Table of Contents

Part 1. Important Dates & Deadlines

Part 2. Room & Meal Plan Rates 2021-2022

Part 3. Release, Refund and Termination Fee Schedule

Academic Year Housing License Agreement 2021-2022
Spring Only Housing License Agreement 2022
Summer Housing License Agreement 2022

Part 4. Housing Policies and General Information
4.1 Abandoned Property
4.2 Advertising, Posting & Flyers
4.3 After-Hours Assistance
4.4 Alcohol & Drugs
4.5 Animals in University Housing
4.6 Bicycles
4.7 Cleaning
4.8 Common Areas, Lobbies, Study Rooms and Recreational Areas
4.9 Communication (Your WSU email account)
4.10 Cooking / Community Kitchen
4.11 Computers and Campus Network
4.12 Decorating Your Room
4.13 Disability Accommodations
4.14 Drugs and Narcotics (See Alcohol & Drugs)
4.15 Elevators
4.16 FERPA (Release of Student Records)
4.17 Fire Safety
4.18 Guests
4.19 Harassment & Discrimination
4.20 Internet TV / Streaming Service
4.21 Keys
4.22 Laundry Machine Use
4.23 Mischief & Pranking
4.24 Needles and Sharps Disposal
4.25 Personal Property (See Renters Insurance)
4.26 Pest Control
4.27 Pets
4.28 Police in Housing
4.29 Privacy of Student Occupied Rooms
4.30 Quiet and Courtesy Hours
4.31 Recycling and Sustainability
4.32 Renters Insurance
4.33 Respect
4.34 Roommates
4.35 Room Changes
4.36 Safety and Security
4.37 Sales and Solicitation
4.38 Self Care
4.39 Shuttle Bus Service
4.40 Smoking, Vaping and Tobacco Use Policy
4.41 Storage of Personal Items
4.42 Student Code
4.43 Threats
4.44 Trash Disposal
4.45 Vandalism and Defacing Property
4.46 Weapons, Explosives and Firearms
4.47 Windows

Part 5 Emergency Procedures
5.1 Active Shooter
5.2 Bomb Threat
5.3 Emergency Assembly Areas
5.4 Evacuation Plans
5.5 Missing Person
5.6 Person of Concern
5.7 Suspicious Package
5.8 Tornados or Severe Weather
5.9 Utility Failure

Part 6. Procedures Applicable To All Residential Students
6.1 Break Housing
6.2 Card Access (See Wildcard Student ID)
6.3 Consolidation Process
6.4 Housing License Agreement
6.5 Requesting Release from Your Housing License Agreement
6.6 Termination Fees
6.7 Emotional Support Animals
6.8 Health and Safety Inspections
6.9 Lock outs
6.10 Meal Plans
6.11 Mail and Packages
6.12 Maintenance Requests
6.13 Moving In to Your Room
6.14 Moving Out of Your Room
6.15 Parking
6.16 Personal Property (See Renters Insurance)
6.17 Re-Contracting (Renewing your Housing Agreement)
6.18 Wildcard (Student ID)
6.19 Withdrawing from the University
PART 1: IMPORTANT DATES AND DEADLINES: 2021 – 2022. This section will be updated as additional dates and content are available. Please check back regularly.

<table>
<thead>
<tr>
<th>2021</th>
<th>Date:</th>
<th>Information or Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February</td>
<td></td>
<td></td>
</tr>
<tr>
<td>March</td>
<td>TBD</td>
<td>2021-2022 Housing Applications Available Online!</td>
</tr>
<tr>
<td>April</td>
<td>30</td>
<td>2021-2022 Academic Year Housing Agreement Release Deadline: No Termination Fee. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td>May</td>
<td>10</td>
<td>Summer Classes Begin.</td>
</tr>
<tr>
<td></td>
<td>1-31</td>
<td>Academic Year Housing Agreement Release Deadline: Forfeit deposit may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>Memorial Day Holiday</td>
</tr>
<tr>
<td>June</td>
<td>1-30</td>
<td>Academic Year Housing Agreement Release Deadline: Forfeit deposit and $300 termination fees may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>Summer Block 2 Classes Begin.</td>
</tr>
<tr>
<td>July</td>
<td>1-31</td>
<td>Academic Year Housing Agreement Release Deadline: Forfeit deposit and $400 termination fees may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>July 4 - Independence Day Holiday (no classes)</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>July 24 – Pioneer Day State Holiday. (no classes)</td>
</tr>
<tr>
<td>August</td>
<td>1-26</td>
<td>Academic Year Housing Agreement Release Deadline: Forfeit deposit and $500 termination fees may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>Last Day of Summer classes.</td>
</tr>
<tr>
<td></td>
<td>16-18</td>
<td>Summer Finals.</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>Summer Housing Check-out Deadline @ Noon. (For residents who do not have 2021-2022 Academic Year Housing Agreements.)</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>First Day of Fall Semester Classes.</td>
</tr>
<tr>
<td>September</td>
<td>1</td>
<td>2022 Spring Only Housing Application Available Online.</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>90% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Labor Day Holiday. No classes.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>80% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>70% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>60% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Spring Semester Only Housing Agreement Release Deadline: No Termination Fee. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Information or Deadline:</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>1-31</td>
<td>Spring Semester Only Housing Agreement Release Deadline: Forfeit deposit may apply.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>50% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>40% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>30% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>20% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>10% Fall Housing Refund Deadline. See HRL Community Guide for details.</td>
<td></td>
</tr>
</tbody>
</table>

**November**

<table>
<thead>
<tr>
<th>Date</th>
<th>Information or Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-30</td>
<td>Spring Semester Only Housing Agreement Release Deadline: Forfeit deposit + $300</td>
</tr>
<tr>
<td></td>
<td>termination fee may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td>1</td>
<td>No Fall Housing Refunds. See HRL Community Guide for details.</td>
</tr>
<tr>
<td>25-26</td>
<td>Thanksgiving Day Holiday. No classes.</td>
</tr>
</tbody>
</table>

**December**

<table>
<thead>
<tr>
<th>Date</th>
<th>Information or Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-15</td>
<td>Spring Semester Only Housing Agreement Release Deadline: Forfeit deposit + $400</td>
</tr>
<tr>
<td></td>
<td>termination fee may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td>Dec 16-Jan 6</td>
<td>Spring Semester Only Housing Agreement Release Deadline: Forfeit deposit + $500</td>
</tr>
<tr>
<td></td>
<td>termination fee may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td>10</td>
<td>Last Day of Fall Semester Classes.</td>
</tr>
<tr>
<td>13 – 16</td>
<td>Fall Semester Finals Week.</td>
</tr>
<tr>
<td>17</td>
<td>Fall Graduation. Congratulations Graduates!</td>
</tr>
<tr>
<td>18</td>
<td>Check-out deadline @ Noon. (For residents with approved Housing Agreement Release)</td>
</tr>
<tr>
<td></td>
<td>See HRL Community Guide 6.1 Break Housing for more information.</td>
</tr>
<tr>
<td>23</td>
<td>Christmas Holiday. WSU Campus Offices Closed. No Dining Services.</td>
</tr>
<tr>
<td>27</td>
<td>Holiday. WSU Campus Office Closed. No Dining Services.</td>
</tr>
<tr>
<td>31</td>
<td>New Year’s Holiday. WSU Campus Offices Closed. No Dining Services.</td>
</tr>
</tbody>
</table>

This section will be updated as additional dates and content are available. Please check back.

<table>
<thead>
<tr>
<th>2022</th>
<th>Date:</th>
<th>Information or Deadline:</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Dec. 16 – Jan 6</td>
<td>Spring Semester Only Housing Agreement Release Deadline: Forfeit deposit + $500</td>
</tr>
<tr>
<td></td>
<td></td>
<td>termination fee may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Wildcat and University Villages Open for Spring Check-in! Welcome Wildcats!</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring Semester Only refund schedule applies for approved Housing Agreement Release.</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>Spring Semester Classes Begin.</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>90% Spring Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>MLK Day Holiday. No Classes.</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>80% Spring Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>70% Spring Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
</tbody>
</table>

| February    | 6           | 60% Spring Housing Refund Deadline. See HRL Community Guide for details.                 |
|             | 13          | 50% Spring Housing Refund Deadline. See HRL Community Guide for details.                 |
|             | 20          | 40% Spring Housing Refund Deadline. See HRL Community Guide for details.                 |
|             | 21          | Presidents Day Holiday. No Classes.                                                     |
|             | 27          | 30% Spring Housing Refund Deadline. See HRL Community Guide for details.                 |

<p>| March       | 6           | 20% Spring Housing Refund Deadline. See HRL Community Guide for details.                 |
|             | 7 – 11      | Spring Break. No Classes.                                                               |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>10% Spring Housing Refund Deadline. See HRL Community Guide for details.</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Summer Only Housing Agreement Release Deadline: No Termination Fee. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>1-15</td>
<td>Summer Only Housing Agreement Release Deadline: Forfeit deposit may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>16-May 5</td>
<td>Summer Only Housing Agreement Release Deadline: Forfeit deposit + $150 termination fee may apply. See HRL Community Guide 6.5 Requesting Release From Your Housing License Agreement for details.</td>
</tr>
<tr>
<td></td>
<td>25</td>
<td>Last Day of Spring Classes.</td>
</tr>
<tr>
<td></td>
<td>26 – 28</td>
<td>Spring Semester Finals.</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>Graduation! Congratulations Graduates!</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Check-out Deadline @ Noon. (For residents who do not have a Summer Housing Agreement.)</td>
</tr>
<tr>
<td>May</td>
<td>1-5</td>
<td>University Village Residents: Residents who have Summer Housing Agreements move to Summer Assignments if necessary.)</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>90% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>22</td>
<td>80% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>70% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>30</td>
<td>Memorial Day Holiday. No Classes.</td>
</tr>
<tr>
<td>June</td>
<td>5</td>
<td>60% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>50% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>40% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>30% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td>July</td>
<td>3</td>
<td>20% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>10% Summer Housing Refund Deadline. See HRL Community Guide for details.</td>
</tr>
<tr>
<td>August</td>
<td></td>
<td></td>
</tr>
<tr>
<td>September</td>
<td></td>
<td></td>
</tr>
<tr>
<td>October</td>
<td></td>
<td></td>
</tr>
<tr>
<td>November</td>
<td></td>
<td></td>
</tr>
<tr>
<td>December</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Part 2: Room and Meal Plan Rates: 2021-2022

Please Note: Room & meal plan charges are billed on a per semester basis.

