Guidelines, Procedures, and Services of Residence Life

The residential communities at Butler University have a diverse set of objectives that are meant to meet the needs of the residents and to complement each student’s academic experience. Each resident is a member of a community that is both residential and academic in nature. The community standards and rules outlined below are designed to protect each individual’s right to sleep, study, and socialize and to promote a sense of community spirit and responsibility. More information may be found on the Residence Life site.

Butler University has the right to require residents to immediately remove any items from on-campus housing that it deems, at its sole discretion, to present a life safety hazard. Final determination in these matters will be made by Residence Life and/or Maintenance staff. Items that are not removed in a timely manner by the resident will be removed by the staff and disposed. The resident is responsible for the costs of removal and disposal.

Butler University actively fosters an inclusive environment of respect where differences are honored. All individuals who work, study, and participate in Butler activities have the right to be free of harassment and discrimination. Fostering a Community of C.A.R.E. and creating a campus environment free of harassment is everyone's responsibility. Speak up. If you become aware of discriminatory/harassing behaviors, intervene. Respond to the situation and report the behavior to the Title IX Coordinator or University Police. Please review the Respect site for more information.

Alcohol guidelines. Residents of legal age and their guests of legal age may possess and consume alcoholic beverages on an individual basis in the privacy of their assigned living space, with their doors closed. In the State of Indiana, the legal age to possess and/or consume alcohol is 21 years or older.

- Alcohol may not be possessed or consumed in the presence of minors, including any roommates who may also be assigned to the living space.
- Possession of alcohol in any areas other than individual assigned living spaces is prohibited.
- Residents under legal age may not possess alcohol containers, including as decoration.
- Additional student conduct action will be taken if consumption of alcohol results in safety violations, a large number of people coming and going from the living space, noisy or disruptive behavior, or dispensing alcohol to minors.
- The sale of alcohol in housing facilities is prohibited.
- Kegs of alcohol, defined as any containers requiring taps to operate, are not allowed in housing facilities.
- When transporting alcohol, containers must be sealed and covered with no visible appearance or reference to alcohol.
- If a student is found in possession of alcohol, and in violation of the stated alcohol guidelines, the student will be instructed to pour the alcohol into the nearest sink.

These guidelines apply to behavior in, and in close proximity to, housing facilities. These are in addition to the alcohol guidelines listed in the Rights and Responsibilities section of the student handbook.

Appliances. Refrigerators used in residence hall rooms cannot exceed 3.0 cubic feet of internal

Revised August 20, 2016
storage, cannot be larger than the exterior dimensions of 36” H x 20” W x 20” D and cannot draw more than 2.5 amps of electricity. Items with heating elements such as toasters, popcorn poppers, toaster ovens and coffee makers, including single cup coffee brewers, may be stored (unplugged) in resident rooms, but must be used in kitchenettes or other designated common areas. Microwave ovens and space heaters are not permitted in resident rooms. Other electrical appliances or devices not mentioned above may be subject to restriction in residence hall rooms/suites/apartments if the type of device, number of devices, or electrical draw exceeds what the University deems acceptable.

**Beds.** Using non-University mattresses, putting mattresses on the floor or altering structural components of the beds is not allowed. Students may only use University issued lofts in the residence halls. Platforms and waterbeds are not permitted. Many rooms are equipped with beds that may be bunked. Instructions, pins, and waivers are available at each hall office for bunking beds. Beds may not be added to or altered in any way.

**Bicycles, mopeds, motorcycles.** Bicycles may be parked on campus in accordance with campus parking regulations. Bike racks are located at various points around campus. If a resident brings a bike into the residence hall, it should be stored in the designated bike storage room. Motorcycles and mopeds are not permitted inside a residence hall. No flammable fluid of any kind is to be in the buildings.

**Break stay, early arrival, late stay.** Additional guidelines, including a restriction on guests, are in place when a student is approved to arrive early, stay during a break, or leave late. Violations during these times may result in immediate removal and cancellation of permission to stay.

**Businesses.** Students are not permitted to operate businesses from housing facilities.

**Candles, incense.** Possession and burning of candles, incense, or spices such as sage in housing facilities is not permitted. Electric potpourri pots and plug in air fresheners are prohibited.

**Carpet.** If carpet is used in student rooms, it must be used without adhesives, nails or tacks. Students are responsible for removal and proper disposal. Carpets not properly disposed, or damage resulting from use, will result in a charge to the resident(s).

