

A Resident's Guide to Community Living

at the University of Michigan-Flint

2008-2009



Housing and Residential Life

A unit of Student Services and Enrollment Management

**University of Michigan-Flint
Residence Hall Policies and Community Expectations**

Table of Contents

Welcome to the University of Michigan-Flint Residential Community	1
Legal Information.....	1
Mission Statement.....	1
Living at Michigan Credo.....	1-2
Statement on Nondiscrimination.....	2
Resident Bill of Rights.....	2-3
Policy Introduction	3
Residence Hall Policies	3-5
Alcohol and Drugs in the Residence Hall.....	3
Bicycles and Bicycle Storage.....	3-4
Candles and Incense.....	4
Celebratory Candles and Incense.....	4
Check-in.....	4
Suite/Room Condition Inventory.....	4
Check-out.....	4
Common Area Space Utilization.....	4-5
Commercially Available Video Media.....	5
Community Responsibility.....	5
Condition of Common Areas.....	5
Contract.....	5-7
Eligibility to Live in Residence Hall.....	5
Reassignment.....	5-6
Renewal.....	6
Termination for Suite/Room (Non-Disciplinary).....	6
Petition to Alter/Terminate	6
Special Circumstances.....	6
Expiration of Contract Term.....	7
Damages, Loss Assessment, Group Billing and Health & Safety Inspections.....	7
Damage and Loss Assessment.....	7
Group Billing.....	7
Health and Safety Inspections.....	7
Dining Services.....	7-8
Meal Plan.....	7
Modification.....	8
Refunds.....	8
Use of Dining Services.....	8
Disruption of Service.....	8
Disruptive Behavior.....	8
Doors - outside.....	8
Electrical Devices.....	9
Elevator Safety.....	9

Environmental and Other Safety Hazards.....	9-10
Waste Disposal.....	9
E-Waste and Recycling.....	9-10
Sharps/Needles.....	10
Extended Stay.....	10
Fees - Room, Board and Other Charges.....	10
Overall Fees.....	10
Cable TV.....	10
Internet.....	10
Hall Government Dues.....	10
Fees - Room, Board and Other Charges Refund Polices.....	10-11
Room and Board.....	10-11
Entrée Plus Account.....	11
Hall Government Dues.....	11
Fire Safety.....	11-12
Fire Evacuation Procedures.....	11
Evacuation and Taking Shelter Drills.....	11
Fire Hazards.....	12
Furniture and Lofts.....	12
Gambling.....	12
Guests.....	12-13
Escorting and Registering Guests.....	13
Harassment.....	13
Keys/Keycards and MCards.....	13
Living/Learning Communities.....	14
Lockouts.....	14
Noise and Quiet Hours.....	14
Quiet Hours in the Residence Hall.....	14
Parking.....	14-15
Personal Property Insurance Coverage.....	15
Pets.....	15
Prohibited and Permitted Items.....	15-16
Prohibited.....	15-16
Permitted.....	16
Residential Computing Network and Technology.....	16-17
Prohibited Technologies.....	17
Responsible Use of Network Resources.....	17
Intellectual Property and Copyright.....	17-18
Roofs, Roof Decks and Ledges.....	18

Solicitation.....	18
Political Activities in Resident Suites/Rooms.....	18
Surveys, Interviews and Focus Groups.....	18
Storage of University and Personal Property.....	18-19
Suite/Room Alterations and Decorations.....	19
Suite/Room Changes - University Initiated.....	19-20
Vacant Spaces.....	19
Extenuating Circumstances.....	20
Suite/Room Changes - Resident Initiated.....	20
Room Swap.....	20
Suite/Room Entry and Suite/Room Search.....	20-22
Suite/Room Entry Procedure.....	21
Suite/Room Search Procedure.....	21-22
Severe Weather.....	22
Smoking.....	22
Theft/Stolen Goods.....	22
Weapons, Firearms, and Fireworks.....	22
Window Systems.....	23
Vacation and Break Periods.....	23

Community Living Standards at the University of Michigan-Flint

Welcome to the University of Michigan-Flint Residential Community

The Office of Housing and Residential Life is committed to providing an environment conducive to the educational, psychological, and social development of our residents. Respect for the rights of the individual balanced by the rights and interests of the community as a whole is expected. All members of the residence hall community—residents, staff, and guests—are expected to act in a manner that demonstrates respect and consideration for others. The Residence Hall Community Living Standards outlined in this document have been developed to help promote such a community.

In our residence hall, you will find many people with interests similar to your own. You will also find people who are more different than you in ways you may not have expected. The diversity of appearances, beliefs and expectations is astounding, wonderful, and sometimes intimidating. Housing and Residential Life strives to create an environment in which positive relationships with all these people, similar, and dissimilar, may thrive. As stated in the Living at Michigan Credo and the Resident Bill of Rights, the aspiration of Housing and Residential Life staff is to create an atmosphere of mutual respect and understanding where a resident's right to a safe, clean, and comfortable home is respected. We hope you will adopt the principles of these two documents as your own and use them to help make your experience in the hall positive, educational, and enjoyable.

Legal Information

Your contract is the basic document that states the contractual obligation between you and the University for residence hall housing. This electronic document, the Community Living Standards, is a legally binding adjunct which is incorporated into your contract. You are equally responsible for complying with the rules, policies, and regulations contained herein as you are for those directly printed on the contract.

Mission Statement

Housing and Residential Life at the University of Michigan-Flint is fully dedicated to the creation of a learning-centered community where inclusiveness, academic excellence, personal growth, and the free exchange of divergent ideas are highly valued. Student residents are encouraged to actively shape their community and are expected to balance individual and collective needs with civility and honesty. Our foundation is built upon a presumption of goodwill and the belief that mutual respect is a fundamental right of every human being.

Living at Michigan Credo

The University of Michigan-Flint is a special place. It is an educational community designed to foster freedom of thought and unconventional, even uncomfortable, opinions. It attempts to provide an environment conducive to inquiry, in which innovation and creativity are nurtured. Part of this openness to ideas is an acceptance and appreciation of diverse cultures from around the country and around the world—an allowance not only for people to be different, but recognition that such diversity is the vital core of University life. Housing and Residential Life is committed to an inclusive, sensitive, socially just, and humane community in our residence hall.

Many students use their college years to explore and develop their personal identity and values. We believe this exploration can best take place in an environment that is open to and respectful of individuals across the spectrum of human differences and distinctions. It is the responsibility of every member of the Housing community, staff and students alike, to work to create and maintain such an environment. We pledge to work collectively to examine our values and conduct, and to question those values when they reflect an origin of fear, anger, or ignorance. Acts of bigotry are acts of hatred against us all, and they will not be condoned or tolerated. We must all share in the responsibility of confronting unacceptable

behavior, and in providing an example of involved citizenship. We continue to strive towards fulfilling our ideals. Join us in this affirmation of our common humanity.

Statement on Nondiscrimination

Housing and Residential Life supports and follows University guidelines with respect to nondiscrimination and fair treatment in employment, educational programs, activities, policy enforcement, and residence hall assignments. Members of the University community who have concerns or complaints about Housing and Residential Life in these areas, or questions about the information in this electronic document, should contact the Office of Housing and Residential Life, 375 University Center, 810-237-6571.

Resident Bill of Rights

Housing and Residential Life strives for a positive environment for living and learning in our residential communities, where residents treat one another with respect and in good faith, and appreciate the value of conducting themselves in a responsible manner. In the interest of promoting this positive environment, the Housing community has developed the Resident Bill of Rights. The Resident Bill of Rights, like the Living at Michigan Credo, represents aspirations of Housing and Residential Life for its communities, but it is not a guarantee. We expect all members of the community to strive to make these aspirations a reality by supporting these rights for themselves and for their fellow community members.