<table>
<thead>
<tr>
<th>Housing Options:</th>
<th>2021-2022 Academic Year</th>
<th>2022 Spring Semester Only</th>
<th>2022 Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 monthly payments</td>
<td>4 monthly payments</td>
<td></td>
</tr>
<tr>
<td>University Village Apartments</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Village</td>
<td>$5,040</td>
<td>$2,583</td>
<td>$1,890</td>
</tr>
<tr>
<td>University Village-Upgraded</td>
<td>$5,552</td>
<td>$2,845</td>
<td>$711.00</td>
</tr>
<tr>
<td>Wildcat Village Residence Halls</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Hall 1 Double</td>
<td>$3,624</td>
<td>$1,857</td>
<td>N/A</td>
</tr>
<tr>
<td>Residence Hall 1 Single w/private bath</td>
<td>$5,656</td>
<td>$2,899</td>
<td>N/A</td>
</tr>
<tr>
<td><em>(not available for self-select)</em></td>
<td>$707</td>
<td>$725.00</td>
<td></td>
</tr>
<tr>
<td>Residence Hall 1 Super Single</td>
<td>$5,712</td>
<td>$2,927</td>
<td>N/A</td>
</tr>
<tr>
<td>Stewart-Wasatch Double</td>
<td>$3,624</td>
<td>$1,857</td>
<td>N/A</td>
</tr>
<tr>
<td>Stewart Wasatch Single</td>
<td>$5,328</td>
<td>$2,731</td>
<td>N/A</td>
</tr>
<tr>
<td>Stewart Wasatch Super-Single</td>
<td>$5,712</td>
<td>$2,927</td>
<td>N/A</td>
</tr>
<tr>
<td>Residence Hall 3 Double</td>
<td>$3,448</td>
<td>$1,767</td>
<td>N/A</td>
</tr>
<tr>
<td>Residence Hall 3 Single</td>
<td>$5,064</td>
<td>$2,595</td>
<td>N/A</td>
</tr>
<tr>
<td>Residence Hall 3 Super Single</td>
<td>$5,200</td>
<td>$2,665</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Students living in Residence Hall 1, Stewart-Wasatch Hall, or Residence Hall 3 are required to select a meal plan. Students living in University Village have the option to select a meal plan.

<table>
<thead>
<tr>
<th>Meal Plans Options:</th>
<th>2021-2022 Academic Year</th>
<th>2022 Spring Semester Only</th>
<th>2022 Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8 monthly payments</td>
<td>4 monthly payments</td>
<td></td>
</tr>
<tr>
<td>Weber Complete: 19 meals/week + $175.</td>
<td>$5,380</td>
<td>$2,690</td>
<td>N/A</td>
</tr>
<tr>
<td>Dining Dollars each semester</td>
<td>$672.50</td>
<td>$672.50</td>
<td></td>
</tr>
<tr>
<td>Weber Full: 14 Meals/week + $175.</td>
<td>$3,940</td>
<td>$1,970</td>
<td>N/A</td>
</tr>
<tr>
<td>Dining Dollars each semester</td>
<td>$492.50</td>
<td>$492.50</td>
<td></td>
</tr>
<tr>
<td>Wildcat Experience: 9 Meals/week + $625</td>
<td>$3,940</td>
<td>$1,970</td>
<td>N/A</td>
</tr>
<tr>
<td>Dining Dollars each semester</td>
<td>$492.50</td>
<td>$492.50</td>
<td></td>
</tr>
<tr>
<td>Weber Experience Block: 140 meals /</td>
<td>$3,940</td>
<td>$1,970</td>
<td>N/A</td>
</tr>
<tr>
<td>semester. + $625 Dining Dollars each</td>
<td>$492.50</td>
<td>$492.50</td>
<td></td>
</tr>
<tr>
<td>semester</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weber Basic: 7 meals per week + $375</td>
<td>$3,000</td>
<td>$1,500</td>
<td>N/A</td>
</tr>
<tr>
<td>Dining Dollars each semester</td>
<td>$375.00</td>
<td>$375.00</td>
<td></td>
</tr>
</tbody>
</table>
**PART 3: RELEASE AND TERMINATION FEE SCHEDULE: 2021-2022**

**HOUSING AGREEMENT TERMINATION FEES ARE BASED ON THE HOUSING AGREEMENT TERM TYPE AND THE DATE THE REQUEST FOR RELEASE IS RECEIVED. PLEASE SEE THE INFORMATION BELOW.**

The Student has an **ACADEMIC YEAR 2021-2022** Housing Agreement:

<table>
<thead>
<tr>
<th>Request for release is received</th>
<th>Termination Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>prior to May 1</td>
<td>No termination fee.</td>
</tr>
<tr>
<td>between May 1 – May 31</td>
<td>Forfeit $150 deposit.</td>
</tr>
<tr>
<td>between June 1 – June 30</td>
<td>Forfeit $150 deposit + $300 termination fee.</td>
</tr>
<tr>
<td>between July 1 – July 31</td>
<td>Forfeit $150 deposit + $400 termination fee.</td>
</tr>
<tr>
<td>between August 1 – August 26</td>
<td>Forfeit $150 deposit + $500 termination fee.</td>
</tr>
<tr>
<td>on or after August 27</td>
<td>Reason for approved release:</td>
</tr>
<tr>
<td></td>
<td><strong>Graduation:</strong> Verification of graduation. Release at end of academic term of graduation.</td>
</tr>
<tr>
<td></td>
<td><strong>Marriage:</strong> Receipt of documentation of marriage. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td></td>
<td><strong>Military Service:</strong> Receipt of documentation. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td></td>
<td><strong>Other approved situation:</strong> Receipt of documentation and written approval of Director of Housing &amp; Residence Life. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td></td>
<td><strong>Withdrawal &amp; Non-registration:</strong> Verification of withdrawal/non-registration. Hold placed on registration for the remainder of the academic year. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td></td>
<td><strong>Approved Transfer of Housing Agreement:</strong> Pending completion of transfer process per Housing License Agreement. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td></td>
<td><strong>Buy-out / All other reasons:</strong> Refund amount based on refund schedule. <strong>Termination fee</strong> = 75% of remaining <strong>Housing Agreement term (Academic year)</strong> room charges based on assignment.</td>
</tr>
</tbody>
</table>

**Housing rent refunds are calculated at 10% per week for the first 10 weeks of the semester. No housing refunds will be issued after 10 weeks.**

**Refund Schedule: Fall 2021**

Approved release and move out by:

- 09/05/2021 = 90% refund
- 09/12/2021 = 80% refund
- 09/19/2021 = 70% refund
- 09/26/2021 = 60% refund
- 10/03/2021 = 50% refund
- 10/10/2021 = 40% refund
- 10/17/2021 = 30% refund
- 10/24/2021 = 20% refund
- 10/31/2021 = 10% refund
- 11/01/2021 and after = No refund
The Student has a **SPRING 2022 ONLY** Housing Agreement

| Request for release is received prior to October 1 | No termination fee. |
| Request for release is received between October 1 – October 31 | Forfeit $150 deposit |
| Request for release is received between November 1 – November 30 | Forfeit $150 deposit + $300 termination fee. |
| Request for release is received between December 1 - 15 | Forfeit $150 deposit + $400. Termination fee. |
| Request for release is received between December 16 – January 6 | Forfeit $150 deposit + $500 termination fee. |

Request for release is received on or after January 7

**Housing rent refunds are calculated at 10% per week for the first 10 weeks of the semester. No housing refunds will be issued after 10 weeks.**

**Refund Schedule Spring 2022**

Approved release and move out by:
- 01/16/2022 = 90% refund
- 01/23/2022 = 80% refund
- 01/30/2022 = 70% refund
- 02/06/2022 = 60% refund
- 02/13/2022 = 50% refund
- 02/20/2022 = 40% refund
- 02/27/2022 = 30% refund
- 03/06/2022 = 20% refund
- 03/12/2022 = 10% refund
- 03/13/2022 and after = No refund

**Reason for approved release:**
- **Graduation:** Verification of graduation. Release at end of academic term of graduation.
- **Marriage:** Receipt of documentation of marriage. Refund amount based on refund schedule.
- **Military Service:** Receipt of documentation. Refund amount based on refund schedule.
- **Other approved situation:** Receipt of documentation and written approval of Director of Housing & Residence Life. Refund amount based on refund schedule.
- **Withdrawal & Non-registration:** Verification of withdrawal/non-registration. Hold placed on registration for the remainder of the academic year. Refund amount based on refund schedule.
- **Approved Transfer of Housing Agreement:** Pending completion of transfer process per Housing License Agreement. Refund amount based on refund schedule.
- **Buy-out / All other reasons:** Refund amount based on refund schedule. **Termination Fee =** 75% of remaining **Housing Agreement term (Spring only)** room charges based on assignment.

