

Residential Education and Housing

# The Student Policy and Information Guide

<https://osucascades.edu/housing/rates-policies/policy-guide>



Oregon State University  
Cascades

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# Residential Education and Housing Policy Guide Introduction

Updated September 2021

The [Residential Education and Housing \(Housing\) Policy Guide](#) serves as an extension of the [Residential Education and Housing \(Housing\) Room and Dining Contract](#) (“Contract”), the set of terms and conditions that each resident signs before moving into Housing. In signing the Contract, the resident is agreeing to all of the policies outlined in this Policy Guide. **Violation of the Policy Guide may result in immediate disciplinary action up to and including cancellation of the Contract and dismissal from the university.** Additionally, the Policy Guide supplements but does not replace the Code of Student Conduct, which applies to all Oregon State University Students. The Code of Student Conduct can be found here: <https://studentlife.oregonstate.edu/studentconduct>. This Policy Guide can be made available in alternative formats. Please contact Housing (541) 322-3177, or [housing@osucascades.edu](mailto:housing@osucascades.edu) for alternative format requests.

**PLEASE NOTE THAT CHANGES TO THIS GUIDE MAY BE MADE AT ANY TIME AND FOR ANY REASON BY AUTHORIZED OSU-CASCADES STAFF. Please review the latest version of this Policy Guide periodically to ensure that you remain in compliance.**

## Safety and Security: A Shared Responsibility

Students contracted to live on campus agree to take primary responsibility for their own personal safety and security, and to support the safety and security of fellow residents, the buildings, and dining areas. The University and Housing will work cooperatively with students to promote a safe and secure environment, although safety cannot be guaranteed. Students agree to read and abide by security policies and precautions stated in this publication and in all other University publications.

## Community Living / Compelling Community Interests

The rationale for most Residential Education and Housing rules are guided by the four “Compelling Community Interest” principles set forth below (see *Judicious Leadership for Residence Hall Living*, Forrest Gathercoal, 1991, Caddo Gap Press). These principles also are generally applied to all individuals with regard to their rights and responsibilities on campus. These Compelling Community Interests are:

### Health and Safety

The University has established Compelling Community Interests with regard to the health and safety of students. Policies and procedures have been developed to help protect students against incidents or behavior that may jeopardize the physical, mental, emotional health and/or safety of either the group or the individual. As such, there is a need to limit certain rights of the individual for the common good of the community.

### **Property, Property Loss, or Damage**

While the campus has a relatively low incidence of crime, it is important to remember that no community can be totally risk-free from incidents that cause property loss and damage. Care and protection of both community and personal property are a shared responsibility.

### **Serious Disruption of the Educational Environment**

In order for a large number of people to live together successfully, it is the responsibility of each member of the community to respect the needs and rights of the other members. The establishment and enforcement of rules that foster and encourage a proper campus living environment are necessary to the efficient and successful operation of residence halls and family housing units. Please remember that you are responsible not only for your own behavior but also for the behavior of your guests. You and your guests must abide by the community standards to protect your rights, as well as the rights of others, in order to make residential living a positive aspect of your college experience.

### **Furthering Educational Pursuits**

Often in student government, staff training, and certain student conduct situations, the question is asked, "Why are you here?" Generally, the answer is, "To get a degree." With this basic and fundamental premise, anything not directly or indirectly contributing to the accomplishment of this goal goes against the educational goals of the University and of the housing system. Therefore, Residential Education and Housing has established policies, procedures and programs that support the compelling community interest of "Furthering Educational Pursuits" on campus.

All OSU students are expected to follow all University policies and rules, including but not limited to the Code of Student Conduct at <http://oregonstate.edu/studentconduct/home> , and all applicable federal and state laws.

# HOUSING/OSU Residents Rights and Responsibilities

The following is a list of some of your *rights* - things to which you are entitled as a student living in one of OSU's on-campus living environments – and your *responsibilities* – things that are expected of you as a member of a residential living unit and community. These rights and responsibilities are aspirational and are not legally binding (unless contained in your contract(s)) but they are principles that are meant to complement formal living group and university policies.

**YOU HAVE THE RIGHT** to as safe and secure a living space as is reasonably practicable;  
**YOU HAVE THE RESPONSIBILITY** to keep your room or apartment door and hall doors locked, and to not prop them open or allow strangers into the building or common areas, and to report concerning behavior to university staff or the Department of Public Safety in a timely manner.

**YOU HAVE THE RIGHT** to a reasonably peaceful and quiet place in which you can sleep and study;  
**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your music, electronic devices, and your voice at a reasonable volume, and to remind others that you expect the same of them.

**YOU HAVE THE RIGHT** to reasonable expectations of privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;  
**YOU HAVE THE RESPONSIBILITY** to let your room and suitemate(s) know of your wishes and preferences for hours of sleep, study, and visitation, and to work through a difference you may have in a peaceful manner within the guidelines established in this Housing Policy Guide.

**YOU HAVE THE RIGHT** to safely and respectfully confront another person's behavior which infringes on your rights,  
**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and to work toward resolving conflicts, and to monitor your own behavior to ensure it is not impacting the rights of other students to live in a safe environment free from disruption..

**YOU HAVE THE RIGHT** to the assistance of your RA or other University staff members when you need help with a reasonably communicated problem;  
**YOU HAVE THE RESPONSIBILITY** to notify a staff person of your problem in a timely manner and to be cooperative with those involved as they work with you to resolve your problem.

**YOU HAVE THE RIGHT** to know what behavior is expected in your living group;  
**YOU HAVE THE RESPONSIBILITY** to read the information provided for you by Housing, especially the Housing and Dining contract and applicable University Policies.

The University staff does not assume the role of campus parent, and you will seldom be told what to do or not do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior disrupts the legitimate pursuits of others within the residence halls. As a resident of the OSU-Cascades residence hall, you possess specific individual rights which your room and

suite(s) and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, suite(s), floor mates, and other residents.

You and your community may choose to add to this list. It is important that these items and the concept of others' rights and responsibilities be discussed throughout the year. The Residential Education and Housing staff does not, nor can it, guarantee you will attain these rights at all times. You share the responsibility. You can help ensure that everyone's rights will be honored through thoughtful discussion and open communication with roommates, suite(s), floor mates, and other residents.

The Residential Education and Housing staff is committed to offering you an environment which will allow you to grow; the extent to which you take advantage of these opportunities is up to you. There are risks associated with programs and activities within the University setting. Please take the time to recognize the voluntary nature of these activities and programs that are offered.

The Residential Education and Housing staff hopes you will invest in your own development and growth. This investment will pay off many times over. The staff is available and wants to help you accomplish this goal.

# Residential Education and Housing COVID-19 Policy

## Expectations: All Housing Contract Holders

### *COVID-19 Policy Expectations*

Please note that these expectations may change in accordance with University, local, state, and federal requirements and guidelines for health and safety. With the continuation of the COVID-19 pandemic and its variants, Housing reserves the right to implement any reasonable measures, practices, and/or procedures to reduce the impact and/or risk of the virus in the community. This includes, but is not limited to: requiring face coverings to be worn in certain settings; limiting the number of guests or entirely prohibiting guests; implementing physical distancing expectations and closing areas of community gathering, such as floor lounges. Updated expectations and policies around COVID-19 for housing will be communicated through the resident's OSU email and University guidance and policies around COVID-19 can be found at [https://policy.oregonstate.edu/UPSM/04-042\\_covid\\_safety\\_success](https://policy.oregonstate.edu/UPSM/04-042_covid_safety_success).

Violations of these expectations may result in a disciplinary process; egregious violations may lead to cancellation of a resident's housing contract. In the event of updated or adjusted policies around COVID-19, we ask that all residents help support our communities' health and safety by being diligent about monitoring their own health and activity, and by holding each other accountable to these expectations.

Specific reminders:

1. Residents may not exceed the posted maximum occupancy of common spaces and as specified in elevators.
2. Residents are encouraged to be mindful of applicable social get-together and event requirements or limitations.
3. Residents showing symptoms of COVID-19 are expected to get a COVID-19 test promptly through their primary care provider or TeleHealth with Student Health Services (SHS). Residents should not go in person, but rather should contact their medical provider for further direction about how to get tested. If a resident is showing COVID-19 symptoms, has a positive COVID-19 diagnosis, or has been exposed to someone who has tested positive for COVID-19, they will be required to isolate for the amount of time recommended by local public health authorities. Residents may return to their home location, or if they choose to stay on campus and live in the residence hall, they may be required to temporarily move into a designated isolation space.
4. For the safety of the entire University community, residents are encouraged to disclose a positive COVID-19 diagnosis; they can do so [here](#) by contacting their designated Point of Contact (POC). Residents are expected to follow the directives of the Oregon Health Authority and



campus officials in the event they have a positive COVID-19 diagnosis. Failure to do so may be considered a violation of the Code of Student Conduct and University policies.

5. Residents are expected to follow all additional health and safety requirements set forth by the University and applicable health authorities regarding testing, self-quarantining, isolation, and contact tracing. Residents are expected to cooperate with contact tracers in a timely manner when contacted. Failure to follow any University or health authority directives in a timely manner may be considered a violation of the Code of Student Conduct.

## Residential Education Policies and Contractual Agreements

### *Acceptable Use of University Computing Facilities*

Students must follow the policy regarding the acceptable use of University computing facilities, which can be found at [fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources](https://fa.oregonstate.edu/gen-manual/acceptable-use-university-computing-resources) and [fa.oregonstate.edu/gen-manual/policy-file-sharing](https://fa.oregonstate.edu/gen-manual/policy-file-sharing). The University takes copyright infringement and unauthorized file sharing seriously and engaging in this behavior can have significant negative financial and legal ramifications.