**Checkout.** When checking out of a residence hall room at any time during the year, the student must make an appointment with an RA or other residence life staff member to complete a proper checkout. The student’s responsibilities at checkout include the following:

- Make prior arrangements with an RA for a time and day (with 24 hours’ advance notice) to check out. Failure to make an appointment and checkout properly with an RA will result in an improper checkout charge.
- Remove all possessions from room and bathroom (if applicable) and all pictures and posters from walls.
- Make sure the space is clean, desks, dressers, closets are emptied, walls are cleared of all decoration, floor is swept and trash is removed. In suite-style housing, any common area space and bathrooms must be clean and trash removed.
- Make sure all furniture and fixtures are in room. The student will be charged for any missing, damaged or altered furniture, fixtures or equipment.
- RAs do not make a determination of damage charges.
• Review the room condition report (RCR) with an RA. Sign the RCR.
• Turn in mailbox key and room key.
• Fill out a change of address/mail forward card and leave at front office.
• Follow guidelines posted and/or distributed before end-of-semester closings.

By following the above checkout procedures, a student will ensure that he or she is not billed an improper checkout charge, housekeeping charge or key charges. Final determination of damage charges will be made by the Residence Life Coordinator and/or Maintenance staff. Specific and additional procedures are necessary in the apartments.

Cooking in rooms. Cooking is not permitted in student rooms. Appliances such as toasters, popcorn poppers, blenders, toaster ovens and coffee pots, including single cup coffee brewers, may be stored in student rooms (unplugged); however, use of these items is only permitted in designated kitchenette or other approved common areas within the halls. Resident owned microwave ovens are strictly prohibited in student rooms. Microwave ovens are located in kitchenettes and in some common areas.

Damages. A resident is liable for all damages/losses in the assigned living space resulting from negligence, theft and/or abuse. Residents will be charged for all damages/losses that occur during the student’s occupancy of the space. Wall damage resulting from the unauthorized use of double sided tape and other mounting materials is the most common charge. The University provides each resident with a small supply of poster mounting tabs. The student must still properly remove items from the walls in order to avoid damage charges. Charges for room, suite, apartment, and public area damages and loss of property, for which individual responsibility cannot be determined, will be divided among all students in the assigned space(s). The charges will be bill through the Office of Student Accounts.

Drugs, controlled substances. The use and/or possession of illegal/controlled drugs in housing facilities and their immediate vicinity is strictly prohibited. All cases of use, possession, cultivation or sale of drugs or evidence of use, possession, cultivation or sale of drugs will result in University student conduct procedures. Specifically, manufacture, sale, possession or use of narcotics, marijuana, hypnotics, sedatives, tranquilizers, hallucinogens and other similar known harmful or habit-forming drugs and/or chemicals, except as prescribed by a physician, are prohibited by state law and University regulations.

Escorting guests. All guests must be escorted at all times within the housing facilities.

Fire/Life safety hazards. Collection or storage of materials, supplies or personal property that constitute a fire hazard as determined by the University is prohibited. Storage or use of combustible materials, explosives, fireworks or firearms is prohibited. Use of outside TV or radio antennas, sun lamps, halogen lamps, heat lamps, space heaters or microwave ovens is strictly prohibited. The following requirements have been created in conjunction with the Indianapolis fire marshal to insure the safety of all residents.
• All extension cords must be of a surge-protector type with an ON/OFF switch, power on indicator light, and a breaker reset.
• No two prong ground adapters are permitted. If a room has outlets that do not accept three prong plugs, the room should be reported so that the outlets can be changed immediately.
• Refrigerators must be plugged in directly to the wall outlet.
• The use of cooking appliances in student rooms is prohibited.
• Wall, door and room decorations are limited to 20% of any given surface.
• Personal floor mats, which represent a trip hazard, are not permitted in hallways.
• Do not attach anything to, or hang any item on, any sprinkler head.
• Do not attach anything near a sprinkler head that may obstruct the spray pattern.
• Do not attach anything to, or alter any life safety device such as fire alarm horns, strobe lights, sprinkler heads, smoke detectors, exit lights, pull stations or any type of emergency signage.
• No items are to be hung from any ceiling.
• The use of acetate, cellophane, tissue paper or other combustible materials over or in light fixtures is prohibited.
• String, rope, holiday, or other types of decorative lighting, and night lights are prohibited.
• Exit doors, hallways and stairwells must be clear at all times.
• Candles, incense, and plug-in air fresheners, fragrance heaters are prohibited.