As a member of the residential community, each resident has the right to:

- Read and study free from undue interference in one's suite/room. Unreasonable noise and other distractions inhibit the exercise of this right;
- Sleep without undue disturbance from noise, suitemates/roommates, guests, or other distractions;
- Expect that a suitemate/roommate and their guests will respect one's personal belongings;
- A clean, sanitary, and orderly environment in which to live;
- Free access to one's suite/room and facilities without pressure from a suitemate/roommate;
- Personal privacy;
- Feel respected and valued;
- Host a guest with the expectation that guests are to respect the rights of the host's suitemate/roommate and other residents;
- Redress of grievances, and participation in conflict resolution. (Residence hall staff members are available for assistance in this process.);
- Be free from intimidation, and verbal, physical, and/or emotional harm;
- Play a role in the development of the community through hall leadership opportunities, programs, and responsible behavior;
- Expect reasonable cooperation in the use of shared equipment and appliances;
- Bring forward in an appropriate and timely manner, to staff or other residents, concerns about violations of Community Living Standards as described in this publication;

- Be afforded due process in the Conflict Resolution Process.

Policy introduction

The following describes the policies and procedures designed to ensure the smooth functioning of the residence hall. This section is not all-inclusive, but rather explains the practices that most directly affect residential life. By signing a contract with Housing and Residential Life, residents agree to abide by these policies and procedures and to be accountable if they do not. Residents are also responsible for ensuring that their guests know and behave within all guidelines and policies. Residents can be held responsible for the actions of their guests.

In addition, all students at the University of Michigan-Flint are obligated to adhere to the Statement of Student Rights and Responsibilities (Statement). The Statement outlines specific behaviors that contradict the values of the entire University community and, consequently, are prohibited.

Policies and procedures may be changed during the term of the residence hall contract with appropriate prior notification to residents.

Residence Hall Policies

Alcohol and Drugs in the Residence Hall

The residence hall is alcohol-free. This means, regardless of age, alcohol is not permitted in the building at anytime. Residents and guests should not possess, transport, consume, or be in the presence of alcohol in any area of the residence hall. This includes student suites/rooms and any other public areas. Public areas include, but are not limited to, lobbies, hallways, lounges, restrooms, recreation areas, stairwells, elevators, and outdoor areas.

No person shall possess or use paraphernalia related explicitly for alcohol consumption, e.g., funnel, bong, etc. No person shall possess or display empty alcohol containers. Students will be asked to dispose of or remove these items.

Public advertisements of alcohol products are prohibited. This includes any signs or advertisements that are visible from public areas and alcohol signs or other inappropriate displays or objects from outside your suite/room.

The possession, use, sale, distribution, or manufacture of any illegal substance is prohibited in the residence hall. Possession of drug paraphernalia such as bong, roach clip, hookah/water pipe, hash-style pipe is prohibited.

No funds of a recognized residence hall-based organization or hall council unit may be used to purchase any kind of alcoholic beverage. Organizations that violate this regulation may forfeit their privilege to operate in the residence hall. Individual persons will also be held responsible for violations.

Bicycles and Bicycle Storage

The residence hall has a bike rack outside of the building for securing bicycles. Residents should use a high quality U-style lock through the frame and wheel to make theft as difficult as possible. Residents are also strongly encouraged to register their bicycles with the Department of Public Safety. Registration facilitates the ability to trace a bike if it is stolen.

Bicycles (non-motorized) may be brought into residence hall suites. Bikes cannot be left in residence hall corridors or stairwells for any period of time because they create a significant safety hazard in these locations. Further, bicycles that are illegally parked or chained to something other than a bike rack may be impounded. Each summer, bicycle racks are cleared of abandoned bikes and bicycle parts. Bicycles removed by the University will be held for 30 days and are then considered abandoned.

Candles and Incense

For safety reasons, candles (lit or unlit), lanterns, incense, and oil lamps are not permitted in residence hall suites/rooms at any time.

Celebratory Candles and Incense

In an effort to support residents' spiritual, cultural, and social activities, Housing and Residential Life will make spaces available within the residence hall where such activities may occur. These activities may include the use of celebratory candles and incense. Permission must be obtained from the Hall Director in advance for bringing otherwise prohibited items into the hall. The Hall Director will arrange for the storage of candles and/or incense when not in use.

Check-in

Suite/Room Condition Inventory

All residents must complete, sign, and return a Suite/Room Condition Inventory (S/RCI) when moving into a residence hall suite/room, either at the beginning of a term or when changing suites/rooms within a term. The S/RCI documents any problems with the condition of the suite/room when it is initially occupied. If the S/RCI is not completed and returned, Housing and Residential Life will assume that there were no problems with the suite/room when the residents move in. Residents will be held responsible for any damage found to their suite/room when they moved out unless (a) it was noted on the S/RCI, (b) it is normal wear and tear, or (c) it is a maintenance problem that arose during the year and was properly reported.

Check-out

Residents vacating the residence hall at the end of the contract term, or because of a contract reassignment or termination, must turn in any University-provided keys/keycards and mailbox combinations to the front desk. Residents who do not complete required checkout procedures at the front desk may continue to be held responsible for all room charges until their checkout date is officially recorded by the hall, as well as for additional charges for an unauthorized late stay. Residents must sign a key/keycard return agreement, and leave a forwarding address. Residents who do not return their keys/keycards may be charged for any replacement keys, keycards, and/or locks.

At the conclusion of both Fall Term and Winter Term, residents must vacate their residence hall suite/room within 24 hours after their last exam, but no later than their contract end date. Residents who remain longer may be assessed a late stay charge. (Please note that keycards are programmed with an automatic expiration date.) Residents must follow procedures provided by residence hall staff regarding checking out for Winter Break.

Common Area Space Utilization

Residents and groups may sponsor and hold functions in the mediated classroom. This area is reserved on a priority basis. Events scheduled by resident staff and residence living learning programs will be given first preference for programming and/or classroom space. Residents and resident groups of the hall receive priority over outside groups.

Sponsors of events or programs are responsible for primary clean up, including bathrooms, if necessary. If the area is not cleaned to match its original condition, sponsoring individuals or groups may be assessed cleaning costs at the prevailing custodial rate. Sponsoring individuals or groups may also be assessed for damages to the building and facilities resulting from use of public space.

The 2nd, 3rd and 4th floors of the residence hall have an open lounge and a quiet study lounge. These lounges are for the use of the residence hall students. Priority will be given in the quiet study lounge to those residents who are using the space for individual study.

Commercially Available Video Media

Most commercially available video media (VHS, DVD, etc.) are offered for individual viewing by owners or renters in a private space. It is the policy of the Housing and Residential Life (in compliance with federal copyright laws) that commercially rented or personally owned video media may not be shown in a residence hall public space, whether or not an admission fee is charged, unless proper licensing is obtained and demonstrated in advance of the showing of the video.

Community Responsibility

All residents and their guests have a responsibility to the community and to the residence hall staff. The following are expectations that must be upheld by members in the community:

- Act in good faith to remove themselves from situations that may violate the Community Living Standards of Housing and Residential Life and the Statement of Student Rights and Responsibilities, and to report such violations to the residence hall staff.
- Respond to verbal and written instructions from Housing and Residential Life staff members. This includes, but is not limited to, presenting proper identification, attending meetings, supplying accurate information, fulfilling all residence hall sanctions, and accepting a new suitemate/roommate.
- Treat all University and residence hall staff with respect—no abusive, disrespectful, or threatening language or activities (written or verbal) will be accepted.