### *Alcohol*

1. Residents and their guests must abide by the Code of Student Conduct expectations regarding alcohol use. Residents and their guests who are under the age of 21 may not possess or consume alcohol.
2. No resident, or their guests, regardless of age, may possess or consume hard alcohol in the residence halls. Hard alcohol is defined as alcohol that is equal to or greater than 15 percent alcohol by volume or 30 proof.
3. Residents and their guests may not consume alcohol in the presence of those under the age of 21. It is a violation of policy for anyone under the age of 21 to be present in a residential space where they know that alcohol or alcohol containers are present (empty or full), or in a common area where violations of this policy are occurring.
4. Residents who are 21 years of age or older may possess alcohol, with the exception of hard alcohol (defined as equal to or greater than 15 percent alcohol by volume or 30 proof) which is never permitted, if they follow the requirements listed below:
  - a. Residents who are at least 21 years of age may not consume alcohol in the room in the presence of individuals, including roommates, who are under the age of 21.
  - b. Residents of legal age must discreetly transport alcohol to their rooms.
  - c. Residents of legal age may only store their alcohol out of view in their assigned area of the room.
5. It is a violation of housing policy to provide alcohol to anyone regardless of age who is visibly intoxicated.
6. It is a violation of housing policy to be publicly intoxicated in the residence halls. Students who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.

7. Individuals under 21 years of age and all residents living in Substance Free Living Environments, regardless of age, may not display and/or possess alcohol containers (empty or full) within Housing facilities or grounds.
8. Open containers of alcohol are not permitted in public or common areas either inside or outside of the residential building. Common areas include, but are not limited to, outside entry or adjacent sidewalk areas, all lounges, lobbies, kitchenettes, recreation rooms, entertainment areas, hallways, bathrooms, stairways, fire exits, elevators, and laundry rooms, and a student room with an open door.
9. Games of chance, imitation or actual drinking games, contests, and other activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited. Items used for drinking games or other activities that encourage the excessive or rapid consumption of alcohol (e.g. keg, beer pong tables, beer bong, funnels, etc.) are prohibited.

University officials will ask individuals who violate the alcohol policy to dispose of all alcohol in their possession. Students who violate the alcohol policy may be referred for disciplinary action. University officials have discretion to call police. Housing staff will dispose of alcohol found abandoned in public areas. Housing staff will direct students to dispose of alcohol that is determined to have been in the illegal possession of a student.

If you have any questions or concerns about alcohol use, you are encouraged to talk with a staff member in the Student Wellness office. They are trained staff that provides information, assistance, and counseling. For more information on alcohol and other drugs, please visit the following website: [studenthealth.oregonstate.edu/alcohol-and-other-drugs](http://studenthealth.oregonstate.edu/alcohol-and-other-drugs)

## ***Animals***

Student residents may not have pets in the residential building, with the exception of fish kept in one aquarium no larger than 10 gallons. Fish kept as pets in the residential building must remain in their aquariums at all times. No gravel is allowed down the drains in the sinks, showers, or toilets.

Exceptions to this policy are granted for students who have preapproval for a service or emotional support animal through Disability Access Services. For more information please visit: <http://oregonstate.edu/accessibility/serviceanimalpolicy>

Disability Access Services (DAS)-approved service or emotional support animals must not pose a health or safety risk or create a significant disruption to the educational environment. The University may require a resident to remove an approved animal from residential facilities in the following instances:

- The animal poses a direct threat to the health or safety of others;
- The animal causes significant property damage;
- The animal creates significant disruption to the community such that the educational goals of the living environment are not met; or
- The resident does not comply with their responsibilities as outlined in the Service and Assistance Animal checklist in effect at the time that their animal is approved to live in residence.

If you notice stray animals in or around the living groups, please notify a staff member so that the

animal can be appropriately assisted or relocated. You must not abuse, feed, or bring the animal into any campus building.

### ***Building Security***

1. All residence hall living areas are locked 24 hours a day. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior doors or leaving doors propped open.
2. Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building. See [Visitors and Guests Policy](#) for more information.
3. Residents are responsible for proper use of the key(s) and electronic access devices (ID card or proximity device) issued to them by the University and/or Housing. Students may not loan keys, ID cards, or proximity devices to other people.
4. Residents may not duplicate University-issued keys.

Residents are encouraged to keep their room doors locked at all times, including when they leave their room (even for a short while) and when they are sleeping. To enhance safety and security efforts, security video cameras may be placed in a hall, lobby, stairwells, or other public areas. These cameras are not continuously monitored. See the Housing web site at [osucascades.edu/housing/resident-services/safety](http://osucascades.edu/housing/resident-services/safety) for additional information.

### ***Cannabis***

1. Residents and their guests must abide by the [Code of Student Conduct](#) expectations regarding cannabis use.
2. The possession, use or distribution of cannabis in housing is prohibited. This is true even if a resident has a medical card or is over 21 years of age.
3. It is a violation of policy for anyone to knowingly be present in a room/suite where cannabis is present, or where violations of the Cannabis section of the [Code of Student Conduct](#) are taking place.
4. It is prohibited to be under the influence of cannabis in any form. Students who exhibit behaviors that appear to have been influenced by cannabis use may be subject to disciplinary process. Such behaviors may include, but are not limited to smell of cannabis or disruptive behavior due to cannabis use.
5. Students may not possess cannabis paraphernalia, which includes equipment, products and materials of any kind which are marketed for use or designed for cannabis use including, but not limited to, bongs, smoking pipes, vaporizers, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475B.376.

**Because cannabis is prohibited on campus regardless of age or medical cardholder status, Housing staff will work with the Department of Public Safety to remove and destroy cannabis in any form and/or drug paraphernalia that is found on campus property.** For more information about cannabis at OSU, please review the following website: <http://main.oregonstate.edu/university-policies-regarding-marijuana>

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member in the Student Wellness Office. They are trained staff who can provide information, assistance, and counseling. For more information on alcohol and other drugs please visit the following website: <http://studenthealth.oregonstate.edu/alcohol-and-other-drugs>

## ***Disruptive Behavior***

1. Any act that poses a danger to health, safety, or property within Housing facilities is prohibited.
2. Students shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other students' rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:
  - a. Excessive noise or nuisance;
  - b. Failure to cooperate with the reasonable directive of a University official (including all members of the OSU-Cascades faculty and staff), acting in the performance of their duties;
  - c. A student may not enter another resident's room without expressed consent from the resident(s) of that room.

Hall staff reserve the right to confiscate items that cause an ongoing disruption to the living environment.

3. The laws and University policies applicable in this area include, but are not limited to: disorderly conduct, malicious mischief, reckless endangerment, harassment (racial, sexual, etc., whether by phone, electronic medium, or in person, as set forth in OSU Policy. (See: [studentlife.oregonstate.edu/studentconduct](http://studentlife.oregonstate.edu/studentconduct) and <http://oregonstate.edu/fa/manuals/gen> ).
4. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom or other location where a person would expect privacy.

## ***Drugs***

1. Residents and their guests must abide by the Code of Student Conduct expectations regarding drug use.
2. The possession, use or distribution of illegal drugs in Housing is prohibited. The illegal possession, use or distribution of prescription drugs in Housing is also prohibited.
3. The use of substances outside of their intended purposes and in a manner not prescribed by a physician is prohibited. Prescription drugs are permitted on campus if accompanied by an authentic medical prescription. Use of legal medication outside the parameters of the medical authorization is prohibited.
4. It is prohibited to be under the influence of federally controlled substances in any form. Students who exhibit behaviors that appear to have been influenced by federally controlled substances may be subject to disciplinary process. Such behaviors may include, but are not limited to, slurred speech, smell of other drugs, lack of balance, or swaying. Students are reminded that being under the influence of drugs, including legal substances such as salvia, is not an excuse for disruptive behavior or other violations of University policies or rules.

5. Students may not possess drug paraphernalia. Drug paraphernalia includes equipment, products and materials of any kind which are marketed for use or designed for drug use including, but not limited to, bongs, smoking pipes, vaporizers, syringe needles, and roach clips. For a more complete listing of prohibited items please see Oregon Revised Statutes (ORS) 475.525.
6. It is a violation of policy for anyone to knowingly be present in a room/suite where illegal substances are present, or where violations of the Drugs section of the Code of Student Conduct behavioral expectations are taking place.

University officials will refer situations involving residents and their guests who violate this provision to the Department of Public Safety.

If you have any questions or concerns about drug use, you are encouraged to talk with a staff member in Student Wellness. They are trained staff that can provide information, assistance, and counseling. For more information on alcohol and other drugs, please visit the following website:

[studenthealth.oregonstate.edu/alcohol-and-other-drugs](http://studenthealth.oregonstate.edu/alcohol-and-other-drugs)

## ***Evacuation***

1. All residents are required to become familiar with the building fire evacuation plan. Each hall has an Emergency Evacuation Plan with detailed instructions for fire safety, evacuation, and training requirements.
2. Fire alarm pull stations are located in each building. If there is a fire, pull the alarm and exit the building. When a fire alarm is activated, all persons inside the residential hall must evacuate the building immediately, even if it is believed to be a drill.
3. When an alarm sounds, follow these guidelines:
  - a. Close room doors and windows.
  - b. Wear shoes and carry or wear a coat.
  - c. Don't panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and follow the direction of personnel from the Fire Department, Department of Public Safety and Housing hall staff. If you have questions about where your designated assembly point is located, please talk to a Housing staff member.
4. Do not use elevators as exit routes. Use exterior stairwells or fire escape ladders. As a second option, use a central staircase.
5. If you are on an upper floor and are not able to escape from your room:
  - a. Close your door and seal it off with a towel or blanket. Dial 9-1-1 and report your situation to the dispatcher. Don't hang up until directed to do so.
  - b. Hang a brightly colored sheet or towel from your window to alert emergency crews to your location.
  - c. Open your window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
  - d. Wait for rescue. You can be safe inside your room for a long time as long as you don't panic, open the door, or prematurely jump from your window.