The Student has a **SUMMER 2022** Housing Agreement

<p>| Request for release is received prior to April 1 | No termination fee |
| Request for release is received between April 1 – 15 | Forfeit $150 deposit. |</p>
<table>
<thead>
<tr>
<th>Request for release is received between April 16 – May 5</th>
<th>Forfeit $150 deposit + $150 termination fee.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for release is received on or after May 6</td>
<td>Reason for approved release:</td>
</tr>
<tr>
<td>Housing rent refunds are calculated at 10% per week for the first 10 weeks of the semester. No housing refunds will be issued after 10 weeks.</td>
<td>Graduation: Verification of graduation. Release at end of academic term of graduation.</td>
</tr>
<tr>
<td>Refund Schedule Summer 2022</td>
<td>Marriage: Receipt of documentation of marriage. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td>Approved release and move out by:</td>
<td>Military Service: Receipt of documentation. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td>05/15/2022 = 90% refund</td>
<td>Other approved situation: Receipt of documentation and written approval of Director of Housing &amp; Residence Life. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td>05/22/2022 = 80% refund</td>
<td>Withdrawal &amp; Non-registration: Verification of withdrawal/non-registration. Hold placed on registration for the remainder of the academic year. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td>05/29/2022 = 70% refund</td>
<td>Approved Transfer of Housing Agreement: Pending completion of transfer process per Housing License Agreement. Refund amount based on refund schedule.</td>
</tr>
<tr>
<td>06/05/2022 = 60% refund</td>
<td>Buy-out / All other reasons: Refund amount based on refund schedule. Termination Fee = 75% of remaining Housing Agreement term</td>
</tr>
<tr>
<td>06/12/2022 = 50% refund</td>
<td>(Summer only) room charges based on assignment.</td>
</tr>
</tbody>
</table>
| 06/19/2022 = 40% refund                                | **Please see your Housing License Agreement, section 12 Termination by Resident, for more information about requesting release, effect of early release and acceptable reasons for requesting early release. If you are considering requesting early release, please contact our office to discuss your situation and talk to us about other possible options.**
PART 4: HOUSING POLICIES AND GENERAL INFORMATION

4.1 ABANDONED PROPERTY

4.1.a Residents are expected to remove all personal property from the room/apartment and shared spaces as part of the check-out process. Any personal property remaining in the room or shared spaces after the residence has checked out or otherwise vacated the room will be considered abandoned and will be disposed of. The resident may be responsible for any fees associated with removing and disposing of abandoned personal property.

4.1.b Housing and Residence Life reserves the right to enter rooms/apartments and remove any personal property which creates a nuisance, is hazardous, or is otherwise prohibited by this License Agreement or WSU policies.

4.1.c The University assumes no responsibility or liability for any loss, destruction, or damage to personal property belonging to the resident or their guests. Residents are strongly encouraged to purchase renters insurance or other property insurance covering personal property.

4.2 ADVERTISING, POSTING & FLYERS

In accordance with university policy, all posted advertisements (banners, flyers, posters, etc.) in campus housing must be approved by the Housing office. Housing will use reasonable, viewpoint neutral guidelines when evaluating requests for posting materials in campus housing facilities. Posted materials should include the date and time of the event as well as the name and contact information for the individual or organization sponsoring the event. Individuals or groups who want to post information in campus housing facilities should contact our office to discuss posting requests. Housing and Residence Life staff will remove materials that have not been approved for posting or distribution in housing facilities.

4.3 AFTER-HOURS ASSISTANCE

4.3.a One of the primary advantages of living on campus is that help is available. Housing and Residence Life staff members maintain an on-call schedule 24 hours a day, 7 days a week. During regular business hours, residents can call or stop by the office in each Village. After-hours, there are Resident Assistants on-duty in each Village. R.A. on duty may be reached by calling the posted on-duty phone number. While on duty, RA’s make intermittent rounds to check for things like building security, maintenance concerns, follow up with residents on administrative tasks or correspondence, post signs and notices and generally make themselves available to respond to resident needs or concerns. As an additional level of support, the Resident Assistants can contact the professional staff member on-call. The professional staff member is available to provide additional guidance, answer questions or respond in person when needed. On-call cell phone numbers vary by Village. Resident Assistants on duty will respond as quickly as possible, but will prioritize emergencies, so please be patient if the response is not immediate. Residents are encouraged to add RA duty phone number to their cell phone contacts.

4.3.b In emergency situations, residents are encouraged to call University Police first and call the RA on duty immediately after contacting the police. This is especially important in the case of medical or injury situations. Residents may be concerned about contacting University Police or Housing & Residence Life staff in the case of drug or alcohol related incidents. Please know that our first concern is the safety and wellbeing of our residents.

4.4 ALCOHOL & DRUGS

Alcohol and drug violations are subject to investigation and/or prosecution by University, local, and/or other law enforcement authorities. Possession of alcohol or drugs, or any violation of University or Housing policy while under the influence of alcohol, drugs, or intoxicants, constitutes an alcohol/drug violation. The presence of prohibited items may be construed as evidence of use, consumption, and/or trafficking, or at least an aggravating factor connected with illegal activity. NOTE: The University may elect to contact the parent or guardian of students under the age of 21 involved in alcohol and/or drug violations.
4.4.a The Weber State University Student Code Section 6-10, prohibits: Unlawful use, possession, distribution, sale, manufacture, or possession for purposes of distribution or sale of any controlled substance or illegal drug; sale, possession, manufacture, distribution, or consumption of alcoholic beverages on the university campus; unauthorized or illegal sale, possession, manufacture, distribution or consumption of alcoholic beverages at any off campus university-sponsored function or event.

4.4.b Housing & Residence Life policies further prohibit possession or storage of full or empty alcoholic beverage bottles, containers, receptacles, bongs, drinking game paraphernalia, kegs or other multi-serving containers, as well as brewing kits. These prohibitions apply equally to all residents regardless of age.

4.4.c Violation of campus and/or Housing alcohol and drug policies may subject student to discipline under the Student Code. Disciplinary actions, which may include referral to the Alcohol & Substance Abuse Program (ASAP), probation, educational sanction, fines, suspension, and/or expulsion, are designed to maintain the institution’s integrity, protect individual rights, and help students solve personal problems. Violation of this policy by students under the age of 21 may also result in parental notification. Being in the presence of an alcohol violation may also be considered a violation. Staff and students are expected to report violations of campus regulations occurring in housing areas to the Housing & Residence Life staff.

4.4.d Intoxication: Being intoxicated in a WSU Housing & Residence Life facility is a policy violation if the person is under the influence of alcohol to the degree that the person may endanger themselves or another person; is in a public space or in a private space where the person causes an unreasonable disturbance to other persons: and including but not limited to the need for medical transport based on excessive alcohol consumption.

4.5 ANIMALS IN UNIVERSITY HOUSING

4.5.a Pets - Student residents of Wildcat and University Villages may not have pets in their rooms or in the buildings This applies to residents as well as guests. You may, however, keep one small aquarium of fish in your room. The aquarium may not exceed 20 gallons in volume.

WSU Housing follows the Animals on Campus policy (PPM 5-50). Individuals with disabilities may be accompanied by a Service Animal in housing as defined in policy.

4.5.b Emotional Support Animals (ESAs)- Must be approved prior to being brought into any residential facility. Specific information regarding the University’s policy for emotional support animals may be obtained from the Disability Services office. Any Emotional Support Animals that have not been approved by the Disability Services office and the Director of Housing and Residence Life or designee will be asked to be removed immediately and may incur both disciplinary and/or administrative charges. (See “Disability Accommodations” for more information)

4.5.c Service Animals - are not pets and in accordance with ADA regulations are permitted in campus housing facilities. Specific information regarding the University’s policy for service animals may be obtained from the Disabilities Services office. (See “Disability Accommodations” for more information)

4.5.d Unauthorized Animals – Owners or persons with unauthorized animals, including pets and ESAs that have not gone through the above approval process prior to entering the residence halls or university apartments, are subject to disciplinary action and/or fines.

4.6 BICYCLES

Bicycle use to and from any campus of Weber State University is encouraged to relieve parking congestion, improve wellness and physical fitness, and reduce pollutant emissions. Bicycle use in the interior of campus is regulated and controlled to protect pedestrian safety and residents. Residents are encouraged to familiarize themselves with designated bike routes, locations of bike racks and other related campus bike policies.

4.6.a Bicycles left in or secured to areas other than designated bike racks may be removed and disposed of. Bicycles left secured to bike racks or other areas after the end of the academic year, or after the owner has moved out of university
housing, will be considered abandoned, and will be removed and disposed of unless they are properly registered and tagged. Because of the risk to other residents or damage to facilities, you may not ride your bicycle or other forms of micro-transportation (skateboards, in-line skates, scooters, etc.) inside university buildings, including housing areas.

4.6 Micro-transportation: (skates, rollerblades, skateboards, scooters, etc.)

University Policy 5-46, Campus Walkway Safety states: The operation of roller-skates, rollerblades, skateboards, motorcycles or motorized scooters on any walkway is prohibited at all times.

4.7 CLEANING

4.7.a Regular Cleaning – Residents are expected to maintain reasonable levels of cleanliness in their assigned living space. Disputes over cleanliness standards in the room are a common source of roommate conflicts, and inconsistent cleaning behaviors can impact the condition of the facilities. As a department, our goal is to minimize the need to impose cleaning charges and to work with residents to proactively address cleaning conflicts. Residents are expected to provide their own cleaning products, but a limited supply of cleaning products and tools may be available for check out from your Village office for emergency use.

4.7.b Resident Cleaning Responsibilities: If you are having difficulty coming to an agreement with your roommates / suite mates about an equitable cleaning schedule, please contact your Resident Assistant or Area Coordinator. Your Resident Assistant or Area Coordinator will be able to offer suggestions and assistance about having this conversation with your roommates. If you and your roommates are at an impasse, the Area Coordinator may step in to arbitrate disputes about cleaning and may impose an equitable cleaning schedule and/or disciplinary sanction(s). Cleaning charges are determined by the Associate Director of Housing, who oversees custodial and cleaning operations in our facilities. Cleaning charges are subject to change without prior notice.

4.8 COMMON AREAS, LOBBIES, STUDY ROOMS, AND RECREATIONAL AREAS

4.8.a Common Areas - Common area furnishings are there for the enjoyment and use of all members of the residence hall or apartment community. Individual students may not move or remove common area furnishings (i.e. couches, tables, chairs, electronic equipment, etc.). Students found to have removed furnishings from common areas may be assessed disciplinary fines or other appropriate action. Vandalism and damages beyond normal wear and tear in common areas may result in community / group charges to all members of the floor or building when the responsible individual(s) cannot be identified. Please be considerate of your fellow residents by taking good care of the facility and furnishings and by reporting problems or incidents of vandalism to the staff promptly and encouraging others to do the same.