Condition of Common Areas

Common areas must be kept clear of personal property and refuse. Residents may not store anything in the corridors or other common areas. Nothing may be attached to, or hung or draped over, any part of a common area, including the outside of the building. University-provided furnishings must remain in their originally intended locations. For example, residents may not move lounge furniture into their suites/rooms, or suite/room furniture into a lounge, even temporarily.

Housing and Residential Life reserves the right to remove University or personal property, or request removal of personal property, from common areas inside the halls (e.g., lounges, restrooms) or from the grounds immediately adjacent to the residence hall. Housing and Residential Life is not required to consult or advise residents before removing an item from a common area.

Contract

Eligibility to Live in Residence Hall

Residents who have signed an academic year contract must be enrolled for one or more credit hours at the University of Michigan-Flint during the entire time period defined by the contract. Residents who have signed a calendar year contract must be enrolled for one or more credits at the University of Michigan-Flint during two of the three semesters (Fall, Winter, Spring/Summer).

Reassignment

A contract reassignment is the transfer of a residence hall contract from a student with a signed residence hall contract to an eligible student without a signed contract. It is the original contract holder's responsibility to find a replacement. Contract reassignments for or during Fall Semester can only go to newly admitted students. For and during Winter Semester and Spring/Summer Semester, contracts can be reassigned to any enrolled student. Students receiving reassigned contracts must meet eligibility requirements for the specific space. The original contract holder must vacate the suite/room within a

specified period of time. Reassignments are processed and approved through the Office of Housing and Residential Life. Reassignment of the contract does not release the original contract holder from liability for room and board payments.

Renewal

All contracts for the residence hall are for the specific duration printed on the contract and are not automatically renewable. Residents may reapply for the next academic or calendar year during Winter Term.

Termination for Suite/Room (Non-Disciplinary)

Residence hall contracts are issued for the entire academic year (Fall Semester and Winter Semester) or calendar year for residents entering in the Fall. Residents entering Winter Semester are issued contracts for Winter Semester only. Residents may not terminate their residence hall contract simply to move to another facility not operated by the University residence hall system, such as private off-campus housing, a fraternity, or a sorority house. Residents may be able to reassign their contract through a contract reassignment.

The University may terminate a housing contract on non-disciplinary grounds when a student (a) signs a contract in advance of enrollment and then becomes ineligible to enroll, or does not enroll in the University; (b) withdraws from the University or otherwise becomes ineligible to live on campus before the contract expires; (c) marries; (d) has documented health or psychological reasons that necessitate the termination of the contract; (e) experiences a change in financial circumstances that necessitates the termination of the contract; or (f) leaves Flint during the term of the contract to pursue a study-abroad program. A resident may petition to terminate a contract for other special or mitigating reasons not known at the time of contract signing. Residents whose contracts are terminated on grounds described above will have five days to vacate the premises after notification of contract termination is provided in writing. Terminations initiated by residents for any reason are not automatic and require that the petition process be followed as described below.

Petition to Alter/Terminate Contract

All requests to terminate contracts must be submitted in writing on a Petition to Alter/Terminate Housing Contract form, including the Supplementary Financial Statement if the request is based on compelling financial need. Forms are available online and at the front desk. The Director of Housing and Residential Life or designee must approve all terminations in writing. No other member of the Housing staff may terminate a contract. Housing and Residential Life is not bound by promises or actions of any non-authorized staff member regarding contract or use regulations or procedures. Students who choose to move out of the residence hall and discontinue attendance in their courses must submit appropriate disenrollment forms to the Office of the Registrar. Moving out of student housing does not constitute an automatic withdrawal from the University. The resident is responsible for all room and board charges up until the date of checkout, regardless of the date of withdrawal from the University. The University strongly recommends that no action—such as signing any other lease or contract for other housing—be taken by a resident until the resident receives written notification of contract termination.

Special Circumstances

Housing and Residential Life reserves the right to request or require a resident to leave Housing and Residential Life when that resident's behavior significantly disrupts the life of the community or poses a risk to any student (including self), staff, faculty, or guest. Housing and Residential Life may attempt to work with the resident to create specific agreements concerning the resident's behavior. Such agreements constitute an addition to the resident's housing contract. Violations of such agreements are grounds for termination of the contract. The University and the student may terminate the contract by mutual agreement for compelling extenuating circumstances.

Expiration of Contract Term

All residents must vacate their suite/room within 24 hours of their last exam, but no later than the end date and time stated on their contract, regardless of whether the academic semester has expired. (Exceptions to this policy are described in *Extended Stay*.) A resident who remains beyond the expiration date without the written permission of Housing and Residential Life is considered a trespasser. Residents are subject to removal and/or additional charges for housing and services resulting from a stay beyond the stated contract period, along with any other remedies the University may have under the law.

Damages, Loss Assessment, Group Billing, and Health and Safety Inspections

Damage and Loss Assessment

You are responsible for all damage, losses, or extraordinary cleaning that is in or associated with your room/suite. If the damage, loss, or need for cleaning is discovered during the term of the contract, you will have five days to appeal the assessment in writing to the Office of Housing and Residential Life. Such damage may be for extraordinary cleanup required for the disposal of hazardous materials, such as mercury from a mercury thermometer. If the damage or loss is discovered after you move out, a statement will be sent to your forwarding address. If you wish to appeal such an assessment, you must respond within ten days of receipt of the statement.

Group Billing

The most impartial way to effect restitution for damages that negatively affect the community is to bill only those responsible. Therefore, residents are encouraged to accept responsibility for their own and their guests' behavior. However, there are instances when damages occur in individual suites/rooms or in the common areas of the floor or building, and attempts to identify the parties responsible for the damage are not successful. Any residents aware of any person responsible for specific damages should contact a Resident Advisor (RA) or the Hall Director. Residents who were not on campus during the period the damage occurred may be exempt from charges billed to a group; residents in this category must inform the Hall Director in writing as soon as possible after receipt of the notice of the group billing. The Hall Director, in consultation with the Director of Housing and Residential Life, will make the final determination.

Health and Safety Inspections

It is the responsibility of all residents to keep their assigned room/suite neat, clean, and free of any hazard to sanitation or congenial group living—this includes a level of cleanliness that discourages pests, mold, bacterial growth, and other health and safety hazards. Since several people share the same living area, it is essential for everyone in that living unit to take an active role in cleaning. The RA of each living area will conduct routine (typically monthly) Health and Safety Inspections. This means that a staff member will visit each suite and check the cleanliness of each suite, including bedrooms, kitchens, bathrooms, and common areas. Living units that fail Health and Safety Inspections will be asked to resolve the concerns. If the concerns are not resolved, disciplinary action will be taken which may include monetary charges.

Dining Services

Meal Plan

Residents who have signed a Housing contract receive a mandatory meal plan of \$1300/term. Residents may switch to an increased meal plan at any time and may add money to their entrée plus at any time.

Modification

Residents with a room and board contract cannot terminate their meal plan, except under certain circumstances outlined below.

Refunds

Residents requesting full or partial refunds for their board contract must complete a Petition to Alter/Terminate Housing Contract. Forms are available online and at the residence hall front desk. The Director of Housing and Residential Life or designee must approve all terminations in writing. No other member of the Housing staff may terminate a board contract, and Housing and Residential Life will not be liable for promises or actions of any unauthorized staff member regarding contract regulations. If a refund is approved, a commensurate credit will be made to the resident's Student Account.

Residents may request a full or partial board refund due to special dietary needs, but must first consult with a Dining Services Nutritionist to see if their needs can be met by Dining Services. If a resident's special dietary needs cannot be accommodated, the resident may submit a Petition to Alter/Terminate Housing Contract.