It is the responsibility of all residents to familiarize themselves with proper fire and emergency evacuation procedures. Evacuation guidelines are posted in each room.

## ***Facility Maintenance***

1. Residents may not damage any OSU-Cascades-owned property or property owned by other residents.
2. Residents may not permanently alter OSU-Cascades-owned property/space.
3. Residents are required to report any individuals they see damaging property. A witness may be subject to disciplinary action for damaging property if they fail to report.
4. Residents must keep their contracted spaces (including bathrooms, common spaces, and shared kitchens in apartment arrangements) clean and free of health and safety hazards.
5. Residents must clean up after themselves in common areas. Common areas can include kitchens, lounges, lobbies, bathrooms, laundry rooms or other space that is for general resident use.
6. All trash must be taken to the location designated in the building.
7. All corrugated cardboard must be taken to your building's designated cardboard location. Corrugated cardboard is not allowed in residence hall rooms and cannot be saved for storage.

Residents in the residence hall can be held responsible for the damages or misuse they have caused to OSU-Cascades Housing or another resident's property.

If a resident is found responsible for damaging property they may be billed for the cost to repair/replace the item damaged. Damages that are unaccounted for may be divided and charged proportionately to each individual in that living unit, depending on the circumstances and the extent of the damage.

If you observe someone damaging property, please report the activity to hall staff or the Department of Public Safety at 541-322-3110. Residents who do not maintain cleanliness will be charged an hourly fee for the removal of trash or room cleaning. Maintaining cleanliness will help prevent pests from entering the living space. Please do your part to help maintain an optimal living environment.

## ***Failure to Comply***

1. Students must comply with directions of University officials or law enforcement officers acting in performance of their duties.
2. Students must identify themselves to University officials or law enforcement officers when requested to do so.
3. Students may not knowingly give untrue statements, hinder, delay, or obstruct any officer or University employee in the discharge of official duties.
4. Students are expected to complete required sanctions by the assigned deadline or face further disciplinary action, including, but not limited to, being removed from housing with responsibility for all appropriate charges and fees, having a hold placed on their account (preventing them from registering, dropping or adding classes, getting transcripts or grades), and being required to complete additional sanctions.
5. Students who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

## ***Fire Safety***

1. Students may not tamper with, disable, cover or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Students who tamper with fire equipment may face disciplinary action, a monetary fine, or both and may also be referred to law enforcement authorities. Students may not hang items from the sprinkler heads, cages covering the sprinkler heads, or pipes associated with sprinklers.
2. Students may not use or possess candles or any other object produces an open flame inside of the building and within 30 feet of the building (for any purpose, including ceremonial, decorative, or burning purposes).
3. Students may not use or possess any object that smolders (incense, sage, sweetgrass, etc.) inside of and/ or within 30 feet of campus buildings unless they are approved for a religious and/or spiritual accommodation. To request a religious and/or spiritual accommodation, students must contact the Office of Equal Opportunity and Access and follow the Housing Smudging and Religious Practices Process. Follow this link, [https://cm.maxient.com/reportingform.php?OregonStateUniv&layout\\_id=3](https://cm.maxient.com/reportingform.php?OregonStateUniv&layout_id=3), to request an accommodation. Please contact your resident director for further assistance. For more information, please review the Religious Accommodation of Students Policy: [https://eo.oregonstate.edu/sites/eo.oregonstate.edu/files/religious\\_accommodation\\_policy\\_for\\_students\\_1.12.2017.pdf](https://eo.oregonstate.edu/sites/eo.oregonstate.edu/files/religious_accommodation_policy_for_students_1.12.2017.pdf).
4. The following items may not be used or possessed inside of the building and within 30 feet of the building: extension cords without fuse protectors, combustible materials or liquids, live cut trees, dried plants, light bulbs that generate excessive heat (including halogen and/or incandescent bulbs that exceed 60 watts), or other large flammable material. **See *Possession of Prohibited Items* section for additional approved and prohibited items.** ([osucascades.edu/housing/rates-policies/what-bring-leave-behind#appliances](https://osucascades.edu/housing/rates-policies/what-bring-leave-behind#appliances))
5. Hall fire doors MUST be closed at all times unless they are held open by magnets that are connected to the fire alarm system. These doors must be free of obstruction and able to close should the fire alarm sound.
6. Students may loft their bed if they follow the rules outlined at the following site: [osucascades.edu/housing/resident-services/loft-bunk-beds](https://osucascades.edu/housing/resident-services/loft-bunk-beds)
7. Students may not plug power strips or extension cords into other power strips or extension cords.
8. Hallways must remain clear of all items that pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, and trash.
9. Residents and their guests are not allowed to sleep in public or common areas.
10. Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.
11. Doors and walls in the hallway must be clear of large coverings that are taped or tacked to the surface. No more than 30% of any door or wall surface may be covered with combustible materials. Wall surfaces include doors, resident doors, windows, ceilings and floors. Please contact Housing staff for additional information about posting materials anywhere other than your assigned residence hall room door.
12. When a fire alarm is activated, all persons inside the residence hall are required to leave the building immediately, even if it is believed to be a drill or false alarm, unless directed otherwise by a University official, the fire marshal, or emergency responders

Failure to respond to a fire alarm or to Housing staff requests during an evacuation may result in University disciplinary action and/or municipal fines. University officials may refer residents to the Oregon State Police for investigation and prosecution through the District Attorney's Office if they appear to be engaged in any of the following activities: Pranks or false fire alarms that violate any fire safety policy, attempted arson, or arson. In addition, they are subject to immediate housing removal and other University disciplinary action, including fines and restitution.

Any fire equipment that requires maintenance should be reported immediately to a Housing staff member or OSU-Cascades Facilities.

### ***Firearms, Weapons, Destructive Devices, Fireworks, Explosives and Combustibles***

1. Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.
  - a. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon.
  - b. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife with a blade longer than 3 inches or not intended for kitchen use. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.
  - c. "Destructive Device" means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.
2. Firearms are not allowed in the residence hall, dining center, or office, meeting, or classroom space, even if an individual has a license to possess the firearm. Law enforcement officers acting in the performance of their duties are exempted.
3. Items that have the appearance of being weapons, including but not limited to parts of weapons, pellet guns, and air soft BB guns, are not allowed in the residence hall, dining center, or office, meeting, or classroom space. Imitation weapons are also prohibited.
4. Any device that projects items, including, but not limited to, slingshots, blowguns, and air soft guns are prohibited.
5. Residents may not possess more than .5oz of pepper spray. Misuse of personal defense devices is prohibited.
6. Explosives and highly combustible or corrosive materials may not be used or stored in or near the living groups. This includes, but is not limited to, fireworks, any kind of explosive device (whether it uses combustible or non-combustible fuel), gasoline, propane, kerosene, lighting fluids, laboratory chemicals, photography chemicals, gun powder, paints, car batteries, tear-gas, and paint thinners.
7. Equipment and vehicles that use combustible fuel are also prohibited in or near the buildings.
8. Setting off firecrackers and other explosive devices in and around the living groups is prohibited and may be subject to immediate removal from housing.



## ***Gambling***

The University prohibits gambling as proscribed by Oregon Revised Statutes (ORS). It is a violation of Housing policy to participate in games of chance when real money or units representing real money (i.e., poker chips) are at risk. This includes online gambling from one's room or using OSU's computer network. Games of chance where real money is not at risk (e.g., Casino Night sponsored by the ASCC) are allowed.

For more information about gambling or for resources and support, please see

<https://studenthealth.oregonstate.edu/health-promotion/college-gambling/problem-gambling>

## ***Improper Use of Facilities***

1. Room and common area furniture may not be removed from their designated locations. Lost or damaged furnishings will be charged to the residents of the room. Violators may be referred for conduct proceedings and/or prosecuted for theft.
2. Housing provided facilities, furniture, and property must be utilized in the manner for which they were intended. This includes but is not limited to not stacking common area furniture and misusing fire escapes.
3. Absolutely no person or property is allowed on the outside window ledges, window frames, roofs, outside walls, stairwell grids, or other outside exteriors. Students may not climb, rappel, sit on, or jump from roofs, ledges, or balconies. Throwing or dropping anything from or to buildings, windows, balconies, or ledges is prohibited.
4. Students may not access roof areas on any building or overhang.
5. Residents may not hang items outside their room windows (such as towels, lights, banners, etc.), except in the case of an emergency in which the room resident(s) requires rescue by emergency personnel.
6. Students may not remove window screens. This includes but is not limited to lounge and resident room window screens.

If a personal item such as a Frisbee gets stuck on a roof, overhang, or walkway, the resident will need to alert the Facilities staff, Resident Assistant, or OSU-Cascades staff in order to have the item returned safely. Anyone, including guests, violating this policy may be immediately removed from the facility, damages may be assessed to the responsible student(s), and further conduct action may be taken. Students responsible for throwing objects from or at a living group may be subject to immediate disciplinary action and possible removal from the building. This includes but is not limited to pouring water out of windows.