4.8.b Rec Area, Laundry, Lobbies, & Outside Areas - Recreation areas, laundry facilities, lobbies, and outside areas are intended for the individual and group use of the residents in that particular living area. Organizations wishing to use the common areas in the residence halls must obtain permission from the Director of Housing and Residence Life or his/her/their designee (in most cases the supervising Area Coordinator serves as the designee). Reservations may be requested by contacting the supervising Area Coordinator through the appropriate Village office.

4.8.b.i Wildcat Village Fire Pit: The fire pit at Wildcat Village is a popular gathering spot. We are always happy to see residents enjoying this amenity. In order to keep the fire pit operating properly for everyone to enjoy, we ask that all residents and guests abide by some common sense practices. The fire pit is controlled from within the Housing office at Wildcat Village and is generally set to be “on” for specified hours. Fire pit hours may vary with the seasons. Please do not throw paper or other items into the fire pit or remove the rock from the pit. Emergency shut off controls located by the fire pit should only be used in an emergency. Please do not tamper with or vandalize the fire pit.

4.9 COMMUNICATION (Your WSU email account)

It’s important for residents to develop the habit of regularly checking their WSU email account for important updates, reminders and other official communication. Housing and Residence Life will send all official notifications to the resident’s WSU email account. If you have multiple email accounts, and your WSU email account is not your primary account, please check and see if you can forward your WSU email to your primary email account. If not, please consider scheduling a
reminder to regularly check your WSU email. The following are other recommendations to help make sure you have the most current information:

- Check your Residence Housing portal daily for important information and updates!
- Ask questions! If you have a question, concerns or don’t understand something about your housing arrangements, etc. please bring it to our attention so that we can help.
- Check the WSU and Housing & Residence Life web page frequently!
- Check the Housing & Residence Life social media accounts FB, Twitter, Instagram
- Read notices sent to you from the Housing & Residence Life or your Hall staff.
- Read flyers posted in the lobbies and in public areas of your residence hall.
- Attend meeting and events organized by your R.A.

4.10 COOKING/COMMUNITY KITCHEN

4.10.a Cooking in Wildcat Village. Housing and Residence Life permits residents to bring a compact refrigerator (maximum 3.2 cubic feet) for the safe storage of snacks, convenience foods, etc. Residents may use the community kitchen available on their floor. Please remember that cooking inside individual residence hall rooms is not allowed and cooking devices like hotplates, George Foreman-type grills, crock pots, pressure cookers, multi-cookers, air-fryers, toasters, toaster-ovens, etc. are prohibited in residence hall rooms.

4.10.b Community / Floor Kitchens - Full kitchens (“Flitchens”) are available on most floors in Wildcat Village. When using the floor kitchen, please remember to clean up after yourself and encourage your fellow community members to do likewise. In the event that individuals and/or the community members are not maintaining adequate cleaning and care of the floor kitchen, the supervising Housing and Residence Life staff member may take appropriate disciplinary action for example: community/group billing for cleaning of the area and/or suspension of community area kitchen privileges.

4.10.c BBQs / Grilling - Residents who wish to barbecue or grill, may do so only in areas established for this purpose and on the grills provided by Housing and Residence Life. Grills are located in the courtyard area at Wildcat Village and near the Community Center at University Village. Use of provided BBQ grills is subject to restriction based on local “burn ban” or related statute/status.

4.11 COMPUTERS AND CAMPUS NETWORK

4.11.a Individuals living in university housing facilities are expected to follow all Weber State University Information Technology and Security policies. Violation of any Information Technology policies may result in referral to the student conduct process.

4.11.b All bedrooms include one Ethernet port per student. Wireless access to the campus network is available in student rooms and in common areas of all housing buildings. Residents use their WSU campus credentials to log in to the campus network. The IT Service Desk is available to answer questions and help set-up and access campus IT services.

4.12 DECORATING YOUR ROOM

4.12.a Hanging Pictures - When putting up pictures and posters on the walls, please do not use methods that will permanently damage the wall surface. We also ask that you be reasonable in the amount of items that are hung on the walls. Excessive decorating may result in a penalty charge being assessed to repair and paint the wall(s). Residents are not permitted to paint the walls themselves.

A note about LED Adhesive Tape Strip Lights: We have found that LED Adhesive Strip Lights can cause extensive damage to walls and other surfaces; and are labor intensive to remove when the student fails to do so at check-out. For these reasons, we caution students that if you choose to decorate with LED Adhesive tape strip lights by adhering them to walls, closets, doors, or other university provided fixtures or furnishings, you are likely to incur significant damage charges.
The use of nail, thumb tacks, or staples are prohibited and may result in a penalty charge. Posters, pictures or other items displayed in shared spaces within the room, suite or apartment must not create a hostile or threatening environment for others sharing the space. Residents may not adhere foil or other covering to windows that may interfere with facilities, cause damage or detract from the aesthetics of the facility.

Residents are not allowed to make physical repairs, alterations, or installations to the apartment, buildings, or grounds. These include but are not limited to painting, papering, dismantling furnishings (except as permitted when using a university issued bed loft kit) and equipment, wiring, adding or changing locks, constructing lofts, removing window screens, installing mounting antennas or satellite dishes, constructing fences or patio/balcony enclosures, and general remodeling.

4.12.b Room Furnishings – Furniture in your room may be rearranged. When moving furniture, be careful not to mar the walls, scratch the floors, or damage the furniture. Beds provided in student rooms are designed so that residents may adjust the height of their bed. Please see your Village staff or check out our brief video on how to adjust the bed height so that you don’t damage the bed in the process. The furniture in the room must stay in the room. Furniture, equipment and recreation tables in common areas, lounges and study areas or other student room(s), may not be removed from their original location or stored in individual student rooms. If there is a problem with any of your room furnishings, please report it to your hall staff or front desk immediately.

4.12.c Unobstructed Access - To ensure compliance with fire and safety codes, unobstructed access into and out of your room must be maintained. (Unobstructed access means that the door to your room must swing open fully). When arranging your room, please do not block doorways or inhibit entrance or egress in a way that may interfere with emergency personnel response. Additionally, you may not hang items such as flags or netting from the ceiling as they may inhibit the smoke flow and dangerously delay activation of the smoke alarm in the event of a fire.

4.12.d Windows - Windows may not be used as an entrance to or exit from the building. Window screens (where applicable) must remain secured to the window. Residents found to have removed the screens or to have entered or exited the building via any window, or to have allowed visitors or guests to do so, will be subject to disciplinary action.

4.12.e Window Coverings & Decorations - Window coverings are provided in all bedrooms and living units. Please do not remove or tamper with the blinds or shades provided. If window coverings in your room are not working, please let us know by filling out a maintenance request or calling the office and letting us know so that we can have our maintenance team repair or replace it. We ask that you not hang or display items in your windows that are visible from the outside (foil, flags, blankets, paper, posters, etc.).

4.12.f Items Outside of Room – Please do not place or leave items outside of your room or apartment. These items can block access, in the case of trash, attract pests, and detract from the aesthetics of the area. Failure to comply may subject you to disciplinary action and/or a charge for removal of the item(s). Please properly dispose of trash and unwanted items. Exceptions may be made for staff sponsored programs or activities. On these occasions, please abide by the stated parameters related to time(s) of day, size, type and size of object(s) and remove the item(s) promptly when the event or program is over.

4.12.g Damage Charges – Under the terms of the Housing License Agreement, Residents agree to pay for any damages incurred to the premises during occupancy (including group damage billing) and for all expenses incurred by the University in restoring the room/apartment and its contents to clean and good condition, as determined by the designated Housing & Residence Life staff, save reasonable wear and tear and acts of nature or otherwise reasonably beyond the resident’s control. Please note that in some cases, restoring the condition of the room may entail an expanded scope of repairs. For example, damage to flooring in one room or area of the unit may necessitate replacing flooring in the entire unit in order to maintain continuity of the color or finishes. Paint is another good example. It may be necessary to paint the entire wall or all walls of the room or unit in order to restore the wall finish and condition after patching smaller holes or damages.

4.12.g.i Failing to promptly report damage can lead to more extensive damages, especially in the case of leaks or flooding. For this reason, failure to report damage or needed repair in a timely manner may result in damage charges if it is determined that the resident knew about the issue but failed to report it, and that delay resulted in additional damage to the facility. Please err on the side of caution and notify the office or the staff member on
duty of any damages or maintenance concerns. The HRL staff member may make an initial assessment to
determine if situation is an emergency or if it can wait until the next business day to be addressed. Our
maintenance staff will respond to emergencies afterhours as well as on weekends and holidays. Generally
speaking, problems that result in flooding or significant water accumulation, loss of power to the whole unit, floor
or building, loss of heat or air-conditioning when temperatures are excessively hot or cold, and other life-safety
concerns are considered emergencies.

4.12.1 We understand that sometimes accidents happen. If you accidentally cause damage, please contact our office or the
staff member on call as soon as possible so that we can start any needed repair or clean-up process. Accepting
responsibility can be scary, and we appreciate the maturity and honesty it takes to self-report. Consideration will be given
to residents who voluntarily come forward and cooperate in reporting damages that are determined to be accidental.

4.13 DISABILITY ACCOMMODATIONS

Weber State University recognizes the importance of providing reasonable accommodations in its housing policies and
practices where necessary for individuals with disabilities to fully participate in the University Housing program. These
guidelines explain the specific requirements and processes that govern requests for reasonable accommodation in
University housing. Weber State reserves the right to amend these guidelines at any time as circumstances require.

The Disability Services office is responsible for evaluating whether to grant or deny requests for reasonable accommodation
in University housing. In evaluating the request, Disability Services may consult with University Housing and Residence Life
to determine whether the requested accommodation is necessary and reasonable. Individuals with a disability who reside
or intend to reside in University housing who believe they need a reasonable accommodation must contact Disability
Services to initiate a request.