Use of Dining Service

It is against Dining Service regulations to bring food or drink into the dining hall and/or use dining hall equipment or supplies to prepare or consume food or drink not supplied by Dining Services.

Disruption of Services

The disruption or non-performance of services due to a labor stoppage or to fire or other casualty does not constitute grounds for termination of the contract. If such an event disrupts services, affected residents will receive a pro rated refund for services not provided. The University has no other responsibility for disruption or non-performance of service. If the Director of Housing and Residential Life determines that the University has failed for a material period of time to provide services it had agreed to provide under the contract, resident accounts will be credited pro rata for the period of service disruption. The University may elect to terminate the contract after it considers the length of time of the service disruption and/or the likelihood the disruption will continue.

Disruptive Behavior

Behavior that is disruptive to orderly community living is prohibited. In the residence hall, this includes, but is not limited to, throwing items in the hallways, bouncing balls, engaging in horseplay, or creating a health or safety hazard. Riding a bike, skateboarding, and rollerblading are prohibited inside of the residence hall. Possessing or using any motor-driven vehicle inside a residence hall is also prohibited, except for assistive devices utilized by a person with a disability. Behavior that is lewd or indecent is prohibited. Such behavior includes, but is not limited to, obscene remarks or other communications, exposing oneself in an indecent manner, or engaging in sexual activities in common areas.

The use of laser pointers with the purpose or result of causing irritation, injury, or anger is also prohibited.

Doors – Outside

There are two main entrances to the residence hall. All other doors are emergency exit only. For the safety of all residents, no outside doors may be propped open. Emergency exits may not be used except in case of emergency.

Electrical Devices

Any electrical device or power equipment, such as appliances, cords, and power strips, used in the residence hall must be UL-certified to help prevent power outages and fire hazards. To protect against damage and disruption of the electrical system in the hall and to protect against fire, extension cords must be 16-gauge or lower and power strips must have an integrated (built-in) circuit-breaker. For the protection of residents' personal property from damage caused by fluctuation in the flow of electricity, it is strongly recommended that power strips also have a surge protection device.

All electrical devices must be used according to the manufacturer's directions. Residents must not overload outlets or power strips, and must not "daisy chain" cords, plugs, or connectors together. Electrical cords must not be run under rugs or furniture where they may be pinched or stepped on.

See *Prohibited and Permitted Items* for specific examples of what is allowed or not in the residence hall.

Elevator Safety

Tampering with elevator equipment, prying open or propping open elevator doors, jumping up and down in an elevator, and elevator surfing (riding on top of an elevator) are unsafe and prohibited. Persons stuck between floors in an elevator should wait for directions and assistance from elevator technicians or emergency personnel before attempting to exit.

Environmental and Other Safety Hazards in the Residence Hall

The University of Michigan-Flint is committed to providing residents with a safe environment while living and learning in the residence hall. The Environment, Health and Safety Department (EHS) is committed to providing quality health and safety related services to the UM-Flint campus community. EHS can be reached at (810) 766-6763. Also, visit the EHS Web site for more information about EHS services and programs: <http://www.umflint.edu/ehs/>.

Waste Disposal

Individuals are prohibited from disposing of hazardous materials in a dumpster, compactor, down a drain, onto the ground, or anywhere other than in a manner outlined in this document and referenced documents. It is the responsibility of each and every student and employee to ensure that waste is managed in a safe, responsible, and environmentally sound manner. The Environment, Health and Safety Department (EHS) is responsible for coordinating the accumulation, transportation, disposal, and recycling of hazardous materials at the University of Michigan-Flint. All such activities must be coordinated through the EHS Department.

For spill emergencies involving hazardous waste or hazardous materials, please refer to the guidelines established in the UM-Flint Emergency Response Plan (ERP). Immediately report any activities or conditions that may violate these policies and guidelines to the Department of Public Safety or EHS.

E-Waste and Recycling

Electronic waste or E-waste is prohibited from being disposed of into the general trash. E-waste refers to consumer electronics that includes televisions, computers, VCR's, fax machines, printers, batteries, cell phones, circuit boards, and other electronic equipment that may contain metals that are harmful to the public health and the environment if handled or disposed of improperly.

Contact the Environment, Health and Safety Department for direction in properly disposing/recycling of spent electronic equipment. Students are also encouraged to participate in the local community electronics collection and recycling programs.

Paper, cardboard, glass, and plastic materials should be segregated from the general trash and carefully placed into the appropriate containers located on each floor.

Sharps/Needles

Students are prohibited from disposing of sharps/needles into the general trash. Contact EHS to obtain a sharps container if needed.

Extended Stay

Residents may not remain in their suite/room beyond the standard residence hall contract end date. Regardless of the reason for the extended stay, all residents requesting to stay must complete the Extended Stay Request form *and* have their request pre-approved by the Hall Director. There will be a per diem charge for most approved extended stays, plus an additional charge for anyone who does not complete the request and approval process on time.

Fees – Room, Board, and Other Charges

Overall Fees

Residents are required to pay all room and board charges, including hall government dues, in a timely manner according to the University's Student Account payment schedule. If a resident defaults on payment of any single installment or on the payment of any other amount due the University, the University will send an e-mail notice. If the default is not satisfactorily resolved within seven days of the notice, the University may take further action. Failure to pay in full by the due date will result in a 1.5% monthly interest charge.

Questions about room and board charges or refunds should be directed to the Office of Housing and Residential Life at 810-237-6571.

Cable TV

A cable TV outlet will be provided at no cost in the living room of each suite. There may be the opportunity, at an additional cost, to purchase access to cable in each individual room. More information will be provided at a later date. TVs are not provided in the suites or rooms.

Internet

The residence hall is wireless. There may be an opportunity to purchase access to hardwired access in each individual room. More information will be provided at a later date.

Hall Government Dues

Hall Government dues are added to each resident's Student Account in August as a one-time special assessment and are not refundable or prorated in anyway. On a voluntary basis, residents of the hall may assess themselves supplementary amounts for purchase of clothing items, special trips, or programs.

Fees - Room, Board, and Other Charges Refund Policies

Room and Board

Residents are responsible for all room and board charges that are identified on the contract they have signed unless Housing and Residential Life agrees to terminate the contract before its end date. Reasons that may support a contract termination are described under Contract Termination for Room

(Non-Disciplinary). A Petition to Alter/Terminate Housing Contract is required for Housing and Residential Life to consider approval of the termination. Unless residents have obtained approval for termination, they are responsible for all fees remaining on the full term of the contract, even if they move out of the residence hall. Residents who obtain approval for termination remain responsible for all room and board charges up until the date of checkout. Any resident who fails to follow the procedure for checkout after being granted contract termination may be held accountable for full payment of the contract. Residents whose contracts are terminated and who properly follow checkout procedures will be given a prorated credit applied to their Student Account for any unused services. However, no refunds will be given to residents whose contracts are terminated during the final two weeks of a semester.

When a contract is terminated for conduct reasons, the University shall have the right to re-enter and take possession of the premises, while the resident remains liable for room and board payments for the full term of the contract.

Questions about room and board charges or refunds should be directed to Housing and Residential Life at 810-237-6571.

Entrée Plus Account

Entrée Plus contracts can be canceled at any time. Any unused balance at the end of the Winter Semester will automatically be refunded by check, unless the resident is registered for Spring/Summer Semester classes.

Questions about Entrée Plus accounts should be directed to the Office of Housing and Residential Life, 810-237-6571.