Fire safety. Tampering with or misuse of fire safety equipment, including fire alarms, fire extinguishers, or smoke detectors, is prohibited by state law and University guidelines. Smoke detectors and sprinkler heads should not be covered; students are not permitted to hang anything from this equipment. Exiting alarmed doors in non-emergency situations is not permitted. Every student is responsible for immediate evacuation of the building in the event of a fire alarm. Failure to evacuate can result in student conduct referral and possible police involvement.

Firearms, weapons. Student may not possess, store, or use firearms or other lethal weapons within housing facilities. Although not exhaustive, the following list of items are prohibited: firearms, lethal weapons, bow and arrows, swords, billy clubs, brass knuckles, knives, blow guns, dart guns, wrist rockets, pellet guns, bb guns, catapults, bombs, grenades, switchblades, martial arts equipment, or ammunition. Use or possession of these items is subject to immediate student conduct action, which may include suspension or dismissal.

Furnishings. The University does not allow removal of furnishings or equipment from the assigned living space. Furnishings should not be placed so that they obstruct vents, ducts, radiators or doors. At no time may residents disassemble, stack or alter furniture. Students are not allowed to move public area furniture to their individual spaces.

Guests. Guests visiting the living unit are subject to University rules, regulations and policies. Residents will be held accountable for the actions of their guests. The resident is responsible for informing the guest(s) of this prior to the visit. Failure to monitor guest behavior will result in student conduct action for the resident. For safety purposes, and to assure the respect of other residents’ ability to study, no more than two guests per assigned resident present will be allowed in any living space. Overnight guests are permitted, provided that all roommates are aware of the guest staying and have not communicated objections. Guests are allowed to stay no more than two consecutive nights, or no more than three overnight periods in any seven-day period. The University has the right to deny access to any guest, or ask any guest to leave, if it is reasonably determined that a guest has disturbed or is likely to disturb others. (See also Visitation)

Halogen lights. Any lighting fixture that utilizes a halogen light bulb is not allowed in housing facilities. The halogen bulb generates extreme heat, which increases the potential fire hazard. Halogen bulbs can be found in many different lighting fixtures including torchier, clip-on lamps and desk lights.

Harassment. Harassment of any form is prohibited. Harassment is any verbal or physical conduct
that creates a hostile or offensive environment. Harassment may take, but is not limited to, the form of name calling, signs, notes, slurs or jokes that demean an individual or group. Harassment also occurs when an individual’s body, possessions or place of residence is violated or threatened. Individuals who feel that they are victims of harassment should contact the Residence Life Coordinator, Director of Residence Life, Title IX Coordinator, or the University Police.

Note: Any act that denies, deprives, or limits the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in a federally protected class is in violation of the University Civil Rights Equity Grievance Policy. Protected classes include but are not limited to: race, sex, religion, ethnicity, national origin, citizenship status, age, sexual orientation, gender, gender identity and veteran or military status. See also the Civil Rights Equity Grievance Policy in the Rights and Responsibilities section of the student handbook for a comprehensive list of protected categories.

All allegations of student misconduct that are perceived to infringe upon the federally protected civil rights of any member of the University community or its visitors will be addressed through the Equity Grievance Resolution Process. This will include allegations related to discriminatory or bias-related harassment, sexual harassment, sexual misconduct and hazing, among others. See www.butler.edu/respect for further information.

**Holiday and event decorations.** Holidays and events give rise for the use of decorations. Most decorations and specialty lighting represent a potential fire hazard. The following restrictions are in place to reduce that potential:

- Only artificial trees may be used in housing facilities.
- The artificial trees are to be set on a stable base, away from any heat source and placed so that they do not obstruct hallways or exits.
- Electrical lighting (string, rope or other types) is strictly prohibited for use.
- The use of “spray snow” or other similar items is prohibited.
- Decoration of any type is prohibited on ceilings, light fixtures, door frames and exit doors.
- Decoration on walls or room doors is limited to 20% of the given space.

**Joint responsibility.** All individuals who are present where University policies are being violated are subject to University student conduct procedures. Residents may be held responsible for violations that occur in their assigned living spaces, even if they are not present.