## ***Noise Policy / Quiet Hours***

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. In

an effort to reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

### ***Excessive Noise***

Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residence hall windows into public spaces is prohibited. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

### ***Courtesy Hours***

Courtesy hours are in effect at all times. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise; for more information see the failure to comply policy. Retaliation against the person requesting may result in further conduct action.

### ***Quiet Hours***

Quiet hours are in effect from 10 PM – 10 AM Sunday through Thursday, and midnight – 10 AM Friday and Saturday. Individual living groups through a community standards meeting facilitated by hall staff at which the majority of the floor is present and the Residential Education Coordinator approves of the changes, may choose to establish a stricter policy at any time, should they so desire. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep.

During the week before Finals and Finals Week, quiet hours are extended to 22 hours per day, with courtesy hours in effect from 8-10 PM. Students in violation of quiet hours during the final two weeks of the term may be asked to immediately leave the living group.

## ***Possession of Prohibited Items***

- Please exercise good judgement when deciding to bring items to the residence hall. All items need to meet the following criteria to be permitted within the residence hall:
  - All items should be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here: <https://www.cpsc.gov/Recalls>. Any damaged or altered items are prohibited.
  - All appliances should be UL listed and have an automatic shutoff.
  - Items should be shut off when not in use and any cords should be examined to ensure they are not worn or frayed or subject to pinch damage
  - The misuse or illegal use of electrical appliances create serious hazards in the residence hall and is prohibited.
  - No exposed heat source.
  - No open flame.
  - Storing flammable or combustible liquids or gasses is prohibited.

- Any appliance that produces steam, smoke, or grease laden vapors is prohibited. Clothes irons, electric kettles used to boil water, and scent diffusers are the only exceptions.
- Any device with light bulbs that generate excessive heat is prohibited (including halogen bulbs and/or incandescent bulbs that exceed 60 watts).
- Any device that would exceed the electrical load is prohibited.
- Not otherwise interfere with OSU's wireless or network infrastructure.
- Any approved cooking appliance must be attended at all times.
- The following items are never approved in the residence halls:
  - Air conditioners, barbecues and grills, electric and air fryers, electric grills and sandwich makers/presses, electric woks, extension cords, fog, smoke, and haze machines, gasoline, electric, or hybrid powered scooters, hookahs, hookah smoking accessories, e-cigarettes, vaporizers, hot plates, microwaves (unless microwave/refrigerator combination unit), portable space heaters, and wireless network routers and wireless access points.
  - If you have a special need for an exception, please talk to Housing staff, who can guide you through the process.
- Exceptions
  - Coffee Makers. As long as your coffee maker doesn't use a warming plate to keep the coffee warm, you can use it in your room. Coffee makers with warming plates are permitted only in apartments, and only if it remains in the kitchen area of the suite and has an automatic shut off function.
  - Toasters, toaster ovens, and rice cookers may be stored and used in the community kitchen or in-suite kitchens within apartments in your building after talking to Housing staff.
  - Clothes irons, curling irons, hot curlers and flat irons. These items are permitted as long as they are used according to manufacturer's instructions.
  - Power strips or a plug multiplier. Power strips and plug multipliers must have built in circuit breaker to be permitted within the residence halls.
  - Refrigerators. All halls have shared, full-sized refrigerators available for resident use in common areas. Small refrigerators that are not part of a microwave/refrigerator combination unit are allowed, as long as they meet the following criteria: Energy Star rated, draw 11 amps or less, and are 3.2 cubic feet or less. Housing strongly recommends that residents only have one refrigerator per room, due to load limitations on our campus' electrical system. Housing recommends residents contact their roommate(s) in advance of move-in to determine who will bring shared items/appliances.
  - 3D Printers. 3D printers are permitted if all of the following conditions are met:
    - Must be approved in advance; you can seek permission to have a 3D printer by emailing Housing. Your emailed request should include your name and room number; affirmative statement that you have sought and been granted permission by any roommate(s) to have the printer in your room; the brand, model number, and specifications of your printer; and the filament you plan to use. Non-approved 3D printers are prohibited. Printers may need to be inspected before approved; Housing staff will communicate additional instructions for how to have your printer approved.
    - If contracted to a space with roommates, resident must gain approval in

advance from roommates to have printer in space as the process produces heat, noise, odor, and particles.

- Polylactic Acid (PLA) filament is required. No other filaments, including Acrylonitrile Butadiene Styrene (ABS), may be used under any circumstances in the residence halls.
  - Printers that do not have automatic thermal shutdown are never permitted in the residence halls. Any attempt to circumvent thermal protections or any other built-in safety measures in firmware or through other means may result in disciplinary action.
  - Printer must have proper ventilation due to production of ultrafine particles and heat during the printing process. Do not place printers in enclosed spaces such as wardrobes, dressers, closets, etc.
  - Printers must be attended at all times while in use.
  - 3D printers may be used only for lawful purposes. A resident will not be permitted to possess a 3D printer if they use it to create material that is:
    - a. Prohibited by applicable law.
    - b. Dangerous or poses an immediate threat to the well-being of others, including printing components of any weapons.
    - c. Obscene or otherwise prohibited by University policy, the Code of Student Conduct, or this Policy Guide.
- If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.

### ***Smoking and Tobacco Use and Possession***

1. Oregon State University and Oregon State University – Cascades are smoke and tobacco-free properties. No one under the age of 21 may possess or use any tobacco products or inhalant delivery systems in Housing facilities, including but not limited to cigarettes, electronic cigarettes, vaporizers or vape pens, hookahs, cigars, pipes, and incense.
2. Tobacco products, including smokeless tobacco, may not be used in or around Housing facilities.
3. Due to increased fire risk and impacts on the local alarm system, no one, regardless of their age, is permitted to possess electronic cigarettes, vaporizers or vape pens, hookahs, pipes or incense within Housing facilities.
4. Smoking or carrying any lighted smoking device or apparatus is prohibited for those of any age within all Housing facilities and the entire OSU Corvallis and Bend campuses. For more information, please see [OSU's Smoking and Tobacco Use on University Property Policy at https://policy.oregonstate.edu/UPSM/07-020\\_tobacco\\_use](https://policy.oregonstate.edu/UPSM/07-020_tobacco_use).
5. It is a violation of policy for anyone to knowingly be present in a Housing room/suite where someone under the age of 21 is smoking or possessing any tobacco products, or where someone of any age is possessing or using inhalant delivery systems.

## ***Solicitation***

1. For the protection and privacy of residents and to prevent the interruption of studies, solicitation, advertising, promotion, and commercial transactions are prohibited in the living areas of the residence halls. If you encounter such activity, contact a staff member or the Department of Public Safety immediately.
2. Exceptions:
  - a. If students wish to receive donations for a cause in exchange for a service in the hall, the following conditions must be met:
    - Participants must be residents of the building.
    - Participants need Housing staff pre-approval.
    - Participants and Sponsors will provide posters to Housing staff for posting (approved by Hall staff) in the living group at least 3 days before the event stating date, time, what they will be doing, and why.
    - Participants and Sponsors may only go to open doors and ask residents if they would like the offered service (e.g. trash removal). They may not knock door-to-door. They may not approach closed doors. Residents may donate the monetary amount they would like for the service. (For instance, residents should not be required to give a specific amount. They should be able to give as much or as little as they deem fit.)

## ***Sports and Recreation***

1. Activities in hallways, residence hall rooms, lounges, or other indoor areas, or areas adjacent to buildings that could interfere with the living-learning environment are prohibited. This includes, dribbling basketballs, running in the halls, throwing or catching objects of any kind, skateboarding, riding bikes, and any other activity that could be considered a sport.
2. Students may only lock bikes to designated bike racks.
3. Bicyclists must walk their bikes when they are in the building.
4. All roommates must agree that a bike may be stored in a room. If one roommate opposes, a bike must be locked to a designated bike rack or in a bike room.
5. No stunts, jumps, tricks or other such activities are permitted on OSU-Cascades property. This includes, but is not limited to jumps, stunts and tricks using skateboards, rollerblades or bicycles; parkour; or slack lining outside of designated areas.
6. Drones may not be used inside residential facilities or in a manner that violates other institutional policies.
7. The use, possession, or storage of hoverboards or other self-balancing scooter devices is prohibited inside all Housing facilities.

All bicycles that are found locked to something other than a designated bike rack may be immediately impounded by the Department of Public Safety. We encourage students to check on their bikes regularly and to report missing property to the Department of Public Safety. OSU is not responsible for lost, damaged, or stolen items of personal property. Please visit this website for more information about bike safety on campus: <https://osucascades.edu/transportation/biking>

## ***Visitors and Guests***

1. Guests and visitors are defined as any individuals who are not contracted residents of the specific room or building in question. No persons other than escorted guests, residents, or University staff on University business may enter a living group
2. Residents must escort their guest(s) the entire time their guest(s) is in the building.
3. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal and University rules and policies.
4. Only people assigned to a room may reside in that room.
5. Guests are permitted only with the permission of the contracted resident(s) of the room and then only in designated areas and within the previously agreed upon frequency. In no event will guests be permitted more often than the frequency listed below. Residents may have guests stay providing they meet all of the following criteria:
  - They receive permission from all roommate(s) or suitemate(s), if applicable;
  - the guest does not violate fire occupancy restrictions for overnight stays;
  - during visits during the day, the guest does not stay for longer periods of time than agreed upon by all the contracted residents of the space, considering what would be reasonable for other contracted residents to enjoy the use of their room/suite;
  - the guest stays no longer than three consecutive nights; and
  - residents may only have a guest stay for a total of seven nights in an academic year.
6. Residents may not give their ID card to their guests.

