have University sanctions assigned as University Courtyard staff serve as a judicial officer.

APPLIANCES: Electrical devices such as stereos, TVs, hair dryers, coffee pots, 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!

APPLYING TO LIVE ON CAMPUS FOR 2008-2009: Residents living on campus during the Spring 2008 semester will be guaranteed and can select their 2008-2009 bed by submitting a completed 2008-2009 on-campus living application packet no later than March 25, 2008. Returning resident application submission and room selection process and acceptance dates will be published on the University Courtyard web site at www.universitycourtyard.org by January 15, 2008. 2008-2009 on-campus living applications will not be accepted from current residents until the published returning resident application submission dates.

BALCONIES: NO SMOKING! No personal items, trash, or bikes may be kept on the balconies. Lawn furniture may be brought onto the patios. 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.

BED RAIL WAIVER: Every resident is required at check-in to fill out and sign a bed rail waiver or bed rail request form. If you choose not to have a bed rail, University Courtyard is not responsible for any injuries that may occur if you fall out of your bed.

BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES:

Bike racks are provided on the patios of Baker, Graves and Homan halls and in areas surrounding the Atrium for the residence suites.

Bikes may not be parked on the sidewalks, at the entrance to any buildings, nor should they be locked to stairwells, trees, handrails or near the entrance to the University Courtyard Dining Hall.

Bikes should not be placed in bathrooms, study rooms or other public areas.

Bikes parked illegally may be impounded by the University Police Department.

Bikes, skateboards, scooters or rollerblades are not permitted in the Atrium and residents should lock their bikes at bicycle racks conveniently located at each entrance door. Anyone riding or walking a bike, skateboard, scooter or rollerblades in the Atrium will have it confiscated for one week. If a second offense occurs it will remain in storage until the end of the semester.

We discourage residents from bringing or keeping bikes in rooms/suites. If you do, you will be held responsible for any damages and charged appropriately.

You may not put hooks on your ceiling or walls to hang your bicycle.

Bikes will be tagged for impounding in June. If not removed or reported by June 30, they will be removed/impounded by the University Police Department.

Note: We highly recommend that you register your bike with the University Police Department after you arrive on campus. (Forms are available with the University Police). There is no fee for this licensing. U-shaped bicycle locks are available to rent from the University Police Department for \$5 per semester, and \$15 refundable security deposit, and \$8 key replacement fee if a new one is needed.

BREAKING AND ENTERING: Anyone seen or determined to have entered a room without authorization, will be subject to disciplinary action, dismissal and possible prosecution.

If you believe an unauthorized entrance into your room has been made, immediately notify the Assistant Director or Director of Housing.

CABLE TV: Basic cable hook-up and service is provided free for residents who bring a cable-ready television. Roommates share the cable television jack provided in each room. There is no start-up cost or monthly fee. If you do not have a cable-ready TV or you would like a premium channel, you will need to contact Comcast. An additional rental fee/cost and deposit for extra services are billed directly to you by Comcast. For a cable box, premium channels or for service concerns, residents should call Comcast directly at 559.455.4341.

CANCELLATION POLICY: Written cancellations sent certified mail must be postmarked by July 22 (Fall/Spring) or December 13 (New Spring only). Phone or email cancellations are not accepted. If you cancel after the date noted, you forfeit a \$50 processing fee and are charged a \$25 per day penalty. If your cancellation is postmarked after August 23 (Fall/Spring) or January 13 (New Spring only), you must submit a "Petition for Cancellation" available at University Courtyard. If the petition is denied, you will be charged the full rate schedule based on your room assignment. If your petition is approved, you will be assessed a penalty of up to 30 days room and board. Exception: if you are not accepted to the University, you must notify University Courtyard in writing by certified mail by August 22 (Fall/Spring) or December 13 (New Spring only) to avoid a penalty being assessed. University Courtyard housing application and California State University, Fresno admission are separate processes. It is your responsibility to notify each office separately if you do not attend.