Hall Government Dues

Residence hall government dues are added to the August Student Account statement as a one-time special assessment. Once billed, this amount is nonrefundable and is not prorated in any way.

Fire Safety

Each suite/room and all public areas are equipped with smoke detectors and a sprinkler system. Tampering with fire safety equipment places the lives of everyone in danger. Tampering with or misuse of the fire alarm systems, fire extinguishers, or any other fire safety equipment is prohibited and subject to immediate suspension from Housing and Residential Life, referral to the University Judicial Officer, as well as legal action and fines.

Fire Evacuation Procedures

All residents must immediately leave the facility when an alarm sounds. Treat all alarms as real emergencies. Familiarize yourself with the exits, sounds, and procedures for evacuating a building. Get to know your exit routes before there is an emergency.

Evacuation and Taking Shelter Drills

Evacuation and taking shelter drills are performed two times per term. All residents are required to evacuate the building or take shelter during a drill. Department of Public Safety personnel will monitor and assist in the coordination of the drill activities. Drills provide UM-Flint an excellent opportunity to practice our emergency preparedness and evaluate the effectiveness of the plan. Exercises and drills could include a variety of scenarios involving fire, hazardous materials, medical emergencies, bomb threats, and tornado warnings.

Fire Hazards

Most fires are preventable. All residents are asked to comply with the following policies regarding fire prevention:

- Keep all furniture, trash, personal items out of hallways.
- Keep suite/room decorations and posters to a minimum.
- Smoking is prohibited in Housing and Residential Life.
- Make sure all electrical cords and appliances are in proper working order. All appliances should bear the Underwriter Laboratories or Factory Mutual certification seal.
- Do not overload electrical outlets. Staff reserves the right to unplug any outlet for health and safety reasons.
- Do not prop open stairwell, hallway, or fire doors.
- Touchier style halogen lamps and bulbs are prohibited in public and suites/rooms.
- Fire doors, hallways, and stairwells must be clear of obstructions at all times. Fire doors must be free to close automatically, especially in an emergency to keep a fire from spreading.

Furniture and Lofts

Housing and Residential Life provides modular Building Block Furniture in each suite/room. No furnishings may be stored outside of the suite/room during the term of the contract.

Housing and Residential Life strives to provide residents with a safe and secure living environment. All Building Block Furniture must be assembled and used according to the manufacturer's approved configurations. (For example, the guardrails provided must be used for an upper bunk or loft unit.) Information concerning proper use of Building Block Furniture is available from brochures provided in resident suites/rooms and from videos and CDs available from the residence hall front desk.

Housing and Residential Life and the University of Michigan-Flint are not liable for injuries residents may sustain as a result of improper use of Building Block Furniture or other University-provided furniture.

Custom-built lofts (leased and/or individually owned) may not be installed in any residence hall suite/room.

Gambling

The exchange of money, property, or services in any gambling activities is prohibited.

Guests

Guests are persons who do not reside in the residence hall, including a resident's family members, friends, or other persons related to or affiliated in any way with the resident. Residents are responsible for the behavior of their guests and must inform them of residence hall policies. Residents are not permitted to host any individual who has an active trespass restriction prohibiting entry into the residence hall.

It is expected that suitemates discuss their preferences with respect to all visitation in the suite. Visitation of one suitemate should not infringe on the rights of other suitemates. Overnight guests are allowed only with the consent of other suitemates, and are restricted to a maximum three-day stay at any one time, and no more than a total of six nights of overnight stays per month.

Resident suites are to be occupied only by those assigned to the suite by Housing and Residential Life, and are not to be occupied by or loaned to other residents or nonresidents.

Escorting and Registering Guests

Residents must register their guests at the front desk. All guests must provide an acceptable form of ID, a valid driver's license or State ID. Guests who do not provide acceptable ID will be denied entrance into the building. Signing a guest into the residence hall designates you as the host, and the host will be held responsible for all actions of their guests. Guests must be escorted (e.g., to and from restrooms and lounges) by host residents while in the building at all times.

Harassment

Residents should not harass or stalk any person or group of persons. Harassment is defined as physical force, violence, or behavior that has the purpose or effect of interfering with an individual's personal safety, academic efforts, employment, or participation in University-sponsored activities or causes the person to have a reasonable apprehension that such harm is about to occur. This includes harassment by the use of technology such as the telephone, voice mail, answering machine, Facebook, MySpace, fax machine, computer e-mail, texting, or other electronic communication media.

Stalking, a form of harassment, is a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

No member of the University community may sexually harass another. Sexual harassment consists of sexual advances, requests for sexual favors, and verbal, visual, or physical conduct that stigmatizes or victimizes an individual on the basis of sex or sexual orientation where such behavior:

- Involves an express or implied threat to an individual's academic efforts, employment, participation in University-sponsored extracurricular activities, or personal safety; or
- Has the purpose or reasonably foreseeable effect of interfering with an individual's academic efforts, employment, participation in University-sponsored extracurricular activities, or personal safety; or
- Creates an intimidating, hostile, or demeaning environment for educational pursuits, employment, or participation in University-sponsored extracurricular activities.

Keys/Keycards and MCards

All University-provided keys/keycards are the property of the University of Michigan-Flint. Unauthorized use, possession, or duplication of residence hall keys/keycards is strictly prohibited. No additional locks or locking devices attached to suite/room doors are permitted without prior authorization by Housing and Residential Life. Residents may not lend their key/keycard to any other individual or leave it unattended and accessible. Keys/keycards found unattended and accessible will be confiscated by Housing and Residential Life staff and the resident may be billed for any replacement costs.

Residents who lose their suite/room, mailbox, or outside keys/keycards should report the loss to the residence hall front desk immediately. A lost or stolen key may necessitate the replacement of the locking core. A lost or stolen keycard may necessitate a replacement keycard. Upon first use, the new keycard will invalidate the old one. Residents who lose their key/keycard or have it stolen will be responsible for any and all charges, including replacement keys for themselves and their suitemate/roommate(s), replacement locking cores, and replacement keycards.

A student's University of Michigan-Flint ID card is called an Mcard. Among other functions, a resident's Mcard provides access to the residence hall, similar to the way keys/keycards provide access to the resident's suite/room. Unauthorized use, possession, or duplication of an Mcard is prohibited by University policy. It is also prohibited to lend an Mcard to another individual.

Living Learning Communities

All residents in a living learning community are expected to carry out the required curricular, academic, and service components of the program.

Lockouts

Residents who are locked out of their suite/room may obtain a temporary keycard or a duplicate key from the front desk. Temporary keycards (which are programmed to expire shortly after having been activated) and duplicate keys must be returned to the front desk within a specified time period to avoid a replacement fee. Any resident requesting excessive lockout assistance will be required to meet with the Hall Director.

No individual will be admitted to a suite/room other than their own for any reason.

Noise and Quiet Hours

In the spirit of courtesy and considering the academic nature of our institution, the need and/or desire for a quiet atmosphere is paramount. In any situation involving differences of opinion regarding quiet and courtesy hours, all involved parties are expected to demonstrate understanding and civility toward one another and attempt to resolve conflicts among themselves prior to involving the Residential Life staff.

Noise and activities that disrupt study, sleep, and “quiet hours” (as described below) are prohibited in the residence hall.

During quiet hours, the residence hall should be free from excessive noise. Students participating in noise producing activities, such as conversation, listening to music, or watching television, are expected to keep their suite doors closed. Sounds from these and any activities should not be audible outside the suite. Any noise made in lounges or other common areas of the residence hall should not be audible inside resident suites/rooms with closed doors. Housing and Residential Life staff may request residents to cease an activity in order to limit noise that could adversely affect the community.