Guests that are violating policies or damaging property may be asked to leave. Roommates and suitemates are strongly encouraged to take some time to talk about arrangements for guests and about how all parties feel about the potential disruption guests can cause before the guests are invited to stay. If roommates feel that their rights are being violated, it is their responsibility to contact a staff member. If roommates feel a crime has been committed, they should contact the Department of Public Safety.

## Common Area/ Use Policy

“Common Area” refers to any space in the residence hall that is intended for the general use of the students who live in that facility. Common Areas typically include main lounges, floor lounges, lobby areas, study rooms, and community space or meeting rooms. Housing provides Common Areas for students to study, socialize, and build relationships. The purpose of this Common Area Use Policy is to attempt to assure that the use of space in the building is maximized for all residents who wish to utilize the space consistent with University policy.

Students are permitted to share use of Common Area space for individual or informal small-group purposes when the space is not reserved. Students using Common Areas must not interfere with others’ use of the space and are subject to the other policies in this Guide. When, however, residents want to designate a specific purpose for a Common Area for a certain period of time (e.g., for meetings or presentations), such that others cannot reasonably use it for other purposes, then a reservation request needs to be submitted to Housing staff, following the guidelines provided below.

Only designated Common Area spaces may be reserved. These spaces are typically the main lounge and meeting or common rooms; check with Housing staff for a list of the designated areas in your particular living community. Although most living communities will have designated Common Area spaces that may be reserved, some may not have them as a result of their specific layouts.

Common Areas can and will be occasionally reserved and used for University-organized activities, such as staff/Housing governance organization meetings, programs, and floor meetings. Housing staff will coordinate reservation of space. If you wish to host an event in a Common Area, please contact the Housing staff as early as possible to seek approval.

### ***Guidelines Regarding Common Area Reservations:***

- Reservations must be made in writing to Housing staff by a current OSU-Cascades student, staff or faculty member.
- Requests must be made no less than one week in advance of the event.
- Student groups not a part of Housing must be hosted by a resident and may only reserve twice a year. Each event will be limited to no more than 2 hours in duration for outside groups. Residents are reminded that they are responsible for guest’s behavior while in the community, per policies in this Guide.
- All reservations are subject to availability.

Resolving date/time conflicts about the use of Common Areas will be in the discretion of the Housing staff. In general, priority will be given as follows:

1. Staff/Hall Council programs and meetings
2. Residents’ academic use
3. Residents’ recreational/social use
4. Other activities/meetings

Commercial transactions are not permitted in common areas of residence halls. For additional information see the Solicitation policy. It is the responsibility of the person(s) using common area space to clean up after themselves and assure that the space is returned to the original condition.

All state and local laws and University and Housing policies are applicable when using common area space.

## Advertising and Promotion in OSU-Cascades Residence Hall

### *General Promotion Policy Guidelines*

1. Advertisements must meet the following requirements to be considered for Housing distribution:
  - a. Advertisements must be submitted by, and in promotion of events affiliated with, OSU-Cascades departments and registered student organizations.
  - b. Must not be misleading, fraudulent, or promoting an illegal activity.
  - c. Must not be used for any purpose that would be in direct competition with fee-based services of OSU-Cascades.
  - d. Must contain the name of the sponsoring organization, name of the president (or other leader or contact person), and a current phone number or email address.
  - e. Must have pertinent information (i.e. dates, times, contacts, etc.) written in English, or if written in a foreign language, must be accompanied by an English language translation to ensure communication with the overall University community.
  - f. Must include one of the following statements:
    - i. *For alternative formats or accommodations related to a disability, please contact [sponsoring department/organization contact name] at [phone or email]; or*
    - ii. *Accommodation requests related to disability should be made by [specific date] to [sponsoring department/organization contact person, phone number, and email address].*
2. Because the residence hall is secured as a private residence, Housing community members not residing in the facility must first have their material approved by Housing and bring that material to the Housing Office for distribution.
3. Advertisements that have not been approved under this policy may be immediately removed and any associated **costs or physical damages will be charged** to those responsible parties. Students or representatives of the advertised organizations may also be referred to Student Conduct for disciplinary action.



# Residential Education and Housing (Housing) Conduct Action

The University expects each student to exercise self-discipline, which will enhance the individual's educational experience and the total learning environment at the University. Housing is committed to encouraging an educational environment that is conducive to learning.

Accordingly, all students residing in OSU-Cascades Housing are bound by the University Conduct Policies, Housing Conduct Policies, the terms and conditions of the University Housing Contract, applicable federal, state and local laws and University administrative rules. Failure to observe these conduct regulations may result in disciplinary action by Housing, OSU-Cascades office of Student Success, OSU's office of Student Conduct and Community Standards (SCCS), or the Office of Equal Opportunity and Access (EOA).

Students are responsible for their actions and the actions of their guests and will be held accountable for violations of applicable policies, laws, and rules regulating conduct. Housing, SS, SCCS, and EOA have concurrent jurisdiction over conduct matters involving students who reside in OSU-Cascades Housing. Students who no longer have a contractual relationship with Housing are referred to the OSU-Cascades office of Student Success (SS) or the OSU office of Student Conduct and Community Standards (SCCS) for any follow-up or additional conduct action. Housing may refer any conduct matter to SS, SCCS or EOA at any point. Matters referred SS, SCCS or EOA, over which Housing does not maintain concurrent jurisdiction, are subject to the policies and procedures outlined in OSU's Code of Student Conduct, at <http://studentlife.oregonstate.edu/studentconduct/>.

Conduct matters over which Housing maintains concurrent or sole jurisdiction are subject to the conduct policies and procedures outlined below. The procedures outlined below are designed to ensure student residents have notice and an opportunity to be heard with respect to an alleged violation. However, formal rules of evidence are not applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to students or the University results. The Four Compelling Community Interests will be used to guide policy development and conduct hearings. Students, staff, faculty (including administrative staff) and visitors or guests may refer a complaint or grievance to Housing Staff. Additionally, the Assistant Director of Residential Education and Housing or designee maintains the discretion to determine if Housing will not act on alleged violations of this Policy Guide based on available resources, institutional needs and priorities.

## Housing Conduct Hearings Process

### *Pre-Hearing*

1. The student resident facing Housing conduct charges ("student resident") may request a meeting prior to the Housing conduct hearing with the administrative conduct officer identified in the notice to review applicable process and procedural information.

2. Student residents have the right to review all written or physical evidence relied on by the hearing officer during the conduct process, but not may take a copy or photograph. All such records may be reviewed by the student resident during normal business hours, provided the student provides at least 12 hours' notice of intent to review the records. In the instance where 12 hours' notice is provided but a review of documents is not possible prior to the scheduled hearing, the hearing will be postponed for a reasonable amount of time to allow for document review.
3. If using, the name of the advisor and the names of relevant witnesses must be provided to the hearing officer no later than 12 hours prior to the conduct hearing. Anyone who is disruptive to the conduct hearings process will be asked to leave and, if necessary, the hearing may be postponed or rescheduled.
4. Housing staff will attempt to eliminate any actual or perceived administrative conduct officer bias in the conduct process. If a student resident is concerned about any actual or perceived bias, they may request a different administrative conduct officer in advance of the hearing.

### ***Notice of Charges***

1. Housing will provide notice of the Housing conduct hearing at least 24 hours in advance of the scheduled hearing. The notice will be sent to one of the following locations: the student resident's on-campus mailbox, ONID email account, or on-campus residence. Student residents are responsible for checking their mailbox and ONID email regularly and often.
2. The notice will provide the date and location of the incident underlying the charges to be heard and general information about the incident. The notice will also provide information regarding the date, time and location of the conduct hearing.
3. The student resident may also be sent notice that a conduct hearing needs to take place and be given a deadline by which the student resident must set up a time to meet with the conduct officer. If that deadline passes and the student resident has not set up a time to meet with the conduct officer, then a hearing may take place without the student resident present.
4. If the student resident has an unavoidable conflict for the designated hearing time, as determined by the administrative conduct officer, the student resident may contact the administrative conduct officer identified in the notice as soon as possible in advance of the Housing conduct hearing to schedule an alternate meeting date or time.

### ***Hearing***

1. A student resident facing Housing conduct charges will generally be provided an opportunity for a hearing before sanctions are imposed. At the hearing, Housing meets to:
  - a. Discuss whether a violation has occurred;
  - b. Determine the student's level of involvement;
  - c. Determine the student's responsibility for a specific violation; and
  - d. If appropriate, assign a sanction. If Housing determines that more information is needed, Housing may interview witnesses or do other fact-finding prior to making a decision. The resident may choose to attend this meeting.
2. Student residents are not required to attend the conduct hearing and may submit written statements on their behalf. Student residents are encouraged to attend and to participate in the conduct hearings, however, as participation is considered critical to the learning objectives of the conduct process. A student resident who fails to appear is nevertheless subject to any findings

resulting from the conduct hearing. The conduct hearing will take place as scheduled, and findings will be made based on information available at the time.