RELEASE FROM YOUR LICENSE: Release from your Student Housing and Meal Plan License Agreement will only be allowed pursuant to the terms and conditions contained therein and not otherwise. Students may petition for release from their License Agreement on the "Petition for Cancellation of License Agreement" form available at the Atrium Customer Service Desk between August 23, 2007 through May 16, 2008 (Academic year) & January 15, 2008 through May 16, 2008 (New Spring Only). Do not sign leases or plan to move until you have been notified in writing that your petition has been approved. When filing your petition, you must submit a \$50 processing fee. If you are not released, the \$50 processing fee will be applied to your balance. Petitioning does not release you from your financial obligations. Residents with approved petitions may be required to pay housing balances in full and complete the check-out process (refer to full cancellation policy).

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, Housing reserves the right to remove them.

CHANGE MACHINE: For residents needing quarters a change machine is located in the corridor of the Atrium. Residents needing smaller bills should go to the USU Snackbar.

CHANNEL 14: University Courtyard broadcasts announcements, policy updates, on-campus job opportunities, emergency notices and events at University Courtyard, Fresno State and surrounding area on Channel 14. This can be viewed daily between movies on televisions located in the lobbies. Channel 14 is also available in your room, if you or your roommate brought a television. In conjunction with Residence Life Cinema, University Courtyard provides free movies on Channel 14. You can tune in daily at no additional cost. This service is available on the lobby televisions and also in residents' room/suite if you or your roommate brought a television. Movie schedule available at www.universitycourtyard.org.

CHECK-IN: You must move in before 11 p.m. the Friday (Fall/Spring) or Monday (Spring) before instruction begins or your room may be assigned to another student unless you have given prior notification to the Housing Office. Upon moving in you must carefully review and complete your Room Condition Report Form, sign it and return it within two hours to the check-in table or the Atrium Customer Service Desk. You are responsible for all items listed on your check-in form.

CHECK-OUT: Detailed instructions at the conclusion of the spring semester are provided by the University Courtyard Housing Office prior to scheduled dates (refer to the Student Housing and Meal Plan License Agreement section and Housing Happenings). Residents schedule their check-out date and time in advance with a Residence Life Staff Member from their hall. Residents are responsible for any damage within their room that was not listed on the Room Condition Report Form at check-in. Any discrepancies, as well as missing or damaged items will be billed. Common area damages or excessive garbage in the common areas will be charged to the floor or wing residents. Damage or garbage in suite living rooms or bathrooms will be charged to suitemates. (Residents are not required to pack up their belongings for winter recess, however, you must complete the Winter Recess form and check-out with a Resident Advisor). All residents must be checked out no later than 3 p.m. on the Friday of finals week.

CHECK-OUT CHECKLIST: The following needs to be completed when moving out of your room in the residence halls, no matter when.

Schedule an appointment at least 24 hours in advance with your Residence Life Staff member to check-out.

Remove all personal belongings from the room.

Clean your entire room/suite (dust, sweep, vacuum) and put furniture in original set-up. (Tools are available at the Atrium Customer Service Desk.)

Remove and dispose trash in large dumpsters outside each hall. A minimum of \$100 will be billed to clean or remove garbage. An excessive trash fine of \$75 will be assessed.

Clean and defrost microfridge. A \$25 fee will be charged for clean-up.

Air Conditioner/Heater should be left on the "Auto" position (suites only) and set to 68 (heat) or 78 (air conditioning).

Have your RA or building staff member check you out with your RCR form. You may not reenter the room once you have checked out.

Turn in your mattress pad. Failure to return the mattress pad results in a \$25 fee.

Complete and return your forwarding address card.

Failure to follow the above check list may result in a \$75 improper check-out fine.

Remittance of any refundable security deposit balance will be made in approximately three to six (3-6) weeks. If you choose to return to University Courtyard your security deposit will remain on account.

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.