Disability Services will accept and consider requests for reasonable accommodation in University housing at any time. The
individual making the request for accommodation should contact Disability Services as soon as practically possible before
moving into University housing. However, if the request for accommodation is made fewer than 60 days before the
individual intends to move into University housing, Weber State cannot guarantee that it will be able to meet the
individual’s accommodation needs during the first semester or term of occupancy. If the need for the accommodation
arises when an individual already resides in University housing, they should contact Disability Services as soon as practically
possible. Weber State cannot guarantee that it will be able to meet the accommodation needs during the semester or term
in which the request is received.

4.13.a Emotional Support Animals

Weber State University allows Emotional Support Animals (ESAs) when necessary to provide individuals with disabilities an
equal opportunity to use and enjoy University housing. This guideline explains the specific requirements applicable to ESAs
in University housing. Weber State reserves the right to amend this guideline as circumstances require. This guideline
applies solely to ESAs which may be necessary in University housing. It does not apply to Service Animals as defined by the
ADAAA.

Animals, except fish, are prohibited in Wildcat and University Villages, however, Weber State will consider a request by an
individual with a disability for accommodation from this prohibition to allow an ESA that is necessary because of a disability
and reasonable. However, no ESA may be kept in University housing at any time prior to the individual receiving approval as
a reasonable accommodation pursuant to this guideline.

ESAs are a category of animals that provide necessary emotional support to an individual with a mental or psychiatric
disability that alleviates one or more identified symptoms of an individual’s disability, but which are not considered Service
Animals under the ADAAA.

4.13.b ESA Determinations

The question in determining if an ESA will be allowed in University housing is two part. First, is the ESA necessary to afford
the individual an equal opportunity to use and enjoy University housing. Documentation submitted to Disability Services
must show how an ESA ameliorates one or more effects of a disability such that the ESA is necessary to afford a person an
equal opportunity to use and enjoy on University Housing. Determinations regarding an individual's eligibility for an ESA accommodation will be made by Disability Services.

Second, if the particular animal requested as an ESA in University housing is reasonable. The reasonableness of ESA requests will be determined on a case-by-case basis through consultation between Disability Services and Housing, and Residence Life. An ESA must have all legally required vaccinations, licensing and meet other legal requirements prior to acceptance. An ESA may be removed from Housing if the animal is not taken care of, is destructive or threatening, or reasonable rules and regulations are not followed. Owners of ESAs are solely responsible for any damages to persons or property caused by their animal.

Determinations of reasonableness depend in part on information specific to an individual's individually assigned Housing unit. As such, any time a student moves housing units a redetermination of reasonableness will be made. Weber State will not limit room assignments for individuals with ESAs to any particular building or buildings because the individual needs an ESA due to a disability. Generally, the presence of only one ESA will be approved for a student.

Please note, it is a violation of Utah State Law to knowingly and intentionally misrepresent to another person that an animal is an ESA.

4.13.c ESA Owner Responsibilities

If the University grants a resident’s request to live with an ESA, the resident is solely responsible for the custody and care of the ESA and must meet the following requirements:

1. ESAs must be in compliance with state, county, and city laws regarding animals such as required licensing and vaccinations. It is the resident’s responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.

2. ESAs must also comply with University policies such as the Animals On Campus Policy, PPM 5-50. This means when an ESA is outside of the Owner’s room it must be under control, leashed, the ESA must relieve itself in an appropriate area, and waste must be cleaned up and disposed of properly by the Owner. ESAs may not be left unattended outside of the Owner’s assigned apartment or room.

3. ESAs must be properly cared for. It will be considered presumptive evidence of a lack of care if the ESA is left unattended to or unsupervised for over 12 hours. An ESA may not be left overnight in college housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner.

4. The Resident/Owner is responsible for feeding, supplying water and other care. Weber State University personnel are not responsible to provide care or food for any ESA. The Resident must provide the University with the name and contact information for someone who does not reside in University Housing and who can take responsibility for the animal should the Resident be unable or unavailable to care for it. The individual listed as the emergency contact must be able to respond and take responsibility for the animal within a reasonable amount of time, not to exceed 12 hours or such shorter time as determined by the circumstances. If neither the Resident nor the emergency contact is able or willing to assume responsibility for the animal, the University reserves the right to act including moving the animal to a kennel, other boarding facility, or to the local Animal Control at the Resident’s cost. It is the Resident’s responsibility to remove the animal during emergency evacuation for events such as a fire alarm. If Resident is unavailable, they agree that the University may remove the animal and, if necessary, relocate it to a kennel, other boarding facility or to the local Animal Control at Resident’s cost and Resident agrees that the University shall not be held responsible for the care, damage to, or loss of the animal. Resident may choose to provide written authorization for Housing & Residence Life personnel to place the animal in an off-campus kennel or animal boarding facility until the resident or emergency contact is able to assume responsibility for the animal. The cost of kenneling or boarding the animal will charged to the Resident.
5. When using communal Housing facilities (i.e. showers, bathtubs, washing machines, etc.) to clean ESA crates, cages, bedding, etc.; the resident is responsible for making sure that the machine or facility used is clean and free of animal fur and related debris, animal care products, etc. 6. ESAs must not be vicious, threatening, loud, disruptive, or otherwise behave inappropriately toward others in housing or on University property. For example, dogs may not bark while the Owner is away as that would violate the usual housing rules. It must not cause damage to the room or other property.

7. Waste from an ESA must be properly controlled and disposed of. For dogs this generally means it must be housebroken. For cats this generally means a regularly cleaned and maintained litter box. For other animals, appropriate measures must be taken so that the animal does not toilet on floors, furniture, etc. and appropriate waste areas such as cages are regularly cleaned. Accidents must be promptly cleaned up by the owner. Pee pads are not permitted for toileting. ESAs that relieve themselves outside must be taken to proper areas and waste should be cleaned up and properly disposed of in sealed bags in a designated trash receptacle.

8. ESAs are not a pet and in particular are not a pet for others. Access should be restricted to the owner.

9. ESAs are allowed only in University housing and Owners are not permitted to bring the animal to other areas on University Property. ESAs differ from Service Animals which are allowed in classrooms, offices, etc. However, an ESA that is properly restrained (on a leash) may go onto University property where pets are allowed such as in outdoor spaces, see the Animals On Campus Policy.

10. Owners are responsible for all damages to the same extent that Housing charges other individuals for damages beyond reasonable wear and tear. This includes damage caused by their ESA. (See “Damages Charges 4.12” for more information)

Please note that in some cases, restoring the condition of the room may entail an expanded scope of repairs. For example, damage to flooring in one room or area of the unit may necessitate replacing flooring in the entire unit in order to maintain continuity of the color or finishes. Paint is another good example. It may be necessary to paint the entire wall or all walls of the room or unit in order to restore the wall finish and condition after patching smaller holes or damages. The resident’s living accommodations may also be inspected for fleas, ticks or other pests. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods. The resident will be billed for the expense of any pest treatment above and beyond standard pest management in the residence. The University shall have the right to bill the resident’s account for unmet obligations under this provision.

11. The Owner must notify Disability Services and the Residence Life Office in writing if the animal is no longer needed or is no longer residing in on-campus housing. If the animal will be replaced, the Owner must file a new request with the Accessibility Resource Center.

12. There may be other rules and requirements, consult Residence Life. In addition, in the event of a problem with an ESA, the Residence Life may impose other requirements on an Owner, compliance with which is required to have the ESA remain. For example, if an animal appears to be neglected or abused the Owner may be required to address the situation, obtain a checkup by a veterinarian or otherwise address the situation and failure to do so may then result in discipline.

13. Owner agrees to provide written consent for Housing & Residence Life to disclose information regarding the request for and presence of the ESA to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the individual’s disability.

4.13.d Disciplinary Action and Removal of ESA

Failure to comply with the Support Animal Responsibilities listed above will be documented by Housing or Residence Life staff in incident reports. In keeping with the disciplinary process used in Housing, the standard response to violations will be:

1. 1st Violation: Meeting with the designated Housing professional staff member (Generally, the Associate Director), Written Warning.
2. 2nd Violation: Meeting with the designated Housing professional staff member and a representative from Disability Services. At this meeting, the Housing staff member and representative from Disability Services will work with the student on a remediation and appropriate follow up plan.

3. 3rd Violation: Removal of the Approved Animal from University Housing.

The University may require the individual to remove the animal from University housing if:

1. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. the animal’s presence results in a fundamental alteration of a University program;
3. the resident does not comply with the resident’s Responsibilities set forth above; or
4. the animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with Disability Services and may be appealed to the Director of Housing and Residence Life. Residents will be notified in writing that they need to remove their animal by Housing or Residence Life staff.

Once notified that an ESA must be removed, the resident will have 48 hours to remove the animal. After 48 hours, Housing reserves the right to inspect the residence to ensure that the ESA has been removed. If the animal has not been removed after 48 hours, the University may have the animal removed to the nearest, appropriate animal shelter. Additionally, failure to comply with the order for removal will result in a referral to Student Conduct for consideration of sanctions.

4.13.e Service Animals in Housing

The University recognizes the importance of Service Animals as defined by the Americans with Disabilities Act Amendments Act (ADAAA). Weber State University is committed to allowing individuals with disabilities the use of a Service Animal on campus to facilitate their full-participation and equal access to the University’s programs and activities. A Service Animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability (and in a very few circumstances a miniature horse). The work must be active and specifically related to the person’s disability. Simply providing comfort or emotional support does not qualify a dog as a service animal.

Individuals planning to have a Service Animal in their University Housing residence, will need to give sufficient notice to Disability Services to allow the appropriate arrangements regarding placement, roommates, etc. to be made. Service Animal Handlers (resident) will be asked to provide verification that their service animal has had the appropriate vaccinations and information related to their animal that will allow Housing to make appropriate arrangements.