Quiet Hours in the Residence Hall are:

Sunday–Thursday, 10 p.m.–8 a.m.

Friday–Saturday, 12 a.m.–9 a.m.

Non-quiet hour periods does not mean “noisy” periods. Courtesy is expected 24 hours a day. Residents are expected to occupy all parts of the residence hall in a quiet, peaceful, and lawful manner that does not interfere with the enjoyment and use of the premises by other residents.

During study days and final exam periods, extended quiet hours are in effect as determined by the Hall Director.

Musical instruments (instruments as well as computer-assisted music systems) may be used in residence hall suites/rooms (with the consent of all suitemates/roommates) during posted non-quiet hours. Courtesy is expected and required 24 hours a day.

Parking

Student parking permits are required for all UM-Flint parking lots. Parking permits can be obtained from Information Technology Services (ITS). It is a violation of the Statement of Student Rights and Responsibilities and UM-Flint Traffic Control Orders to participate in any fraudulent use, manufacture, or duplication of a University parking permit. Go to <http://www.umflint.edu/safety/services/parkingpermit.htm> for additional information on obtaining a parking permit.

State law requires registration and insurance coverage on any automobile parked in a residence hall parking lot, including those with a University-issued parking permit. The University and Housing and Residential Life assume no liability for theft or damage to a vehicle parked in a University-owned parking lot.

Personal Property Insurance Coverage

The University of Michigan-Flint and Housing and Residential Life do not assume any liability for loss, theft, or damage to the personal property of residents in the residence hall, including parking lots. Residents are strongly encouraged to maintain appropriate insurance coverage on their personal property, including automobiles. Any resident claims for reimbursement of damaged personal property are reviewed by the University's Risk Management Office with a strong presumption of no liability as stated above.

Further, residents agree to hold the University, its agents, and employees harmless from all damages, liability, or loss sustained by the residents themselves or others in their suites/rooms or common areas resulting from the negligent or illegal use or intentional misuse of the suite/room or common areas in the hall.

Pets

Possession of birds, cats, dogs, reptiles, or other animals in any residence hall suite/room or public space is not permitted, except as described below. Residents are permitted to keep fish in their suite/room under the following conditions:

1. Fish tank size cannot exceed 10 U.S. gallons;
2. Flesh-eating species (e.g., piranha) are not permitted;
3. All residents of the suite/room must be in agreement to have a fish tank in the suite/room;
4. All appropriate precautions must be taken to ensure that the electrical connection to the fish tank is safe, and that other potential hazards have been properly accounted for;
5. Owner must ensure the maintenance of the fish and tank, including over break periods.

Certified animals that assist people with disabilities are permitted as required by federal and state law.

Prohibited and Permitted Items

Prohibited

Most of the items listed below have been determined to present unacceptable environmental and fire safety hazards, and many have been the cause of residence hall fires around the country. Other items on the list pose different health or safety risks, interfere with University property or services, and/or are illegal. If any of these articles are found to be in a resident suite/room, the resident(s) will be requested to remove it from the building immediately. If the item is not removed within a specified timeframe, or in cases where the safety of residents may be unduly at risk, Housing and Residential Life reserves the right to impound unauthorized or prohibited personal property. Residents will be held financially and contractually responsible for damages incurred as a result of possession or use of prohibited items.

- air-conditioners not installed by Housing and Residential Life
- airsoft guns
- alcohol
- candles, incense, oil lamps—lit or unlit
- certain technologies and devices
- coffeemakers without an automatic shutoff
- drug-related paraphernalia (e.g., bong, pipe, roach clip, hash-style pipe)
- electric blankets
- firearms, fireworks, explosives

- fog machines
- halogen lamps or bulbs (all types, including clip-on, touchier, and desk styles)
- heating pads without an automatic shutoff
- hot plates or any cooking appliance with exposed elements
- illegal drugs or prescription drugs without a prescription
- in-room grills
- mercury thermometers
- natural, cut trees, branches, and/or greens (such as holiday trees, wreaths, and garlands)
- oil-based popcorn poppers
- paintball guns
- pets, except some fish
- refrigerators of more than 5.5-cubic foot capacity and/or amperage draw of more than 1.5
- satellite dishes mounted in any fashion to any interior or exterior area of a residence hall
- sleeping pods, capsules, or enclosures that interfere with hearing a fire alarm or evacuating a suite/room or building
- space heaters
- sun lamps
- toaster ovens
- warmers for candles or oils
- warm-mist humidifiers
- waterbeds/waterchairs
- waterpipes (hookahs)
- weapons, including any used for decorative or collecting purposes

Permitted

All items on this list must, where applicable, be Underwriters Laboratory (UL)-certified. This is not an all-inclusive list. If unsure about an item, check with Housing and Residential Life (810-237-6571) or the Hall Director. Residents will be held financially and contractually responsible for damages incurred as a result of unsafe use of permitted items.

- coffeemakers with an automatic shutoff
- computers
- cool-mist humidifiers
- curling irons
- electric razors
- fans
- fish in 10-gallon or smaller tanks
- heating pads with an automatic shutoff
- holiday lights
- hot-air popcorn popper
- irons with automatic power shut-off
- microwaves (800 watts or less)
- personal electronics
- portable hair dryers
- refrigerators, compact or mini style, with 5.5-cubic foot capacity or smaller and amperage draw of 1.5 or less
- toasters
- touchier lamps with compact fluorescent bulbs

Residential Computing Network and Technology

Housing and Residential Life, in cooperation with the University of Michigan-Flint's Information Technology Services (ITS), strives to provide high quality networking and technology services in the University's residence halls. ITS services are designed to promote and support the academic endeavors of students, provided they do not infringe on the rights or network services of others, either within or

outside of the University community. By registering for or using the services provided, residents agree to the terms outlined in [ITS Access and Compliance document](#). It is a violation of the [Statement of Student Rights and Responsibilities](#) to misuse University computer resources. Students must indicate agreement with these policies in order to complete the online registration of their computer for ITS service.

Prohibited Technologies

The ITS network is a complex and much used resource. To protect the network and ensure its availability to all residents, ITS reserves the right to limit or prohibit any technology or device at any time that may damage the network or extend it in an insecure manner. Such technologies and devices include, but are not limited to, the following:

- wireless networks and wireless network hardware
- wireless devices, operating in the IEEE 802.11a or 802.11b/g wireless spectrums, which interfere directly with the University wireless network in such a manner as to limit or disrupt service for wireless users in any location on campus. Specifically, this includes devices operating in the 802.11b and 802.11g, 2.4 GHz ISM band, and the 802.11a, 5 GHz U-NII band. Some examples of potentially interfering devices are microwave ovens, security cameras, Bluetooth devices, amateur radio, video-sending devices, and cordless phones. routers and switches, hardware firewalls, devices and services that use an inordinately greater share of network resources than a typical single network device
- Dynamic Host Configuration Protocol (DHCP) servers, Domain Name Service (DNS) servers, and any other privately controlled server that provides any service that interferes with, or duplicates, services provided by the University network.

Contact the [ITS Helpdesk](#) for more information.