CLEANING SUPPLIES: Cleaning supplies are not provided. Vacuum Cleaners can be checked out at the Atrium Customer Service Desk (8 a.m.-11 p.m.). In community style halls, (Baker, Graves, Homan) vacuums can also be checked out from the desk between 7-11 p.m.

COMPUTER LAB: The computer lab is available in the Atrium for use by all University Courtyard residents 24 hours a day during the academic year. To use the lab, you must be a current resident, sign in, leave your electronic key with the computer lab assistant and respect the rules of the computer lab, including following the instructions of the computer lab assistant. You are prohibited from loading any software onto the computer, modifying the hardware or moving the computer or monitor. You will be asked to leave immediately should you break any computer lab rules. There is a two hour use limit for Word and Excel and a one hour limit for internet and email if there are students waiting to use the lab. Provided in the lab is a free fiber optic high-speed connection, Dell Optiplex GX620 Pentium 4 computers and a pay-for-

print service. Should you want to save your work, you must bring your own 3.5 disk, blank CD, or thumb drive. During Thanksgiving, Winter and Spring Recess, the lab is closed.

COMMON AREA DAMAGE: As a “community of students,” it is necessary that everyone living in the halls assume responsibility for maintaining the buildings that they live in. The Student Housing and Meal Plan License Agreement states that under Terms and Conditions of Occupancy, paragraph III, that residents “...refrain from altering, disturbing, or damaging the housing facilities, furnishings, common areas and surrounding environment; pay individually or in combination with other Licensees, a reasonable charge for any such damage...” This means that you will be held responsible for damages to the residence halls or damages or loss of common area furniture unless any damage or loss can be specifically assigned to individuals. The following procedures will be used for common area damage:

Damage in common areas (i.e. lounges, recreation rooms, junctions, hallways, stairwells, balconies and bathrooms) which cannot be attributed to known individuals will be considered common area damage.

The Director of Housing or designee will review with staff and residents how the damage occurred and to what extent the wing, floor, suite or building is held financially responsible for the damage.

The Facilities Coordinator will evaluate the type and extent of the damage to determine the total replacement or repair cost.

Residents are notified through signage and are given five days or until the end of the License Agreement period, whichever is first, to make an appointment with the Director of Housing or designee to appeal the notification of billing and/or provide verifiable information that would allow the Housing Accounting office to bill the damage to the proper individual (s).

At the end of the notification period, any common area damage that has not been identified as being done by specific individual(s) will become the responsibility of the residents in the area being charged. Residents’ billing statements will reflect the damage charges. Residents are expected to pay the amount during that billing period.

Residents will be notified of the damage, replacement or repair cost by an invoice.

A resident’s security deposit will be used to offset any unpaid common area charges or unpaid balances at the end of the license agreement period. If charges exceed the security deposit, residents must pay the unpaid balance.

University Courtyard has a policy of zero tolerance for vandalism in the halls. Anyone engaging in such conduct may be dismissed, subject to monetary sanction and/or otherwise subject to civil or criminal proceedings.

CONFERENCE ROOM: A Conference Room is available for resident use by reserving a time in advance and showing a Photo ID at the Atrium Customer Service Desk. This room can be used for group meetings or study groups. For weekly, monthly or semester use, pre-approval from the Director is required. Individual reservation for solitary use is restricted. (Preference will be given to University Courtyard staff.)

CONFISCATION: If a resident is found in possession of contraband under any University Courtyard policy, campus policy, state or federal law the item in their possession may be confiscated by the Director of Housing or designee with no advance notification. This includes but is not limited to controlled substances, drug paraphernalia, candles, incense, alcohol, hookah, cooking appliances, halogen lamps, weapons, airsoft or pellet guns, etc.

CONTROLLED SUBSTANCES: The unlawful manufacturing, distribution, dispensation, possession or use of a controlled substance on the campus (including University Courtyard) is subject to immediate disciplinary action and criminal prosecution. University Police will be contacted. The Supreme Court determined that possession and distribution of marijuana violates federal law, irrespective of any state law that permits the use of marijuana for medical purposes. The Court states: “[T]he mere fact that marijuana-like virtually every other controlled substance regulated by the [federal law]- is used for medicinal purposes cannot possibly serve to distinguish it from the core activities regulated by the [federal law].” University Courtyard is required to enforce the law.