Service Animals in Training

The University recognizes the importance of Service Animals as defined by the Americans with Disabilities Act Amendments Act (ADAAA). While Service Animals in training are not recognized under the ADAAA, Utah State Law (§62A-5b-104) provides those same rights of access for individuals with disabilities who are training Service Animals to provide a specific service with regard to their disability (hereafter “trainer with a disability”). Because Utah State Law does not clarify further its use of the term “in training,” University Housing, has established a definition based on accepted practices suggested by Assistance Dogs International (ADI). A service-dog-in-training is a dog, accompanied by its trainer with a disability that is undergoing individual training to provide specific disability-related work or service for that individual. This does not include obedience training or socialization of puppies who may later become Service Animals (generally 12-18 months).

Residents who are training Service Animals and who wish to bring those dogs into University Housing must register those dogs with Disability Services so that appropriate arrangements regarding placement, roommates, etc. may be made and all appropriate rules regarding expectationsbehavior of the animal while on campus can be reviewed. Trainers with a disability will also be asked to provide information that allows the University to determine that the dog is indeed being trained as a Service Animal to provide a service to them. Service dogs in training and trainers with a disability will be expected to adhere to all of the requirements for Service Animals as outlined in this Community Guide.
Expectations for Service Animals in Training

The same expectations for ESAs apply to Service Animals in Training, see above, except that Service Animals in Training are allowed on campus consistent with the Animals on Campus Policy.

4.14 DRUGS AND NARCOTICS (See Alcohol & Drugs)

Illegal use, possession, sale, or distribution of any narcotic or other controlled substance, or drug paraphernalia on university premises or on premises over which the university has supervisory responsibility, including all Housing & Residence Life facilities, is prohibited except as permitted by law and university regulations. Weber State University adheres to federal policy and Utah State Law on marijuana which declares it to be a controlled substance that must be prohibited. Regardless of your home state law or the possession of a medical use license from another state, marijuana is not legal on campus. Items in possession or use in Housing & Residence Life facilities which are deemed to have been used in the consumption of any narcotic or dangerous or unlawful drug (as defined by laws of the United States, the State of Utah, or housing policy) may be confiscated by University Police.

4.15 ELEVATORS

Elevators are provided in all buildings at Wildcat Village. Elevators are provided at University Village for residents or guests requiring their use as an ADA accommodation. Residents are expected to exercise appropriate care and good judgment in the use of the elevators. Misusing or tampering with the elevators will be grounds for disciplinary action and students may be held financially responsible for damage.

4.16 FERPA (Release of student information)

Residence Life recognizes the resident as the contract holder and will deal directly with the residents involved to resolve issues and differences. In keeping with FERPA (Family Education Rights and Privacy Act) requirements, the Residence Life Staff are not able to share details regarding resident issues with parents without the appropriate FERPA release. Parents who contact Residence Life Staff for information or to request an intervention may be asked to have their student contact the Residence Life Staff (in-person, by virtual meeting or via email) so that the student can approve and participate in the discussion if evidence of an appropriate FERPA release cannot be verified.

4.17 FIRE SAFETY

4.17.a Decorative Lights- LED Light strings and other decorative lighting cannot be hung on doors and should not be displayed in windows so that they are visible from the outside of the building. LED lights may be used in moderation in individual rooms. Lights cannot be left on and unattended. Use or displays of LED lights must not damage the facility (walls, window, etc.), must not interfere with fire detection and safety equipment, or cause a disruption or disturbance to roommates/suitmates.

4.17.b Electrical Devices/Appliances - Appliances and/or electrical devices with open heating elements or which produce excessive heat are a potential fire hazards and therefore prohibited. If you have questions about whether or not something is allowed, please check with your Area Coordinator or the Housing and Residence Life office. Residents should be aware that overloading the outlets in their room may result in tripping breakers and temporary loss of power to all or parts of their room. When this happens, the student will need to call the Village office or RA on duty for assistance resetting the breakers. Students who repeatedly interrupt power by overloading the circuits may be subject to fines or other disciplinary action.

4.17.c Extension Cords/Surge Protectors- extension cords are not permitted for use in University housing. You must use UL rated surge protectors. Surge protectors cannot be “daisy chained” or “piggy backed” on one another.
4.17.d **False Alarm** - Students found to have deliberately and knowingly initiated a false alarm (bombing, fire, or other emergency) may be subject to immediate eviction from campus housing and/or referral to the Student Conduct process.

4.17.e **Fire/Safety Systems** - Interference with fire and/or safety controls or devices may constitute immediate disciplinary action. Do not hang, tape, or otherwise adhere items to fire/safety systems. In addition, students found to have tampered with fire and/or safety equipment, including smoke detectors, fire suppression equipment, cameras, or doors, will be responsible for the costs (if any) for materials and labor required to restore the device to service. Students found to have tampered with fire or safety controls or devices will face disciplinary actions including but not limited to eviction from campus housing.

4.17.f **Fire Works/Explosives/Flammable Materials** - The storage, unauthorized use, possession, ignition, or detonation of any explosive device, fireworks, liquid, gas, substance, or object which is flammable or which could cause damage by fire or explosion to persons or property on University property is prohibited.

4.17.g **Heat Producing Devices / Candles**: Objects which produce excessive heat; have an open flame, or which smolder (i.e. candles, incense, halogen lights, candle / wax warmers, etc.) are prohibited in University residence halls and apartments. Possession or use of these or similar devices in Wildcat Village or University Village will result in disciplinary action including but not limited to: removal of the prohibited items(s), educational sanction, the assessment of fines, or other appropriate action.

4.17.h **Prohibited appliances/heat producing devices. Wildcat Village** (inside student rooms) include but are not limited to: crock-pots, pressure cookers, rice cookers, grills, toasters, toaster ovens, hot plates, halogen lights. Residents may use approved small cooking appliances in the community kitchen areas only.

4.17.i **Residents of University Village** may use small cooking and food preparation appliances in the kitchen area of the apartment. Cooking and cooking-related appliances are prohibited inside individual bedrooms or other non-kitchen areas.

4.17.j **Space heaters**

Space heaters are strongly discouraged but can be used if they meet the following criteria: UL listing 1,500 watts or under, self-limiting element temperature setting, automatic tip over protection, built in timer that does not exceed an 8 hour time limit, built in programmable thermostat and/or thermal limiter to protect against overheating. If a space heater is needed the following rules are to be followed: Allow a 3 foot clearance between the heater and surrounding flammable objects. Always plug the heater directly into an outlet to avoid overheating of cords, use the heater only as long as required, shut off the heater whenever it is not in use, place the heater on a level surface, always shut the heater off when no one is home to watch it!

No open element or metallic element heaters are allowed (anything that glows red when on). Also no fuel fired heaters are allowed (kerosene, propane, etc.)

4.18 **GUESTS**

The guest policy exists to help maintain an environment supportive of and conducive to a learning community and the academic mission of the institution. Guests are defined, as anyone not assigned to the room in which they are visiting. Non-resident guests will be defined as anyone not assigned to the floor or building in which they are visiting. Non-resident guests may be subject to additional escort procedures. Housing & Residence Life reserves the right to make changes to guest and visitation privileges as needed in the interest of safety, public health, disturbance to the community, or to maintain an appropriate learning and educational environment.

4.18.a **Overnight guests** must be registered with the supervising Area Coordinator and have the written consent of all roommates/suitemates.
4.18.b Escort Policy - The host resident must escort their guests at all times and are responsible for the conduct of their guests. Visitors and residents are expected to comply with staff direction and to present identification when requested to do so. Guests are expected to abide by university and Housing and Residence Life policies while visiting in housing facilities.

4.18.c Privacy - Roommate and suitemate rights to privacy and quiet for study will be respected and take precedence over guest privileges. Housing and Residence Life expects students to exhibit mutual respect by talking about expectations regarding guests and visitors with their roommates and suitemates. Residents who feel that their privacy is not being respected by roommates, suitemates or other residents; or that the presence of guests or visitors in the room or suite is creating an unacceptable living environment, are asked to contact their Area Coordinator for assistance and to discuss options.

4.18.d Lounges - Residents and their guests may visit in these areas at any time as long as these areas are not reserved for a previously scheduled program or activity; and as long as the visit does not create a disturbance or interfere with the common area intention of these lobbies. Guests must be accompanied at all times by their host resident.

4.18.e Guest Restriction & Suspension - Guest privileges may be restricted or suspended by individual room or apartment, floor or building in the event of roommate conflict, abuse of the privilege, disruption to the community or room/suite, public health concern, or other concern related to safety or maintaining an educational environment. Such suspensions or restrictions of guest privileges will be in accordance with established disciplinary procedures and will be authorized by the appropriate Housing and Residence Life professional staff member.

4.18.f Unauthorized tenants. Unauthorized tenants are defined as an additional, unassigned person staying in the room overnight or for an unreasonable length of time; the presence of personal belongings in the room not belonging to an assigned resident of the room; indication that the presence of the guest is for unreasonable periods of time or time of day; indication that the presence of the guest is causing a disruption for any occupants of the room, suite or apartment or is infringing on the privacy of the unit or community. The Area Coordinator or other appropriate Housing and Residence Life professional will make the determination of unauthorized tenant versus “guest”

4.19 HARASSMENT & DISCRIMINATION (Safe@Weber)

Weber State University is dedicated to the safety and well-being of all individuals on its campuses. The university prohibits all forms of violence, discrimination and harassment, in accordance with university policy. Housing & Residence Life is committed to providing safe and inclusive living environments that support respect and dignity for all persons. Information about the university’s policies and resources related to campus safety, discrimination and harassment; including information on reporting and support services, may be found on line at Safe@Weber. Individuals are encouraged to report instances of harassment or discrimination to the Housing & Residence Life office or through any of the campus reporting options available to them.

4.20 INTERNET TV / STREAMING SERVICE (CONTRACT CURRENTLY UNDER REVIEW. Service may not be available Fall 2021)

Weber TV is Housing’s campus-wide TV network. It features a full line-up of entertainment options and general interest programming. Access to Weber TV on campus is included with your housing costs.