Responsible Use of Network Resources

Each user of the ITS network is a member of a unique community. With that membership come responsibilities and expectations about online behavior. Failure to adhere to these expectations may result in the immediate loss of network access as well as referral to the Housing and Residential Life Conflict Resolution Process. This policy applies to any violation of the Community Living Standards involving the use of a computer or other network device. For example, the following actions are prohibited and may subject the user to immediate loss of network access:

- harassing anyone via e-mail
- sending mass mailings, or “spamming” (for more information see the [IT User Advocate Web site](#))
- “spoofing” or “snooping” software which has the effect of or is designed to seek out information such as passwords, credit card numbers or network vulnerabilities
- use of the ITS network for the operation of any part of a business
- assuming another person's name or identity, or using another person's accounts or access privileges
- allowing others to use your identity, network connection or workstation to gain access to University resources to which they would not otherwise have access
- installing logging or monitoring software or device on any computer not your own

Intellectual Property and Copyright

The proper use of intellectual property in compliance with copyright law is a special class of responsible use of the network. Improperly using or distributing copyrighted material can result in severe financial penalties for the individual engaging in such action. For the protection of the University and its students, the use of University and ITS networks for the exchange or distribution of any copyrighted materials (e.g., digital files of music, commercial film or TV programs) without express written permission of the copyright holder is prohibited. See [ITS](#) for more information about intellectual property and copyrights.

ITS reserves the right to limit resident bandwidth usage on the ITS network to ensure that all community members have fair access. Individuals using excessive bandwidth will be identified, have their access restricted, and may lose the privilege of using the network.

Roofs, Roof Decks, and Ledges

The presence of individuals or objects on a roof, roof deck, or ledge is prohibited at all times, except in an emergency. Roof, roof deck, and ledge areas are restricted for safety reasons and for the protection of property.

Solicitation

In our residence hall, we strive to provide an atmosphere conducive to study and academic pursuit as well as a comfortable, supportive, and challenging living environment. Residence hall suites/rooms are to be used solely for residential purposes. Residents are not permitted to operate businesses out of their suites/rooms or to list residence hall suites/rooms in commercial ads or other business announcements. Since our residence hall is a restricted-access facility, solicitation can take place only under specific conditions.

Anyone wishing to solicit in the residence hall must complete an application, and agree to abide by all appropriate University and Housing and Residential Life regulations while in the residence hall. At no time is commercial door-to-door solicitation permitted within the residence hall.

Individual residents or groups of residents may invite a commercial vendor to their suites/rooms for purposes of a commercial solicitation, product demonstration, or similar event. Any solicitation is subject to the Michigan Home Solicitation Sales Act, MCLA 445.111 et seq. With this type of solicitation, sales may not be consummated at the demonstration site or on the assigned date of the event. Those interested in making purchases may make appointments with a registered sales representative to do so in their own suites/rooms at a later date. Residents should exercise appropriate prudence in dealing with commercial vendors.

Residents and their families may receive solicitations from companies which appear to be affiliated with the University, but in fact are in no way approved, sanctioned, endorsed, or sponsored by the University or Housing and Residential Life. When Housing and Residential Life itself provides a commercial service, it will be made very clear that it is a Housing and Residential Life service, or that the service operates under an agreement with Housing and Residential Life. If you have a question about any solicitation, contact Housing and Residential Life at 810-237-6571.

Political Activities in Resident Suites/Rooms

Hall residents may use their suite/room to engage in political activities as long as the suite/room is not used for political fund-raising.

Surveys, Interviews, and Focus Groups

Individuals or organizations wishing to conduct survey and/or research activities in the residence hall must have prior approval. Contact the Office of Housing and Residential Life at 810-237-6571 for more information.

Storage of University and Personal Property

Housing and Residential Life provides no storage in the residence hall for residents' personal property. Residents may not substitute any mattress for the one provided by Housing and Residential Life. Mattresses provided by Housing and Residential Life in suites/rooms are fire- and flame-resistant.

University-provided furniture may not be removed from the suite. Furniture may not be left in the corridor, even temporarily.

All University-provided furnishings must be in the suite/room in original condition—reasonable wear and tear excepted—when the residents leave, or the residents will be billed for moving, repair, and/or replacement fees.

Residents are responsible for removing all personal property from the residence hall when they move out. Housing and Residential Life does not provide storage for personal property after the end date of the contract, including for residents leaving at the end of Winter Semester and returning for Fall Semester. The University has the right, without liability, to dispose of all personal property left or abandoned in the residence hall suites/rooms and other areas which is not reclaimed within 30 days after the contract expiration.

Housing and Residential Life provides storage for abandoned property as a service and without compensation. We do not undertake to exercise other than reasonable care and good faith in maintaining security in storage areas. Housing and Residential Life assumes no legal responsibility for loss or damage to abandoned items held in designated storage areas, except in instances where gross negligence by Housing and Residential Life staff members can be shown to be the cause of the loss or damage. Housing and Residential Life and the University disclaim any and all liability, notwithstanding the above, which arises from natural disasters or other circumstances beyond their control.

Suite/Room Alterations and Decorations

Residents are not permitted to paint or structurally alter their suites/rooms in any way. They may not paint, remove, modify, or tamper with any suite/room fixture or component including doors, walls, ceilings, floors, windows, electrical systems, and safety systems. No items, such as TVs or fans, may be nailed, bolted, or otherwise permanently attached to any part of the suite/room. Suite/room and exterior suite/room door decorations and wall hangings may be hung using only no-nail type picture hangers or masking tape. If there is any question about the permissibility of a decoration, the resident should check with the Hall Director.

Suite/Room Changes – University Initiated

Vacant Spaces

The Office of Housing and Residential Life reserves the right to make an administrative suite/room change, independent of any waitlist, when it deems a change necessary.

Residents in a room or suite with a vacant space are required to accept a new suitemate/roommate who is assigned to the space. Refusing to accept a suitemate/roommate, or impeding Housing and Residential Life's ability to effect an assignment into a vacant space (e.g., by not keeping the unoccupied space presentable), is a violation of the contract. Unfortunately, advance notice of a new suitemate/roommate is usually not available. Therefore, residents must ensure that the vacant space and furnishings in their room or suite are in a condition ready for occupancy at all times. Failure to comply with these policies can result in the resident or residents already occupying the room or suite being charged the full rate for the vacant space.

In any contract year, residents in suites/rooms with a vacant space may be provided with the opportunity not to receive a new suitemate/roommate. If all incoming residents who have applied to live in the residence hall have been assigned, Housing and Residential Life, at its sole discretion, may offer current residents the opportunity to "buy out" an unoccupied space in a double for the remainder of the academic year. Residents can, under this arrangement, pay an additional amount to occupy a double as a single and ensure that the Office of Housing and Residential Life will not assign a new suitemate/roommate to the suite/room.

Extenuating Circumstances

The Office of Housing and Residential Life may require residents to move to another suite/room if it is determined by Housing and Residential Life to be in the best interest of the resident and/or other occupants of the residence hall to do so. Efforts will be made to offer comparable accommodations. A move may; however, result in a room and board rate change for which residents are responsible. These room changes will occur within a time frame determined by Housing and Residential Life.

In the event a resident's suite/room or part thereof is destroyed or substantially damaged in an accidental manner so that it is rendered unfit to be inhabited, the Office of Housing and Residential Life will as expeditiously as possible make an assessment of the length of time needed to make necessary repairs. If the suite/room will remain uninhabitable for an excess of 30 days, the resident will have the option of either terminating the contract by giving written notice to the Office of Housing and Residential Life, or relocating to a comparable space based on availability.

Housing and Residential Life has modified, and, in some cases, equipped, some of its residence hall suites/rooms to meet the needs of residents with disabilities. Residents without disabilities may receive an assignment to such a suite/room if there is a lack of need by residents with disabilities. Such an assignment requires that a Contract Addendum be signed. This Addendum stipulates that the resident agrees, upon 15 days written notice from Housing and Residential Life, to be transferred to another suite/room if the contracted premises are needed for a student with a disability. If such a transfer is made, Housing and Residential Life agrees to provide a new suite/room assignment that is reasonably equivalent to the initial suite/room, not including any special features designed for the needs of a resident with a disability.