COOKING: Fire regulations require that certain cooking appliances not be permitted in rooms or suites except for the microfridge provided by University Courtyard. For safety reasons, any resident found using any prohibited cooking items will have the item(s) confiscated and returned at check-out. Residents may leave their photo ID card at the Atrium Customer Service Desk and check out the key for one of the community-style hall kitchens. Residents must follow all posted instructions regarding kitchen use and must remove all personal items when finished, as all non-University Courtyard items will be discarded.

COPYRIGHT: Students should be aware that the unauthorized sharing of peer-to-peer file or copyrighted works, including music, pictures, and movies, is a violation of campus computer use policy. It is also illegal and may carry significant money and/or criminal sanctions. It is the responsibility of students who are downloading or uploading

documents to make certain that they are not copyrighted works, or that the student has permission of the copyright holder. (Source: CSU Chancellors Office of General Counsel)

DAMAGE POLICY: Residents who accidentally or intentionally damage any residence hall property may be charged for repair or replacement and may be sanctioned by the RD or dismissed by the Director of Housing or designee (i.e. Disruptive Behavior, water fights, shaving cream fights, etc.). Damaging residence hall property destroys the community environment everyone is working to build and can increase the cost to live in the halls. You should maintain your room (and suite, if applicable) in the condition it was when you arrived. Any damages beyond normal wear-and-tear not noted on the Room Condition Report Form and any damages which occur during your residency will be repaired and maintenance costs billed to you.

A partial list of charges assessable for damaged or missing room items appears below (in dollars) A/C Lock Box

	\$25		
Bathroom Damages	Cost+10%	Wardrobe	1500
Bed-Loft	625	Blinds (vertical)	\$75 - 250
Bedrail (Available on request)	100	Carpet Damage/Replacement	150 - 1000
Bed Pins (4)	10/ea	Closet Doors	300
Bookcase	250	Contact Paper Damage	100 - 500
Book Carrel (w/task light/bulletin board)	200	Doors (Suite/Bedroom)	450
Chest of Drawers	250	Double Stick Tape Damage	Cost + 10%
Chair - 2 position (desk)	175	Garbage Removal Charge (excess)	100
Chair cover (desk)	50	Holes in Walls (each less than 1/8" hole)	20 - 150
Chair (living room)	450	Light Fixture Cover (broken)	100
Chair cover (living room)	150	Mirror (Bathroom)	Cost + 10%
Coffee Table	250	Paint Room (per room)	250
Damaged Furniture	50 - 600	Smoke Detector (broken or damaged)	100
Desk top (no rails)	150	Window Replacement	100+
Drop Leaf Desk	500	Window Screen	75 - 200
File Cabinet (2-drawer)	200	Wastebasket	25
Love Seat Replacement	675	Reassemble Furniture	40
Love Seat Clean	50	Microfridge	600
Love Seat Cover	200	Mattress Pad Slipcover	50
Mattress	250	Mattress Pad	25
Mattress Clean	50		

Note: Damage or replacement items not listed will be assessed at an appropriate rate. These charges are based upon labor and material costs for 2007-2008 and are subject to change. Those assigned to temporary spaces should refer to RCR for damage information.

DISCIPLINE PROCESS:

University Courtyard is recognized as a University Judicial Officer and therefore may provide disciplinary action in regards to all students, including residents.