**Keys, locks.** Students are expected to carry their key(s) and University ID card at all times. Students are not permitted to loan or give keys or ID cards to anyone else. Duplicating, lending or borrowing keys or ID cards is prohibited. Students who are locked out should wait for a roommate to return or contact the hall front desk in cases of emergencies. Lost or stolen keys should be reported to Residence Life staff immediately. For security reasons, a new lock will be installed on room doors and new keys will be issued. The student’s account will be charged for the new lock, keys and labor. If keys are later found, it would not be possible to refund these charges. Additional locks on room doors or windows is not permitted. Tampering with any locks, ID readers, propping doors or otherwise impacting the safety and security of the housing facility is prohibited.

**Laundry.** Laundry rooms are located in each housing facility. Washers and dryers are operated by credit/debit card. A pre-paid MasterCard or Visa could also be used. The machines require the use of
high efficiency (HE) laundry detergent. Butler is not responsible for lost or damaged items.

**Mail and packages.** The U.S. Postal Service, FedEx and UPS deliver to the housing facilities. Mail sorted by the building staff and put into mailboxes. A student must show ID to receive large envelopes, packages, flowers, or other deliveries. Mail should be addressed as follows:

- **Ross Hall**  
  Student’s Name  
  629 W. Hampton Drive Box___  
  Indianapolis, IN 46208

- **Residential College**  
  Student’s Name  
  630 W. Hampton Drive Box___  
  Indianapolis, IN 46208

- **Fairview House**  
  Student’s Name  
  4550 Sunset Ave Box___  
  Indianapolis, IN 46208

- **University Terrace**  
  Student’s Name  
  599 W. Westfield Blvd. Apt___  
  Indianapolis, IN 46208

- **Apartment Village***  
  Student’s Name  
  5026 Boulevard Place, Apt___  
  Indianapolis IN 46208

Appropriate box numbers or apartments are essential for efficient and correct mail delivery.

*Note: The Apartment Village has separate buildings lettered A-M. All addresses must include the building letter and apartment number. For example, for building A, apartment 301, the address should read Apt. A301.*

**Maintenance.** Concerns and needed repairs should be reported [www.butler.edu/fixmybutler](http://www.butler.edu/fixmybutler). For emergencies, contact the front desk or University Police. It can take up to two weeks for non-emergency repairs. Workers have the right to enter a student’s living space to perform necessary maintenance. Emergency repairs and lock replacements are always given top priority.

**Musical instruments.** Music practice rooms are available for use at Lilly Hall. Some halls provide pianos that are available for use during designated hours. Musical instruments should not be played in housing facilities.

**Noncompliance.** Residence Life staff members are trained to respond to emergency situations and conduct violations to maintain a safe and comfortable living environment for everyone. Students are expected to respond to all reasonable directives from staff members and are not to interfere with any staff members in the performance of their duties. Any verbal abuse, harassment, intimidation toward, or failure to cooperate with staff members will be considered a conduct violation.

**Noise and disruptive behavior.** Residents are expected to respect the rights of others with regard to noise levels for studying and sleeping. Musical equipment or stereos are not permitted in, or facing out of windows. Residents being bothered by noise should notify the noisemakers and request lowering of volume. If no response is made, students may contact the RA/ACA on duty or the front desk. RAs/ACAs will make periodic building rounds and will confront noise and disruptive behavior. Courtesy hours are always in affect, if you have been asked to lower the volume or stop the disruption, you should comply. Residence Life staff will set extended quiet hours standards for finals week.

**Painting.** Students are not permitted to paint their living spaces. Repairs or repainting of walls should not be attempted as this usually lead to greater damage charges being assessed to the student.

**Pets.** Only freshwater fish are permitted in housing facilities; tanks may be no larger than 20 gallons. Approved service and support animals are not pets and will be allowed with proper documentation and
approval. Students should contact Student Disability Services regarding service or support animals.

**Physical and sexual abuse.** Butler University will not tolerate any forms of physical and sexual abuse, fighting or intimidation. Students are encouraged to report instances of sexual misconduct to the Title IX Coordinator. See [www.butler.edu/respect](http://www.butler.edu/respect) for more details. (See also the Civil Rights Equity Grievance Policy in the Rights and Responsibilities section of the Student Handbook).

**Pictures and posters.** Use of double-sided tape, duct tape, masking tape, Scotch tape, nails, tacks, etc., to hang posters and pictures in living spaces is prohibited. Residence Life will supply a modest amount of acceptable mounting tabs. The student must still properly remove items from the wall to avoid damage. Students wishing to hang posters and flyers in housing facilities must receive authorization from the Programs for Leadership and Service Education (PuLSE) Office.