Suite/Room Changes—Resident-Initiated

Residents may request a suite/room change by contacting the Hall Director. Any change must be authorized in advance and in writing by the Hall Director or the Office of Housing and Residential Life. Changes may take place based on an approved room swap or discussion with the Hall Director. Housing and Residential Life will not honor informal or different procedures. Individuals may not occupy any space to which they have not been assigned (originally or through room swap, waitlist, or other authorized process), even if it appears to be vacant. Residents must ensure that any unassigned space, including furnishings, in their room or suite is in a condition ready for a new occupant at all times.

Room Swap

Two residents may agree to exchange room assignments at any time, provided the change is properly coordinated through the Hall Director. Residents cannot do a suite/room swap into a vacant space. The switch must be done with another resident who has a signed contract, and both residents must live in their respective new room. Residents must be fully eligible for the space they are switching into, and switches that result in a change of room type will be billed at the rate of the new room.

No one may pressure a resident to make a room swap, including offers of monetary compensation or other incentives or rewards. Housing and Residential Life will remove any mentions of such offers from the listings, and residents who make such offers may have their contract terminated. In addition, room swaps made to circumvent the waitlist process will be null and void.

Suite/Room Entry and Suite/Room Search

Suite/room entry and search may be necessary, and the University may exercise its contractual right to conduct either or both under certain specific circumstances. The University recognizes and respects residents' desire for privacy, especially within the context of a group living environment. In its efforts to protect and guarantee this privacy, the Office of Housing and Residential Life has defined and restricted the conditions under which authorized University personnel may enter or search a resident suite/room.

The following procedures have been developed as a guide for the staff of Housing and Residential Life to enable them to perform their duties and to maintain certain standards, while at the same time giving due recognition to privacy for individual residents.

The following University and University-affiliated personnel are authorized to enter residents' suites/rooms under the terms described below:

- Director of Housing and Residential Life (or designee)
- Other Housing and Residential Life Staff
- Department of Public Safety officers
- Employees of the University's Department of Environment, Health and Safety
- University and non-University personnel contracted to perform maintenance, repair, or other services on behalf of Housing and Residential Life. In an emergency situation, fire personnel may enter a suite/room unaccompanied.

Suite/Room Entry Procedure

- When you make a service request, permission to enter a suite/room is assumed when you are not present. Furthermore, the University reserves the right to enter a resident suite/room to provide maintenance or housekeeping services, to conduct sanitation and safety inspections, or if there exists a clear indication or reasonable cause to believe that there is a gross violation of an established conduct or health and safety standard. Housing and Residential Life employees have the right to enter a resident suite/room in the event of an emergency to protect persons or property. Housing and Residential Life employees also have the right to enter a suite/room if they have any reason to believe that an imminent hazard to the property and/or resident(s) exists and to remove or correct any discovered hazard.
- No suite/room shall be entered without knocking unless in an emergency. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide residents ample opportunity to open the door.
- When it is necessary for authorized University personnel to enter a suite/room, there shall be, whenever possible, two authorized staff members present. If it is necessary, under the conditions outlined, for authorized University personnel to enter a suite/room when no resident is present, the students assigned to the suite/room will be notified of the entry and the reason for the entry upon returning to the suite/room. This provision does not apply to housekeeping and maintenance personnel performing routine duties, or to staff conducting a sanitation and safety survey inspection for which prior notification of residents is required.
- An emergency situation may make it necessary for an authorized University staff member to enter a resident suite/room to inspect or retrieve specific items in order to protect the health, safety, or welfare of the resident of the suite/room or other residents of the building.

Suite/Room Search Procedure

- Students assigned to the suite/room will be notified if sufficient cause for a suite/room search is determined.
- Searches of suites/rooms by Housing and Residential Life personnel shall only be permitted, except in the case of an emergency, with prior consultation between the Director of Housing and Residential Life or designee and a Department of Public Safety supervisor. In these instances, a suite/room search will be conducted by no less than two authorized University staff members.
- The Office of Housing and Residential Life is opposed to general suite/room searches; that is, the search of a number of suites/rooms in a given area in the absence of cause to search a specific

suite/room. General suite/room searches, except in the case of emergency, will be permitted only after authorization by the Director of Housing and Residential Life or designee.

- Authorized staff members may remove an item of personal property from a suite/room without prior consultation with the owner when it is the judgment of the staff member that the item represents an imminent hazard to property or the students assigned to the suite/room or the surrounding area. The Office of Housing and Residential Life staff is also authorized to remove from a suite/room clearly identifiable University or Housing and Residential Life property not provided as part of the suite/room furnishings. If an item is removed under the above conditions, the students assigned to the suite/room will be notified promptly of the removal. If the removed item may be legally possessed, but is in violation of these Residence Hall Policies, it may be claimed by the owner but not retained in the building. If illegal goods are found and confiscated during the authorized suite/room search, the owner or possessor may be subject to criminal prosecution and disciplinary action. Illegal items will be turned over to the Department of Public Safety.
- State and federal law governs entry into a resident's suite/room by law enforcement officers. Situations which may permit such entry include, but are not limited to, officers in possession of a valid search/arrest warrant, health/safety emergency, or certain circumstances where search warrants are not required (e.g., hot pursuit). Entry under such circumstances may be facilitated by Housing and Residential Life staff.
- The Office of Housing and Residential Life and other University staff are required to report unlawful acts in "plain view." If an illegal item, for example drugs or a weapon, is found in plain view by staff, that item may be confiscated and a subsequent incident report may be prepared using the item as evidence. Some items may be reported to the Department of Public Safety, and lead to criminal proceedings.

Severe Weather

All residents must immediately take shelter in appropriate areas when a severe weather alert is sounded. Treat all alarms and announcements as real emergencies.

Smoking

The University of Michigan-Flint residence hall is a smoke-free facility. All individual suites/rooms, hallways, lounges, lobbies, and stairwells are smoke-free environments. All residents and guests are expected to observe the no-smoking regulation. Littering with smoking materials, such as cigar or cigarette butts, is unacceptable.

Theft/Stolen Goods

The possession of stolen property is prohibited by the University, and is a violation of criminal laws of the state. Stolen property includes furnishings, fixtures, and signs that have been removed from lounges, halls, and other common areas, as well as food, drink, or other items (such as equipment, dishes, or implements) that have been removed from the Dining Center.

Weapons, Firearms, and Fireworks

No person shall possess guns, firearms, pellet guns, BB guns, air guns, ammunition, dangerous weapons, explosives, fireworks, firecrackers, smoke devices, or other dangerous or flammable materials. A dangerous weapon is any weapon capable of causing death or serious bodily harm including, but not limited to, large knives, daggers, metallic knuckles, swords, bows, and arrows.

Window Systems

Tampering with or removing any window screens, latches, stops, or apparatus in either suites/rooms or public areas is prohibited. These devices are needed to safeguard the community from potential hazards, including unauthorized entry and pest entry.

Except in an emergency, it is prohibited to enter or leave a residence hall through a window.

The throwing, dropping, propelling, pouring, or hanging of anything from windows, balconies, ledges, and landings is strictly prohibited. Nothing may be attached to or hung over any part of the building exterior.

Vacation and Break Periods

The residence hall will remain open during the Thanksgiving and Spring Break periods. Limited dining service may be available.

During the University break between Fall Semester and Winter Semester, the residence hall will completely close and residents must vacate the premises. Residents with fish tanks must ensure the maintenance of tanks and any fish over the break.

Residents must follow procedures provided by residence hall staff regarding check out for the break.