3. The student resident has the right to remain silent at the conduct hearing and the choice to remain silent will not be taken as an admission of responsibility, though the student resident is encouraged to participate in the conduct hearing.
4. The student resident has the right to present one's own case and to be accompanied by one advisor (who is not a party to the case or a potential witness) for personal consultation during the conduct hearing. However, only the student resident, and not the advisor, may speak on the student resident's behalf during the conduct hearing. The student resident has the right to present relevant, prior-named witnesses; to submit questions for witnesses to the conduct hearing officer (which will then be vetted by the hearing officer); and to respond to and question all information and charges presented. The number of witnesses called may be limited by the presiding administrative conduct officer or officers to prevent redundancy or the inordinate prolonging of the hearing. The relevancy of a witness will also be determined by the conduct hearing officer.

### ***Findings and Post-Hearing***

1. Findings issued by the administrative conduct officer must be supported by a preponderance of information, which requires that the findings be "more likely than not," as determined by the administrative conduct officer or officers in the review of the information.
2. The student resident will receive a written notice of the conduct hearing findings after the conduct hearing. Housing will deliver a written copy of the findings to the student resident by personally serving the student with the findings, sending the findings to the student's ONID e-mail address or the student resident's mailbox.
3. Student residents have the right to one appeal from any student conduct or Policy Guide findings of contract cancellation, relocation, or probation within Housing (See section for more information regarding "Appealing Conduct Hearing Findings").
4. Student residents who voluntarily withdraw from OSU-Cascades Housing or the University prior to the completion of proceedings are nevertheless subject to any findings issued as a result of the proceedings.

### **Educational Interventions/Sanctions**

The following sanctions may be imposed by Housing as a result of the conduct hearing process as an educational means of holding students accountable for violations of conduct regulations. Educational sanctions are active and/or passive requirements that aim to foster and facilitate student learning as an outcome of the conduct process. If they are assigned, students are required to complete sanctions.

Sanctions may include:

1. **Housing Warning:** An oral or written notice stating the student has been warned that his/her actions or behaviors are not acceptable, that we expect that behavior modifications occur in alignment with institutional and housing policies, and that subsequent infractions may result in further disciplinary action.
2. **Educational Sanctions:** Educational sanctions include reflection papers, research papers, letters, workshops, posters, fliers, pamphlets, follow up meetings, RA rounds, or other such sanctions with an expected attendance and/or production of an artifact that demonstrates critical thinking and learning.

3. Program Participation, including IMPACT: The IMPACT program sanction may be issued to any student resident who violates the alcohol or illegal drugs policy and who has the potential of benefiting from the program. It is not designed to meet the needs of a student resident with a known or potential substance use disorder. The student resident must pay consultation and class fees at the time of the class.
4. Community Service, as specifically detailed by the administrative hearing officer.
5. Housing Probation: Any violation of Housing or OSU policies or laws may result in the canceling of a student's housing contract. Probation means that a resident is not in good standing with Housing, and any further violations may result in more severe sanctions.
6. Loss or restriction of privileges and/or locations: limitation or removal of privileges including, but not limited to, being in some or all residential spaces, hosting guests in residential space, participation in social activities sponsored by Housing, ability to use meal plan after moving out of residential facilities, or the ability to sign a Housing contract for future terms/academic years.
7. Relocation of the student resident's designated living space to another room: Relocation often includes educational sanctions and restrictions on access to the room or floor where the student resident formerly resided.
8. Cancellation of the Housing Room and Dining Contract: When contracts are cancelled to remove a student from the residence hall as a result of administrative action taken by Housing, Student Success, or Student Conduct and Community Standards the student is not permitted in any Housing facility without expressed consent from Housing. Removals may occur within 48 hours of official notification. The student will still be required to pay the standard cancellation fees. If a student is permanently removed from a specific community, typically the student is restricted from accessing Housing facilities, even for visitation. The conditions of cancellation take effect upon the date communicated to students in the notice of decision and will be in effect for a period of typically one year, unless otherwise noted. Students whose housing contracts are cancelled as a sanction will no longer be permitted to live in or visit the residence hall until the conclusion of the sanction deadline.
9. Restitution: The student is required to make payment to the University or to other persons, groups, or organizations for damages for which they are responsible. This is true whether the action was intentional or an accident. If it was intentional, other sanctions may also apply. Damage caused in public areas in which there is not a known perpetrator may be charged to all residents in a wing, floor or entire hall, depending on the reasonableness of the charge based on the circumstances. Fees associated with fire violations, including those associated with sprinkler discharge, elevator tampering and furniture misuse and/or loss may be applied to a student's account. See fees section of this policy guide.

## Appealing Conduct Hearing and Policy Guide Findings

Residents in the Housing conduct process have the right to one appeal of student conduct and Policy Guide findings of contract cancellation, relocation, and/or probation. The request for an appeal must include specific justification, including at least one of the below:

- An action or omission that occurred that was not in accordance with the procedures outlined in the *Code of Student Conduct*, or was fundamentally unfair, which substantially impacted the outcome;
- New evidence exists that was unavailable at the time of the original hearing that could substantially impact the original finding or sanction (a summary of this new evidence and its potential impact must be included); failure to participate or otherwise present available information in the original hearing does not constitute new evidence; or
- The sanctions imposed are disproportionate given the context of the violation.

Appeals must be in writing and filed with the Assistant Director of Residential Education and Housing or designee by filling out the appeal form [here](#) Appeals must be made within 5 calendar days of the decision date. The student is responsible for completing all original sanctions and deadlines while the appeal is being reviewed.

The appeal will be reviewed by the Assistant Director of Residential Education and Housing or designee. A final written determination on the student's appeal upholding, modifying, reversing the decision or remanding the case will be issued to the student within a reasonable time. The appeal decision rendered by the appellate body is final.

## Emergency Interim Measures

1. The Assistant Director of Residential Education and Housing or designee and the Associate Director of Student Care and Conduct or designee may take emergency interim measures when necessary to secure the health or safety of other persons or the student with whom an action is taken. Emergency Interim Measures may also be taken if an alleged offense occurs during the last two weeks of a term that causes a serious disruption or a potential for serious disruption to the educational environment.
2. Housing Emergency Interim Measures includes, but is not limited to:
  - a. Issuing no contact directives between involved parties;
  - b. Immediate removal from the assigned residence hall and/or the housing system; or
  - c. Restriction of the involved student's presence on specific Housing property and/or at Housing events.
3. At the time the emergency interim measure(s) takes place, the Assistant Director of Residential Education and Housing or designee or the Associate Director of Student Care and Conduct or designee shall:
  - a. Inform the student involved of the reason for the emergency interim measures;
  - b. Inform the student involved that a preliminary fact-finding meeting will take place and that the student involved will be informed of the meeting date, time and location.
4. The preliminary fact-finding meeting shall take place within two business days of the emergency interim measures. At this preliminary meeting, the involved student:
  - a. Shall have full opportunity to demonstrate to the Assistant Director of Residential Education and Housing or designee or the Associate Director of Student Care and Conduct or designee that none of the conditions specified in Section 1 of Emergency Interim Measures above apply;
  - b. May be accompanied by an advisor, but must speak for themselves at all times. Anyone who is disruptive to the fact-finding meeting will be asked to leave and, if necessary, the meeting may be postponed or rescheduled;
  - c. Depending on the outcome of the fact-finding meeting, the student involved may be subject to the disciplinary or other University processes.
5. Based on the evaluation of the information presented at the fact-finding meeting, the Assistant Director of Residential Education and Housing or designee or the Associate Director of Student Care and Conduct or designee shall notify the student charged within 24 hours of the decision to:
  - a. Dissolve the emergency interim measures and take no further action;

- b. Dissolve the emergency interim measures but proceed with a full conduct hearing regarding the involved student's behavior as prescribed in the Code of Student Conduct and/or Housing Student Policy Guide;
- c. Modify emergency interim measures and take no further action;
- d. Modify emergency interim measures but proceed with a full conduct hearing;
- e. Sustain the emergency interim measures until such time as a complete conduct hearing regarding the involved student's conduct may be held and a final decision is rendered.

Any questions regarding these procedures should be directed to professional Residential Education and Housing Staff.

## Residential Facility Policies

### Loft kits

Students must follow policies regarding loft kits, which can be found at:

[osucascades.edu/housing/resident-services/loft-bunk-beds](https://osucascades.edu/housing/resident-services/loft-bunk-beds)

### Damage

1. Within 72 hours of checking into your room, residents are requested to submit any damages found in their room. In addition to reflecting the condition of their room, we encourage students to upload a photograph if they would like to visually document any damages noted. Any damages not declared and not the result of normal wear and tear will be the responsibility of the Resident and will result in a charge upon move-out. Students that have any additional maintenance needs throughout the year can submit a maintenance request via the link in the myHousing portal.
2. Residents may be charged for cleaning of the room and for any change in the general condition of University property that is not the result of normal wear and tear. All repairs to residential facilities must be performed by University personnel and not by the resident; students should not attempt to make any repairs themselves. The costs of repairs for damaged items include materials and labor; the standard labor charge is \$50 per hour. Common damage charge amounts are detailed on the [Housing Fees, Charges and Assessments](#) section of the Policy Guide.
3. Residents who lose or damage residential property, even accidentally, will be billed for it. This includes any portion of the facility itself and does not preclude prosecution or disciplinary action for vandalism, destruction, and/or theft of state property.
4. Residents should report any damage to their Housing staff immediately.
5. Damages in common areas (such as lounges, hallways, bathrooms, stairwells and elevators) are charged to the individuals found to be responsible.
6. Unaccounted for damages may be charged to the hall program account or divided and charged proportionately to each individual in that living unit, depending on the circumstances and the extent of the damage.
7. If residents see others damaging the hall, they should ask them to stop if they reasonably believe that it is safe to do so, and then advise a staff person or contact the Department of Public Safety at 541-322-3110 immediately.