**Quiet/Courtesy hours.** Quiet and courtesy hours have been created to give each student the right to read and study free from undue interference, excessive noise or other disturbances and the right to sleep without undue disturbance from hallway noise, guests, etc. Courtesy hours exist 24 hours a day, seven days a week. Each student is expected to be courteous of other students’ schedules and keep music, noise, etc., to a reasonable level. If a student is asked by another student or staff member to be quieter, the student is required to turn down their music, move conversations out of the hallway, or whatever action is necessary to reduce the noise. Quiet hours are from 10 p.m.-8 a.m., Sunday through Thursday and midnight-8 a.m., Friday and Saturday. During these times, it is expected that all students refrain from creating noise that can be heard outside of the individual living space. Violations of quiet hours will result in student conduct action.

**Residents’ Bill of Rights.** Everyone’s enjoyment in their living space or housing facility depends largely on the thoughtful consideration practiced by everyone else. In regard to the conduct of other residents, each resident has these basic rights:
- The right to read and study free from undue interference, excessive noise, or other disturbances.
- The right to sleep without undue disturbance from hallway noise, guests, etc.
- The right to have personal belongings respected by roommates and guests.
- The right to a clean environment in which to live.
- The right to free and unfettered access to one’s own room and living space, without undue pressure from any roommate.
- The right to personal privacy within the bounds of a group living situation.
- The right to host guests, within reasons, with the expectation that guests are to respect the rights of the host’s roommate and others living in the housing facility.
- The right to be heard if grievances arise.
- The right to be free from fear of intimidation, physical and/or emotional harm.
- The right to expect cooperation in the use shared items within the living space.

**Right to entry.** The University has the right, without restrictions, to allow authorized personnel to enter student living spaces. When such entry is deemed necessary, the University will seek, within all reasonable bounds, to protect the student’s privacy interests. Such actions, when they are warranted, are taken on behalf of all unit residents to guarantee their safety and welfare.

Authorized personnel of the University are charged with the responsibility of inspecting University-owned or related property, including residential units, at any time when there is sufficient reason.
Inspections may be conducted for the following reasons: (a) to ensure that units are free of fire or safety hazards; (b) to determine whether a student is complying with the terms of a room and board contract; (c) to prevent damage; (d) to prevent violations of University regulations when evidence suggests that such violations may occur. The living spaces may be entered whenever authorized personnel of the University have reason to believe that guests are present at times other than authorized. Spaces may also be entered by authorized University personnel to complete maintenance and repair work. Rooms may also be entered for routine Residence Life activities, such as hall closings, health and safety inspections or the preparation of rooms for incoming room occupants.

Authorized University personnel may search student rooms to remove items that are in violation of University, federal, state or municipal law or regulations. In these situations, the professional residence life staff (or designee) or University police may search personal possessions of students with probable cause. A reasonable effort shall be made to have the students in question present if their rooms/apartments are to be searched. “Reasonable effort” includes such actions such as consulting with a resident assistant, checking class schedules to locate students, or providing prior notice.

Room changes. Room assignments are intended to be permanent for the length of the housing contract period. In situations where problems arise, students should contact their RAs/ACAs or Residence Life Coordinators. If a problem arises, the RA/ACA or RLC will help students to work on roommate differences, reach compromises and create or modify roommate agreements. No room change can be made without approval of the Residence Life Coordinator or Associate Director for Residence Life. Unauthorized room switches are not permitted and will result in an improper checkout charge. Changes will not be granted based on race, national origin, sexual orientation or religious preference. There are certain times each semester when room changes cannot be made, such as the first two weeks, in order to allow for proper accounting of all residents and available spaces.

Room condition report. Upon moving into a room, a student will receive a room condition report (RCR) that describes the move-in condition of the room. The room condition report will be used upon checkout to assess damages and charges incurred throughout the length of stay. The student must review, modify, sign, date and return this report to Residence Life staff within 24 hours.

Roommate agreements. RAs/ACAs may assist residents in creating roommate agreement to establish additional guidelines for behavior and activities for their community. Students may decide to extend quiet or restrict visitation hours. Unit agreements may be created for the larger community and will be posted in common areas. Violations of such agreements will be handled through the University student conduct system.