1. Residents who violate the University Courtyard or Fresno State policies are required to meet with a member of the Residence Life Staff.
2. Formal disciplinary procedures exist for serious or repeated violations of policies and other serious incidents.
 - a. A resident charged with a violation of Fresno State or hall regulations will have an official disciplinary meeting with a University Housing Officer.
3. A notice will be sent to the resident listing the alleged misconduct. This notice will instruct the resident to schedule a meeting time within a specific number of days. It is up to the resident to schedule this meeting. If the meeting is not scheduled, you may be locked out of your room.
4. A resident who fails to appear on the original date scheduled is not excused from pending action. The meeting will take place in absentia, evidence will be reviewed and a decision will be made. The resident will be informed in writing. A resident who fails to appear for the judicial meeting may lose his/her right to appeal the decision(s) of the RD, Judicial Coordinator or Assistant Director of Housing.
 - a. The Director of Housing or designee is authorized to apply sanctions ranging from written reprimands, minor penalties or restrictions, to community service, Alcohol Edu, E-Chug, probation or dismissal from the halls.
 - b. The Judicial Coordinator may refer serious student disciplinary problems, including conduct of the type referenced in the California Code of Regulations Sections 41301 et seq. to the Director/Assistant Director of Housing

and the Office of Student Affairs.

- c. Failure to complete assigned Sanctions may result in a fine.
5. Regarding conduct threatening Health, Safety or Welfare: Any report or Incident Report which, in the opinion of the Resident Director(s), Assistant Resident Director(s), Resident Advisor(s), or other authorized agent(s) of University Courtyard, involves conduct of a criminal nature or conduct posing an immediate threat to the health, safety or welfare of any housing resident, shall be subject to the following special procedures in addition to those procedures set forth in the Student Housing Disciplinary Procedures.
6. As soon as possible following receipt of the report or Incident Report, the responsible Resident Director(s), Assistant Resident Director(s), Resident Advisor(s) or other authorized agent(s) of University Courtyard shall inform any victims that:
 - a. He/she may file a report with the Campus Police; and
 - b. University Courtyard will, in any event, file a Third Party Report with the Campus Police
7. Responsible parent(s) or guardian(s) of involved parties shall be contacted only if:
 - a. The matter presents an immediate, substantial threat to the health, safety or welfare of person or property; or
 - b. The involved student is under 18 years of age; and
 - c. Either the Assistant Director of Housing or the Director of Housing expressly consent(s) to contacting such responsible parent(s) or guardian(s).
8. No documents and materials possessed by University Courtyard, growing out of the incident, shall be released to anyone without the consent of either the Assistant Director of Housing or the Director of Housing.

DISMISSAL/TERMINATION OF THE STUDENT HOUSING AND MEAL PLAN LICENSE AGREEMENT: The student shall vacate the University Courtyard residence hall within the time noted on the dismissal letter. Dismissal may occur for any of the following reasons.

Violation of University Courtyard or campus policies.

Dismissal or suspension from the University.

Nonpayment of Housing and Meal Plan Fee.

Breach of the Student Housing and Meal Plan License Agreement and/or documents/materials referenced therein.

Any termination does not relieve the student of his/her housing, financial and other obligation under the Student Housing and Meal Plan License Agreement. A dismissed resident may be held responsible for the entire Student Housing and Meal Plan License Agreement for the remainder of the academic year, as well as any/all other claims/causes available as under law or equity. A dismissed resident will not be a welcomed guest at University Courtyard. All dismissed residents must complete proper check out and payment of all housing and meal plan balances.

DISRUPTIVE BEHAVIOR: Behavior that disrupts the orderly functions in/or around the halls and the surrounding community or behavior that results in additional clean-up in/or around the halls is prohibited. Additionally, intentional acts or behaviors that unreasonably interfere with others' normal use of facilities or privileges are prohibited. Residents may be sanctioned by the Director of Housing or designee for such behavior.

DOUBLE OR TRIPLE OCCUPANCY: The majority of the rooms are double occupancy and there are a limited number of triple occupancy bedrooms. If you do not have a roommate(s), a roommate(s) can be assigned at any time during the 2007-2008 academic year. If your roommate(s) move(s) out, you may not take over their space within the room. Double/triple occupancy rooms are available to new residents moving in during the Fall or Spring semester. It would be an unwelcoming gesture to have your belongings on their side of the room when they arrive. If you refuse a new roommate(s), the Director of Housing or designee will require you to immediately:

- 1) Move to another double or triple occupancy room, or
- 2) Pay the difference between the room type you are assigned and the current occupancy cost of the room, if available.