## Decorating Your Room

1. Creating a home while living in University residences makes the room or apartment more pleasant and comfortable. Extras such as small pieces of furniture, plants, lamps, rugs, bedspreads, and posters help personalize your space.
2. When planning to decorate, it is important to keep in mind that no permanent changes may be made to the spaces, and any damage done by decorating the room or by removing decor at the end of the year will result in a charge to the resident.
3. Painting by residents is not permitted. Room painting in residence halls is done by the University painting professionals on a rotating basis. If the painted walls in a resident room are in need of repair, residents should report the situation and can submit a maintenance request via the link in the myHousing portal.
4. Strong adhesive, including but not limited to duct tape and packaging tape, may not be used on painted, glass or metal surfaces. Residents should consult with hall staff prior to purchasing tapes or adhesives. Any residue from tape needs to be removed by the resident or they will be billed and may face conduct proceedings.
5. Use of cinderblocks in residence halls is not permitted.
6. Use of stickers or glow stickers on ceilings and walls is not permitted.
7. Use of nails, tacks, and similar items that puncture surfaces are prohibited.
8. Student will be assessed cleaning and repair charges for removal of items left in their room at checkout and for damaged room items, including non-Housing provided loft kits.

## Cleanliness

1. If hall staff become aware of unhealthy living conditions, including, but not limited to rotting food, unclean bathroom facilities or excessive odors, Housing staff may require resident(s) to clean their contracted space or charge resident(s) for a cleaning service. Staff may become aware of cleanliness issues in a room during health and safety checks at the end of each term, from complaints from other residents or personal knowledge if perceived when in common areas.
2. The Residence Hall offers a suite-style living arrangement that places some of the responsibility of bathroom cleaning on the residents of the suite. Housing encourages suite residents to coordinate a scheduled, routine and shared cleaning of the bathroom facilities. Consider speaking with hall staff to create a room/suitemate agreement. Hall staff may require residents to periodically clean the bathroom or be charged for a cleaning service and face conduct action if the condition of the bathroom poses a health and safety risk or property damage if not resolved. Additionally, Halls staff may check combination lock cubbies in common area kitchens during health and safety checks or if they become aware of a cleanliness issue or policy violation.
3. Placing garbage or recyclables in unapproved locations is prohibited. See [Recycling and Trash](#) section under General Information in this document for guidelines.

**Integrated Pest Management (IPM)** is a planned program to prevent pests and disease vectors from causing unacceptable damage or injury to people, operations, property, or environment. It is an environmentally sensitive approach to managing pest problems that takes advantage of all suitable pest management options, with the emphasis on the prevention of pest infestations rather than reacting with chemical pesticides. This program requires participation, cooperation, and communication from everyone associated with the residential facility, especially student residents – hence the term “integrated.” To prevent pest infestations, we should all do everything possible to eliminate habitats

conducive to pest growth and survival. There are three things pests need to thrive: food, water, and shelter.

Keeping buildings free of food debris, spilled water, scrap paper and cardboard are essential to a successful IPM program. University staff will dispose of improperly stored food items found in public spaces including but not limited to counters and cupboards in common area lounges, kitchens, and common area refrigerators and freezers.

Residents can take small measures to support a pest-free environment. Residents should keep all consumable food in plastic storage containers and wipe up water spills. Residents should keep all community spaces free of food waste and scraps. Immediately remove cardboard products from the building and place in designated outdoor recycle containers.

## Room Displays

Residents are free to display posters and other items in your room, provided they follow the Decoration policy described above with regard to the method of affixing the posters to the doors, walls or ceiling. Residents should check with Housing staff if they have questions about what posters may or may not be appropriate. Some room displays in public view may constitute a violation of University policies, including but not limited to those regarding racial or sexual harassment. Please remember that while residents are free to express themselves, they are asked to exercise that freedom responsibly and respectfully.

# Room Inspections

## Room Entry and Room Search

Room entry and search may be necessary, and the University may exercise its contractual right to do so under certain circumstances. The University recognizes and respects students' desire for privacy, especially within the context of a group living environment. In its efforts to protect privacy, Housing has defined and restricted the conditions under which authorized University personnel may enter or search a student room.

The following procedures have been developed as a guide for University staff and Housing staff to enable them to perform their duties and to maintain certain standards, while giving due recognition to the rights of privacy. Housing reserves the right to enter rooms for reasons including, but not limited to:

- Provision of maintenance and housekeeping services
- Preparation of space for a new resident
- Inspection of room conditions upon vacancy of a resident, during break periods, or for sanitation, security, or safety reasons
- Elimination of nuisances
- When reasonable cause exists to indicate a violation of established conduct or health and safety standards



Housing performs health and safety inspections at the end of each term, during other breaks such as Thanksgiving, and at the beginning of break periods. During health and safety inspections, contraband items (such as drug paraphernalia, alcohol, and other prohibited items) may be confiscated and reports may be made to the Department of Public Safety, trash/recycling may be removed (with labor costs charged to the student), room/bathroom cleaning may be completed with appropriate charges to the students assigned to the room/suite, and policy violations that are noted during inspections may result in referral for conduct action. Additionally, the combination lock cubbies in common area kitchens may be checked during health and safety checks or if hall staff becomes aware of a cleanliness issue or policy violation.

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

1. Housing professional staff or Department of Public Safety personnel, and full-time professional staff members of OSU-Cascades, including our Operations and Facilities personnel;
2. Resident Assistants and other Housing staff;
3. Employees of the University's Department of Occupational Safety and Environmental Health;
4. University and non-University personnel contracted to perform maintenance and repair or provide other services on behalf of OSU-Cascades;
5. Other members of the University staff and/or civil authorities may enter student rooms under the conditions described below only when accompanied by a member of the professional or residential staff. In an emergency situation, fire/emergency personnel may enter a room unaccompanied.

## Room Entry Procedure

1. Except in an emergency, no room shall be entered without knocking. Entry following the knock shall be preceded by a time lapse of sufficient duration to provide occupants with ample opportunity to open the door.
2. When it is necessary for authorized University personnel to enter a 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 room when an occupant(s) is not present, the resident(s) will be notified of the entry and the reason for the entry upon returning to the room. This provision does not apply to housekeeping and maintenance personnel performing routine or requested duties, or to staff conducting a health and safety check. Health and safety checks traditionally take place at the end of each term during which staff may check rooms to evaluate cleanliness and safety issues.
3. Housing staff members may remove an item of personal property from a resident room without prior consultation with the owner when it is the judgment of the staff member that the item represents an imminent hazard to persons or property or is otherwise prohibited. Housing staff are also authorized to remove from a resident room clearly identifiable University or Housing property not provided as part of the room furnishings. If an item is removed under the above conditions, the resident will be notified promptly of the removal, and a notice left regarding the removed item. If the removed item may be legally possessed by the resident, but it is in violation of this Policy Guide or Oregon State University standards, it may be claimed by the resident but not retained in the building. If illegal or prohibited goods are found and confiscated during the authorized room inspection, the resident may be subject to criminal prosecution and/or disciplinary action.
4. Entry of student rooms will be done only as necessary. Attempts to notify the occupant(s) in advance will always be made unless there is a critical situation which precludes notification.

5. Entry of student rooms by Housing personnel shall only be permitted, except in the case of an emergency, with prior consultation with the Assistant Director of Residential Education and Housing or designee. In these instances, room entry will be conducted by no less than two authorized Housing staff members.
6. Housing is opposed to general room searches; that is, the search of a number of rooms in a given area in the absence of cause to search a specific room. General room searches, except in the case of emergency, will be permitted only after authorization by the Assistant Director of Residential Education and Housing or designee.
7. State and federal law governs the entry into a resident's 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 by law. Entry under such circumstances may be facilitated by Housing staff.
8. Residents may make requests to hall staff to be present at the time of their room being checked during break periods.

## General Information

### Beaver Dam and Study Grounds in Obsidian Hall (Dining Center) Policies

Questions relating to policies in the Obsidian dining center, including attire, ID card use, promotional activities and social events should be directed to [housing@osucascades.edu](mailto:housing@osucascades.edu) or by calling the Housing Office at 541-322-3177.

### Services and Facilities

Residential floors are intended for use solely by resident students and their guests. The first floor lobby and lounge area is intended for use by OSU-Cascades accepted and enrolled students.

### Security Cameras

To enhance safety and security efforts, security video cameras may be placed in hall lobbies or other public areas. These cameras are not continuously monitored. See the Housing web site for additional information: [osucascades.edu/housing/resident-services/safety](http://osucascades.edu/housing/resident-services/safety).

### Custodial Services

The residence halls have a staff of custodians assigned to do general cleaning in public and common areas, suite bathrooms, lounges, kitchenettes and hallways. The custodial staff members are people you will come to know, respect and appreciate. Custodians work cooperatively with the students to make each residence hall a clean, healthy, and safe place to live. Other specific tasks are done in order to maintain good housekeeping throughout the halls.

Custodians have a heavy work load, which includes performing specific tasks at specific frequencies, and are not expected to clean up excessive messes after parties, practical jokes, or any other unusual circumstance. Individual room cleaning is the responsibility of the occupants.

## Maintenance Services

Although every effort is made to maintain the facilities in the best condition possible, fixtures and furnishings will occasionally need repair. The maintenance staff is available for repairs in the residence halls. Repairs that need to be made that are a result of normal wear and tear will not be billed to the student.