4.21 KEYS

4.21.a. Residents may not copy or duplicate university issued keys. If a key is duplicated or tampered with, the resident will be charged to replace the key and will also face disciplinary action. Unauthorized possession or misuse of University issued keys is also prohibited. Residents must not loan or give out their keys to anyone, including their roommates. Keys are for the sole use of the resident to whom they are issued. If a resident’s key is found in the possession of anyone other than the resident it will be collected until the resident meets with their Area Professional Staff.
4.21.b Non-University approved locks are not allowed on any resident’s room or apartment door. Damage to or tampering with a University lock will subject the resident to disciplinary action and possible charges.

4.21.c The resident is issued an apartment key, a bedroom key (where applicable), and a mailbox key at the time of check-in. At the time of check-out original room/apartment and mailbox keys not returned will result in a lock replacement fee, and all charges will be billed to the resident. Keys returned after the resident departs or vacates will not be accepted, once a new key has been ordered.

4.22 LAUNDRY MACHINE USE

4.22.a Sharing with Non-Residents - Laundry machines in campus housing facilities are for RESIDENTS ONLY. Residents may not “share” this privilege with their off campus friends, guests, family etc. Residents found to be abusing this service by allowing individual who do not live on campus to use residential laundry machines will be subject to disciplinary action.

4.22.b Courteous Use - It is our expectation that residents are courteous of others who may be waiting to use the machines by promptly removing your laundry from washers and dryers. We strongly encourage you to monitor the cycle times and not leave your laundry unattended.

4.23 MISCHIEF AND PRANKING

Practical jokes, pranks and mischievous behavior may damage property, harm other individuals, increase work for facilities staff, and also increase the noise level and disturb non-involved residents. Because of the danger to others, dropping or throwing any object out of, into, or onto University property is strictly prohibited. Residents and guests who engage in careless, willful, or malicious behaviors may be held responsible for damages and clean-up. In addition, disciplinary action may be taken. If the individual(s) responsible for damage cannot be identified, or will not come forward, these unattributed and avoidable damage(s) to public or common areas, the building exterior, or immediately adjacent grounds will be assessed to the community and divided as a separate sanction and/or charge per resident of that community.

Individual or group pranks, practical jokes and/or mischief that may lead to any of the following are not permitted:

- Harassment
- Harm
- Damage to University and/or Housing and Residence Life property
- Damage to personal property
- Damage that requires abnormal and/or unnecessary cleaning of residence hall buildings and facilities
- Disruption to community and/or individuals

If deemed appropriate, Housing and Residence Life staff will file a police report and legal action may be pursued.

4.24 NEEDLES AND SHARPS DISPOSAL

Housing urges those residents using needles or syringes for valid medical reasons to purchase EPA-approved Sharps Disposal containers for proper disposal. Use those made specifically for bio-hazardous medically contaminated wastes like needles.

4.25 PERSONAL PROPERTY (see RENTERS INSURANCE)

4.26 PEST CONTROL

4.26.a Residents must notify the Housing & Residence Life office if there is an insect problem in their room or apartment. If the situation cannot be handled internally, exterminator service will be scheduled with a local provider, and is usually available at no charge to residents. However, if a resident’s lack of cleanliness is a contributing factor of an infestation, the resident could be billed for their own and neighbors’ extermination costs. If it is determined that there is a major problem,
all apartments in a localized area will be sprayed and treated together. Residents cannot opt out of spraying once it is determined to be necessary. Residents should remove themselves from the sprayed area for several hours afterward as a routine safety precaution.

Many insect problems can be addressed by practicing good housekeeping techniques and occasionally doing additional spraying to reduce and control bugs and insects. The following suggestions are helpful:

- Purchase a trash can with a tight-fitting cover and use plastic liners.
- Do not leave dirty dishes or food on countertops or in sinks overnight. This is when insects feed.
- Store open food containers (cereal boxes, etc.) in plastic bags, sealed containers, or in the refrigerator.
- Do not use contact paper in cabinets. Insects feed on the sticky backing.
- Do not let paper bags or newspapers accumulate. Insects nest in these areas.
- Keep all floors clean and free of food crumbs and wipe up spills when they occur.
- Buy professional strength insect spray and apply to the following areas where moisture may appear. These sprays are very effective when used properly and safely. Read and follow all label directions carefully and use reasonable caution when applying these sprays to avoid contact with skin or food. Avoid inhaling these vapors in enclosed areas.
- Do not store damp rags or sponges in dark closets.
- Do not allow grease to build up on stovetops, burners, or in the oven.
- Do not leave dirty clothes on closet floors or in corners.
- Once every three months, move all major appliances—refrigerator, stove, washing machine—and thoroughly wash the floor and wall behind them. Spray before replacing appliances.

Note any physical conditions in the building that might be causing insect problems. Residents should call the Housing & Residence Life Office if their apartment or room has previously been sprayed and insect problems still persist.

4.26.b Box Elder Bugs and other common pests

Box Elder Bugs and Elm Seed Bugs are considered an abundant nuisance pest in Utah. They are not poisonous and are not considered dangerous. Adult Box Elder bugs winter in protected indoor sites. They emerge on warm winter days, returning to shelter as temperatures drop at the end of the day. They emerge in mid-spring to lay eggs and complete their life cycle. Chemical control is of questionable value because Box Elder bugs are quite resistant to most insecticides. The bugs are not feeding indoors, and household formulations are less effective than the stronger pesticides used outdoors. Even those bugs that can be killed are soon replaced by the numerous flying adults moving in or emerging from sheltered areas. Unfortunately, Box Elder bugs are here to stay and residents should expect that they will see them in the facilities.

4.27 PETS

Possession, care, or harboring of all animals, except fish, is prohibited in University Housing or adjacent grounds. A fish is defined as a legless, cold-blooded, aquatic vertebrate animal with gills, fins, and scales. There is a 20-gallon size limit on fish tanks or aquariums. Visitors are not exempted from this regulation. Violation of this policy may result in disciplinary action and a disciplinary fine of $100.

4.28 POLICE IN HOUSING

Weber State University’s Police Department provides 24-hour patrol by full-time State of Utah certified police officers. Weber State University police officers have full peace officer status to better serve the campus community. The primary objective of Weber State University Police Department is to help support and maintain a campus environment where students, faculty, and staff feel safe to pursue the academic mission of the University. Housing and Residence Life collaborates with the WSU Police department and supports community policing in campus housing. University police officers are present in the buildings and regularly engage with students and staff in educational programming in addition to
providing police services. Students are encouraged to get to know our University Police officers and take advantage of the safety programs and services that UPD provides.

4.29 PRIVACY OF STUDENT OCCUPIED ROOMS

The privacy of student residential units in University housing will be respected, and no unit shall be entered without knocking except in the case of emergencies. University will make reasonable efforts to provide advance notice of any entry, except under emergency circumstances. In the absence of occupants, authorized University personnel may enter units in order to perform the following functions:

- To inspect and confirm Resident’s compliance with the terms of this Agreement;
- For the protection of health and safety;
- For emergencies;
- To perform such maintenance, repairs, improvements, inspections or energy conservation efforts as University deems necessary
- When a staff member has knocked and been invited in
- When the door is open and a violation of this Agreement, University Student Code and/or University policies, is in plain view.
- Access will be granted to any law enforcement officer possessing a valid search or arrest warrant.

4.30 QUIET & COURTESY HOURS

The right to quiet for study and sleep takes precedence regardless of the time of day. If your roommate, a neighbor or staff member asks you keep the noise level down, it is our expectation that you will comply with requests for reasonable levels of quiet. Each resident agrees to keep themselves, their visitor(s), and their guest(s) from any unreasonable behavior that would interrupt the sleep or study of others during quiet hours. Unreasonable noises and disturbances at all times include, but are not limited to:

- Loud volume radios, television, stereos, vacuums, pianos, musical instruments of other amplified, mechanical or electronic equipment (including voice, computer games, or electronically enhanced equipment).
- Excessive and loud behavior such as jumping or pounding in the apartment, shouting or other loud noise in and around common areas, parking lots, laundry rooms, community centers, balconies, stairwells or lobbies.
- Belligerent conduct that includes verbal or physical threats, brandishing of weapons or objects that can be construed as weapons, derogatory comments.

4.31 RECYCLING AND SUSTAINABILITY

Housing and Residence Life supports and promotes recycling and sustainability by providing recycling bins in each community and through education of social responsibility. All residents are strongly encouraged to actively support the recycling and sustainability efforts within their community.

4.32 RENTERS INSURANCE

University assumes no responsibility or liability whatsoever for any loss, destruction, or damage to personal property of Resident, unless such loss is due to the sole negligence of University.

To have protection from the possibility of property losses or personal injury, residents are strongly encouraged to have their property and personal belongings insured. Renter’s insurance can be purchased through most local insurance companies, or contact National Student Services, Inc., Post Office Box 2137, Stillwater, Oklahoma 74076, or access their website at www.nssi.com. Personal possessions should be marked or engraved with names and driver’s license number.

4.33 RESPECT (See also Harassment & Discrimination)
Students, staff, and guests are expected to interact with members of the community in a way that is respectful and supportive of the educational goals of community members as well as institutional values. Behavior that is likely to undermine the dignity, self-esteem, or productivity of any student, staff member, or guest is unacceptable. Disrespectful actions may be followed by disciplinary action.

4.34 ROOMATES

We encourage residents to be proactive in talking about boundaries and expectations on issues such as study time, having guests in the room, borrowing each other’s property, etc. Sitting down with your roommate and completing a roommate agreement early in the semester, and then revisiting it periodically, is a great way to prevent disagreement and differences from turning into an uncomfortable or hostile roommate situation.

We encourage you to have realistic expectations of your roommate. Ideally, you and your roommate are able to form a strong and mutually supportive bond, a lifetime friendship—but that’s a lot of pressure and expectation to put on a new roommate, especially at first meeting. Try not to form an opinion based on first impressions or social media profiles. Give you and your roommate time to learn about each other, accept and appreciate how you might be different and to build trust. Relationships require patience, compromise, honesty, respect and willingness to listen and learn.

If there is a problem, be willing to talk about it calmly, directly and be prepared to work on the problem together. It may be helpful to have your RA practice the conversation with you before you approach your roommate.