DRUGS: See "Controlled Substances".

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.)

ENERGY CONSERVATION: All residents are strongly encouraged to conserve energy and are required to follow all Fresno State, State of California or Federal energy mandates. Current energy policies require heaters to be set to 68 degrees or lower and air conditioners be set to 78 degrees or higher. Keep all windows closed while running the heater or air conditioner.

Blackout Information:

Remain Calm

Immediately turn off your television, computer, radio, etc. to avoid damage from power surges when the power comes back on.

After dark, remain in your room. Prepare ahead by having a flashlight handy. Do not burn candles. (The State Fire Marshal prohibits burning candles in the Residence Halls).

There will not be lights, air conditioning or heating during the blackout. However, a generator will provide emergency lighting in the common hallways and stairwells only.

Keep windows closed to hold in the temperature of the room.

Keep microfridge (refrigerator and freezer) doors closed to maintain the temperature inside.

Electricity is used to pump water through the halls; a power outage could affect the pressure of showers, sinks, toilets and water fountains.

It is estimated that the power will come back on in approximately one to three hours.

Telephones will continue to work only if they are not plugged into an electrical outlet. You may call 278.4000 for campus updates on the power outages.

Laundry machines should resume cycle when power returns, but check to make sure.

Direct questions or concerns to Residence Life Staff members who have been trained in emergency procedures and have flashlights.

The University's Police Department is on duty 24 hours a day, 7 days a week and will respond to health and safety emergencies that may occur as a result of a blackout.

ENTRY INTO ROOM:

A. University Courtyard staff members (2) may enter a room only for work related purposes and shall adhere to University Courtyard Policies.

B. Common areas, suite hallways and bathrooms are defined as service areas and will be entered by staff in performance of routine duties.

C. University Recesses are considered periods when maintenance staff will be entering rooms without notice for inspection.

The conditions to enter a room are as follows:

1. Staff may enter rooms at reasonable times for necessary maintenance of areas, to remove unauthorized University Courtyard property, for inspection to determine occupancy where there is a possibility the room has been vacated, to add furniture and for staff performance of routinely scheduled inspections. University Courtyard is not obligated to provide advance notice for minor maintenance and repair activities for which a Facilities Service Request has been initiated and access granted.
2. University Courtyard Staff may enter rooms to ensure discontinuance of rule violations. University Courtyard may require immediate removal of items in violation of the contract (e.g. appliances, pets, alcohol, lofts).
3. If the resident(s) is/are absent from the room and University Courtyard staff has reason to believe entry is necessary to investigate a possible emergency situation which may endanger the health or safety of the room/building, the two staff members may enter WITHOUT NOTICE. (The professional on-call staff member must be notified prior to entrance.)
4. University Staff members, including the University Police, may enter rooms WITHOUT NOTICE in the execution of a search warrant, when an emergency threatens health or safety, or with the consent of the occupant of the room.
5. Residence Life Staff will enter rooms to do check-ins and check-outs, upon the vacating or room change of a resident and during scheduled Health and Safety Inspections.
6. If violation occurs, the Residence Life Staff members will return within 48 hours to make sure the violation has been corrected.

ESCORT POLICY: All non-residents must be escorted within the halls at all times.

EXTERIOR DOORS/LOCK: For security reasons, exterior doors are locked 24 hours a day, as well as all community style stairwell doors. Your electronic key opens your residence hall's laundry room, exterior stairwell door, and community style bathroom (gender designated). It also opens your suite and/or bedroom door. You can assist in the security of your building by making sure doors are securely locked when you enter or leave a building. DO NOT prop doors as this increases the chance of unwanted strangers entering your building. If you prop a door open, you will be subject to

immediate disciplinary action. The exterior doors have a silent alarm which will sound at the Atrium Customer Service Desk if a door is propped.