Report Student Vandalism Promptly, R.S.V.P. This incentive program allows Residence Life to keep RAs/ACAs and RLCs informed on a monthly basis regarding the amount of damage that is being incurred in public areas of the housing facilities. It is the collective responsibility of the residents in a housing facility to cover the costs of repairs to public areas that are damaged during the course of the year. The cost of damages can be kept down if students who see other students damage public areas REPORT these incidents to Residence Life staff. If individuals can be identified, then the damages can be charged to the individuals responsible for the damage rather than the entire housing facility. Each semester a certain amount of money is set aside for the common area damages funds. If the group stays below the “set aside” amount, then the hall government and/or the RLC will be able to use this difference to make improvements to the facilities.
Smoking. Smoking is not permitted inside any housing facility. Smoking outside on campus is only permitted in specifically designated areas. A resident’s right to a smoke-free environment takes precedence over the desires of those who smoke. Residence Life staff will attempt to make room assignments to honor any requests for smoking/non-smoking roommates. Any residents who are found to be smoking inside will be subject to the student conduct process and appropriate sanctions.

Soliciting/Selling. Door-to-door or other solicitation in housing facilities is prohibited. Residents should immediately report any solicitation activities to Residence Life staff and/or the University Police. Any campus organization that wants to sell items in the residence hall lobby must see the Residence Life Coordinator for approval.

Sports equipment. The use of sports equipment, and playing sports inside housing facilities are not permitted.

Storage. Storage facilities are extremely limited, available on a first-come, first-served basis to students returning to the residence halls, and available only to students who live outside Indiana and the surrounding states. Storage is limited to four enclosed boxes. No student may store anything without the approval of the Residence Life Coordinator. Carpets, televisions, stereos, refrigerators or appliances may not be stored. The Residence Life Coordinator of the building where the resident currently lives should be contacted to make storage arrangements. Butler University does not assume liability for any items stored throughout the academic year or over the summer.

Telephones. Since the summer of 2010, Butler University no longer has active phone lines in student rooms. Courtesy phones are available in hallways and public areas in housing facilities. Students can request a long-distance code from the IT Help Desk which can be used to make long-distance calls from courtesy phones. Long-distance charges will be billed to students monthly. Incoming collect calls may not be accepted on University phones. If you receive prank or harassing calls, please report this to a Residence Life staff member and/or the University Police.

Trash/Housekeeping. Students are responsible for cleaning and removing trash from their own living spaces. Trash rooms are located on each floor in the residence halls. Recycling bins are also provided in or nearby the housing facilities and students are encouraged to recycle. Dumpsters are located in the parking lots of each housing facility. Vacuum cleaners and some cleaning supplies can be checked out at the front desks. Housekeepers only clean public bathrooms and lounge areas.

Unauthorized presence. Unauthorized presence in housing facilities or a restricted area, including, but not limited to, housekeeping closets, roof, another resident’s space, mechanical room or other secured area is prohibited.

Visitation. The housing facilities should be a place where students can sleep and study without having to sacrifice these needs to their roommate’s desire to entertain guests. Residents are expected to act with respect for the rights of others, and no visitation privilege should supersede another’s right to sleep or study in their own living space.

Visitation is a privilege and all residents of a living space must approve of any guests. If one resident does not desire a guest to be in the space, then the guest should leave. The visitation guideline is in
place to make sure students are able to study and have a safe living environment. A guest is defined as a 
person who is not assigned to the specific living space. Guests may not infringe on the rights of 
roommates or other students, and must observe and follow all Residence Life and University policies, 
procedures, guidelines, rules, etc. Guests must be escorted at all times while in the housing facilities and 
must be identified as visiting a specific student living in the housing facility. All students are responsible 
for their guests and their actions. Any infringement of guideline by a guest will be the responsibility of 
the guest as well as the student host. The guest may be removed/banned from the housing facility at 
the discretion of Residence Life Staff and/or the University Police. (See also Guests)

**Visitation hours.** In Ross Hall, the hours in which students may have guests visiting are limited to 
10:00 AM through 2:00 AM daily, Monday through Thursday, and 10:00 AM Friday through 2:00 AM 
Monday (“24-hour weekend visitation”). Outside of these hours, residents may not have guests visiting 
in their rooms or units. Guests would only be permitted in the main lobby of the building. Parents or 
legal guardians of a student may visit the private living areas at any time Ross Hall is open and the 
student is permitted to be there, provided their student accompanies them at all times as an escort.

**Windows.** Students may not remove window screens or curtains. Decorations or any other item may 
not be affixed in any way to the interior or exterior of the window. Students are prohibited from hanging 
or throwing any object from a residence hall window. Students and/or guests are not allowed to enter 
or exit through windows.