If you have a maintenance concern in your room, put in a work order for your room or for a public area, you can click “Submit a maintenance request” from the myHousing portal page or by following this link: [osucascades.edu/housing/resident-services/maintenance](https://osucascades.edu/housing/resident-services/maintenance). You can also contact Housing staff about the issue.

Some examples of common issues that you may enter a maintenance request for include but aren’t limited to the following:

- Burned out lights
- Broken furniture
- Leaking pipes
- Pest issues
- Windows that won’t close
- Heaters that aren’t working properly

A work request will be generated and the maintenance staff will respond as quickly as possible. Maintenance and custodial staff are encouraged to report to hall staff violations of health and safety policy they encounter while performing their duties.

## Crisis and Disaster Response

Please refer to the following website [fa.oregonstate.edu/publicsafety/emergency-response](https://fa.oregonstate.edu/publicsafety/emergency-response) for information about crisis and disaster response. Housing strongly recommends that all students [register for the campus alert](#) system.

## Missing Person Protocol

Any person who is aware of a student who is missing must report that information immediately, if in an emergency to 911, otherwise in a non-emergency they should contact the Department of Public Safety by phone at 541-322-3110 or in person, on-campus in Obsidian Hall. You do not have to wait 24 hours to report if you believe a student is missing. This will allow the University to initiate its missing student procedures and notify the missing student’s confidential contact.

Each year, students, regardless of age, are required to provide a confidential missing student contact when they complete their housing application with Housing. This contact is strictly for missing persons purposes and can be the same as their general emergency contact, or students may also choose

someone different. For more information about how to register a confidential contact or contacts, please contact Housing at 541-322-3177 or [housing@osucascades.edu](mailto:housing@osucascades.edu).

## Laundry Facilities

Facilities for washing, drying, and ironing are available in each living unit. Laundry facilities are not to be used for large or heavily soiled items, such as sleeping bags, car mats, animal blankets, and saddle blankets. The cost of laundry facilities is included in the room and board rate. Residents may utilize unlimited use of laundry facilities without the need for coins, tokens, or laundry cards. Please keep in mind energy conservation practices when doing laundry. Note that use of Housing washing facilities is for residents only. We have high efficiency washers in our facilities – a small amount (less than 1/4 cup) of LIQUID laundry detergent is recommended to get the maximum efficiency from the washers. Using more than the recommended amount of detergent will cause the laundry machine to shut down and require repair.

## Recycling and Trash

Because OSU's mission includes the promotion of environmental progress for the people of Oregon, the nation and the world, and because Oregon is an environmentally responsible state, students, faculty and staff are encouraged to reduce, reuse, and recycle materials whenever possible. To achieve this mission, residents are expected to act responsibly in the handling of waste. This includes supporting the care and maintenance of clean, pest-free and aesthetically pleasing common areas including kitchens, recycling rooms, recreation areas and exterior waste containment areas. It also includes following guidelines regarding the proper disposal locations for different types of waste.

### Guidelines for Waste Disposal

Personal room garbage must be taken to designated area in the hall elevator lobby, corrugated cardboard flattened and placed in designated cardboard containers and allowable recyclables placed in designated carts and bins on each floor.

- Only acceptable recyclable discards shall be placed in designated recycling containers.
- Residents may not take recyclables from the recycle bins without permission, even to redeem for cash.
- Overflowing recycling or trash containers in recycle rooms, kitchens or other common areas should be reported to the hall staff whenever possible.
- Corrugated (heavy) cardboard shall be emptied of any plastic bags, Styrofoam, metals or other non-fiber material, flattened and placed only in designated cardboard locations
- All non-recyclable garbage shall be bagged and disposed of in the designated area in the residence hall. This includes plastic bags, Styrofoam, food, liquids and soiled pizza boxes. Trash shall not be placed in, on top of, or on the ground in front of any cardboard recycling container. Overflowing trash containers should be reported to the residence hall staff whenever possible.
- Whenever possible, share information about the responsible handling of waste with other residents.

- If there is any confusion or question about waste and recycling handling procedures, contact residence hall staff.

## Abandoned Property

Any personal items (including lost and found and items left in common areas) left abandoned after a student moves out may be disposed of after 5 business days or by the close of each term. Items that are confiscated because they are in violation of Housing policies will be kept until the end of the term, unless otherwise noted. Any costs associated with disposal will be charged to the student's account.

## Vending Services

Vending machines are located in the lobby of the residence hall. If money is lost in a vending machine or there are mechanical problems, call the service number listed on the vending machine. The University has no responsibility for these vending machines, and all residents agree to hold the University harmless from any liability in connection with the use thereof.

## Housing During Vacation/Break Periods

The residence hall is open during the Thanksgiving, Winter, and Spring vacation breaks. There is no extra charge to stay, as it is included in the room rate. However, students are required to sign up for break periods so that Housing staff is aware of who is in the building during a lower occupancy period. Students must be signed up to live in Housing for the term/period immediately following the break in order to be eligible for break housing.

## Check-In Procedures and Room Condition Acceptance

The process for how to check in to your room during fall opening will be communicated to incoming students via their ONID email accounts. You will need your OSU-Cascades ID card or other identification to check-in. Upon check-in, you will be able to note the condition of your room within the first 72 hours of moving in to Housing staff or by sending an email to [housing@osucascades.edu](mailto:housing@osucascades.edu) with the room condition noted. When you check out, you may be responsible for any damages beyond normal wear and tear not noted by you at check-in.

## Check-Out Procedures

1. After receiving approval from Housing staff to move out, or at the end of the contract period, please make an appointment with your Resident Assistant (RA) to check out. Please remember that RAs are students and will have classes, so planning ahead is critical to everyone's success. Once your appointment has been set, please note what cleanliness entails for your space.
2. **Before your Check-Out Appointment:**
  - a. Remove all of your belongings from your room. Be sure to open all drawers to make sure you have everything.
  - b. Completely clean the room. **Cleanliness** is the absence of dirt, including dust, stains, bad smells and garbage. Cleanliness upon checkout includes but is not limited to:
    - All room surfaces wiped down (i.e., window sill, desk top, and wall).
    - Floor is swept, mopped and vacuumed.
    - Closet/wardrobe/dresser is emptied and wiped down.

- Room door, ceiling, and walls are free of tacks, tape, adhesive strips, posters, stickers, moon/stars/comets.
  - Mattress is wiped down and bed is assembled correctly.
  - Room window has screen in place and is free of stickers, smudges, dirt, and cobwebs.
  - All room furniture is clean and in condition noted upon check in. Any discrepancies could result in a damage fee being assessed.
  - Trash and recycling bins have been emptied and are clean inside.
  - Stove range wiped down (if applicable).
  - Toilet, shower and sink surfaces all wiped down.
- c. You are responsible for ensuring all original furniture is in the room.
- 3. During your Scheduled Check-Out Time:**
- a. Go through the list above and room completely with your RA. Note that this is a general cleanliness check of the room only. The room will be inspected for damages at a later time, and your student account will be charged for any damages found. **Please be sure to check your ONID email and your OSU student account frequently.**
- 4. After You Have Been Checked-Out by Your RA:**
- a. Once you have completed your room inspection with your RA, your ID card will be deactivated.
- b. Change your address with our OSU-Cascades Mailroom staff. **Mail is only forwarded for up to 3 months after your checkout date.** After 3 months, it will be returned to sender, so please update your address with the various companies from whom you receive mail.

## Housing Fees, Charges and Assessments

Please see the following link for a list of Residential Education and Housing Fees, Rates, and Common Charges: [osucascades.edu/housing/rates-policies/room-dining-rates](https://osucascades.edu/housing/rates-policies/room-dining-rates)

Fees are subject to change. For questions relating to these fees and to learn of changes, or in the case that the link does not work, please contact the Residential Education and Housing office, or email Housing at [housing@osucascades.edu](mailto:housing@osucascades.edu).

## Links to Campus Resources and Additional Policies

Office of Student Conduct and Community Standards: [oregonstate.edu/studentconduct/home/](https://oregonstate.edu/studentconduct/home/)

Roommate Agreement: [osucascades.edu/housing/rates-policies/living-roommate](https://osucascades.edu/housing/rates-policies/living-roommate)

Equal Opportunity and Access: [eo.oregonstate.edu](https://eo.oregonstate.edu)

Information on sexual assault, OSU policies, and resources: [leadership.oregonstate.edu/survivor-support](https://leadership.oregonstate.edu/survivor-support)

Consensual Relationships Policy: [eo.oregonstate.edu/consensual-relationships-policy](https://eo.oregonstate.edu/consensual-relationships-policy)

Safety and Security: [osucascades.edu/campus-safety](https://osucascades.edu/campus-safety)

ResNet Use Policies: [osucascades.edu/housing/resident-services/networks-and-streaming/resnet](https://osucascades.edu/housing/resident-services/networks-and-streaming/resnet)

## Agreement Verification

As a member of the Residence Hall community, I agree to comply with the rules and regulations set forth in the Code of Student Conduct, the Residential Education and Housing Student Policy and Information Guide, the Housing Room and Dining Contract, Fire Safety Regulations, my hall constitution, and applicable city, state and federal laws. I agree to respect the individual rights of my fellow residents by creating and upholding an atmosphere that is conducive to the successful pursuit of an academic degree.

I understand that any alleged infraction of these rules and regulations will be handled in accordance with the policies and procedures set forth in the Housing Policy Guide or Code of Student Conduct.