There may be times when you and your roommate feel that you can’t talk to each other. In this case, it’s best to contact the Area Coordinator sooner rather than later. The staff in your Village have been specially trained to help people work through difficult conversations and can assist you in navigating your roommate relationships. In the event that a room change is the best solution, your Area Coordinator can also help you request a room change and may be able to help you meet other residents who might be a better roommate match for you.

4.35 ROOM CHANGES

4.35.a It is not uncommon for residents to request to change rooms during the course of the year. There are any number of reasons for requesting a room change—roommate compatibility, cost, change room type (double or single room), etc. Our office is happy to work with you and will provide you with any available room change options. It is important that residents understand that room assignments are directly connected to important administrative processes such as billing, unit condition report and responsibility, room key and card access, rosters that assist us in the event of emergencies or evacuations, living-learning community designation, mail and packages and other functions. For these reasons, residents may not move or change rooms (even within the same suite or apartment) without prior approval from the Housing and Residence Life office.

4.35.b All approved moves must be completed within three (3) days of approval. All moves must be done according to Housing policies and in coordination with designated Housing and Residence Life Staff. Residents moving to a new room who do not check-out of their current room appropriately, will be charged for an improper check-out, as well as for any additional cleaning and damage charges. Generally speaking, no moves or changes between buildings and rooms will be made during the first two weeks of each semester without explicit approval from the Marketing & Assignments Coordinator and/or the Director of Housing & Residence Life.

4.36 SAFETY AND SECURITY

4.36.a Residents are expected to take reasonable steps to protect themselves and other members of the community. Propped doors invite theft and violate fire codes. It is the resident’s responsibility to keep their door(s) locked at all times to secure their room/apartment. Residents should carry their key and Wildcard (student/staff ID) with them at all times. Residents must not loan or give out their keys or Wildcard to anyone. Keys are for the sole use of the resident to whom they are issued. Propping doors open after they have been locked or using ANY items to keep doors from properly closing is
prohibited. All thefts of personal property should be reported immediately to the University Police and the Housing and Residence Life Staff.

4.36.b Weber State University is not liable or responsible for theft or damage to personal property or damage or injury of any kind including loss of personal property, death, or bodily injury to a resident, or to a guest of a resident. Any claims for damage or injury arising from a resident’s own negligence is hereby expressly waived and Weber State University and its employees are released from any and all liability for such injury. The personal safety of residents and the physical security of the residence halls depend in part on knowledge of security precautions. Police officers from the University Police Department patrol the campus 24 hours a day. Most housing facilities are locked 24 hours a day. Access to resident living areas is by key and/or card access by authorized residents and designated university staff.

4.36.c As an added safety measure, both Villages have security cameras installed to record the activity of persons at each of the entry doors, hallways, and other common areas. These security cameras are not intended in any way to compromise the residents’ privacy but are helpful in catching vandalism, theft, and other major policy violations. Only designated University staff, including University Police, have access to viewing the camera recording. Camera footage will also be made available to any university administrator or police officer who requests the information in the performance of their duties. All thefts, injuries, vandalism, or acts of violence should be reported to the police immediately.

4.36.d To have protection from the possibility of property losses or personal injury, residents are strongly encouraged to have their property and personal belongings insured. Renter's insurance can be purchased through most local insurance companies, or contact National Student Services, Inc., Post Office Box 2137, Stillwater, Oklahoma 74076, or access their website at www.nssi.com. Personal possessions should be marked and engraved with names and driver’s license number.

4.36.e **Identification** – Residents are required to comply with all requests of identity verification from university officials. Providing false identification, or allowing your guests to provide false identification information, or failing to provide identification will result in disciplinary action.

4.36.f **Room Keys and Card Access**  If you lose your key(s) or Wildcat card, please report it immediately so that we can work with you to help ensure that you are able to access and secure your room or apartment. It is prohibited to give your room keys and Wildcard to anyone else or share access with another student. Duplication of University keys other than by approved University personnel is prohibited. Violation of the key and card access policy will subject you to disciplinary action and/or financial penalties up to and including the possibility of eviction from University housing and/or referral to the Student Conduct process.

4.36.g **Safe@Weber** Information about policies, as well as reporting and support services related to campus safety, harassment or discrimination. Residents are encouraged to visit the website and familiarize themselves with these important campus resources.

### 4.37 SALES AND SOLICITATION

**4.37.a Prohibited** - Sales and solicitation is prohibited in residential facilities (including door to door). Residents are encouraged to report any sale, solicitation or door to door canvassing to the Village office or the RA on duty.

**4.37.b Private Business/Commercial** – Residents may not use their rooms for business or commercial purposes.

**4.37.c Advertisement/Public Posting** - Any information posted or distributed in Wildcat or University Villages must have the approval of the Director of Housing and Residence Life or designee. Materials posted or distributed in Housing areas without approval will be removed. Individuals or groups responsible for posting or distributed without approval may be held financially responsible for any necessary clean up or costs associated with removing and disposing of the unauthorized materials. Individuals or groups who would like to post or distribute materials in campus housing areas should contact Housing Office in Wildcat Village for more information.
4.38 SELF-CARE
While living in the residence halls, all residents are responsible for their own self-care including appropriate personal hygiene, mental health, management of medical conditions or illnesses, and/or disability-related personal needs. Residents are expected to utilize the various resources available to them to provide this care for themselves. Residents may not ask roommates, Housing and Residence Life staff, or other residents living within their community to be responsible for their self-care needs. Residents with the inability to care for themselves and/or who cause harm to themselves or others may be asked to adhere to a Behavioral Expectation Plan and/or referral to the student conduct / student of concern processes. To request disability-related accommodation please contact Disability Services.

4.39 SHUTTLE BUS SERVICE
Ogden campus shuttle buses run fall and spring semesters. Currently, shuttles pick up/drop off every 15 minutes between 6:30 a.m. to 8:30 p.m. These times are approximate and can vary depending upon adverse weather, mechanical issues, bad traffic, and logistical problems. The shuttles are closed for all campus observed holidays. Shuttles pick up/drop off from University Village Community Center near 4600 South and Stewart Library near the center of campus. These are the only two stops. For more information visit the Campus Shuttle website.

4.40 SMOKING, VAPING, AND TOBACCO USE POLICY
4.30.a The "Utah Indoor Clean Air Act" (1995) states: "a person may not smoke in a building, or portion of a building that is owned, leased, or occupied by the state or any state agency." Weber State University is a state-owned agency; therefore, all Housing property is subject to this act. Housing can levy fines, and/or refer the student to the student conduct or administrative review process.

4.30.b Smoking or vaping outside must take place a minimum of twenty-five (25) feet away from any building entrance, exit, air-intake or windows. Used cigarettes must be properly disposed of and not left on the grounds. Improper disposal may result in disciplinary fines or other disciplinary action.

4.30.c Hookahs, water bongs, e-cigarettes and vapor cigarettes are prohibited in all housing areas

4.41 STORAGE OF PERSONAL ITEMS
Personal storage space is limited in each room/apartment/building. Weber State University does not offer individual storage on campus. There are a number of private company storage facilities in Ogden and the surrounding area if you are interested in renting an off-campus storage unit. Personal belongings left in student rooms after the student has moved out will be considered abandoned. (See Abandoned Property)

4.42 STUDENT CODE
The Student Code is a document that outlines the basic rights and responsibilities applicable to all Weber State University students. It also contains important information related to the student conduct process, including due process, sanctions, and appeals procedures. The Student Code is administered by the office of the Dean of Students. The Student Code has been incorporated as part of your Housing License Agreement so Housing & Residence Life works closely with the Dean of Students office on issues related to student conduct and students of concern. When a student who lives on campus is alleged to be involved in a violation of the Student Code, their Housing License Agreement, local, state or federal law; or is identified as a student of concern based on their behaviors or actions, Housing and Residence Life staff will work collaboratively with the Dean of Students office and/or other appropriate campus partners in following up with the student(s) as part of the student conduct and student care processes.
4.43 THREATS
It is our expectation that all residents be free of harassment and intimidation in university housing. We expect residents to conduct themselves with maturity and respect in dealing with interpersonal conflict and to seek the assistance of the staff when needed in order to peaceably resolve differences. Consequently, any resident, guest or visitor who uses or attempts to use threats, coercion, harassment, bullying, physical or verbal assault, sexual harassment, hazing, or intimidation (real or implied) against another person in housing facilities will be subject to immediate disciplinary action.

4.44 TRASH DISPOSAL
Residents may not dispose of their trash in the common area trash cans. Residents are responsible for disposing of their trash regularly and in the proper area (dumpsters are located close to or in the parking lot(s) near each housing facility). Improper disposal of trash and/or littering of the residential areas may result in disciplinary action including the assessment of a disciplinary fine.

4.45 VANDALISM AND DEFACING PROPERTY

4.45.a Defacing, removing, or destroying University or personal property (including, but not limited to, bulletin boards, posters, stickers, door tags, furnishings, surfaces, etc.) is vandalism and is prohibited. Intentional damage to, or improper use of, University or personal property is also prohibited and considered vandalism. If deemed appropriate, Housing and Residence Life staff will file a police report and legal action may be pursued.

4.45.b Residents are liable for any damage that they cause to Housing and Residence Life facilities or equipment, and may be asked to pay replacement or restoration costs. In each case, reasonable efforts will be made by Housing and Residence Life staff to determine actual responsibility. If the individual(s) responsible for damage cannot be identified, or will not come forward, these unattributed and avoidable damage(s) to public or common areas, the building exterior, or immediately adjacent grounds will be assessed to the community and divided as a separate sanction and/or charge per resident of that community.

4.46 WEAPONS, EXPLOSIVES & FIREARMS

4.46.a Explosives (including but not limited to firecrackers, fireworks, home-made explosives, pyrotechnics, and gunpowder), firearms and weapons, (except as expressly permitted by law), are not permitted on campus, including all Housing & Residence Life facilities. Weapons include but are not limited to: explosive devices, nun chucks, swords, bows and arrows, crossbows, butterfly knives, brass knuckles, paintball guns, toy guns, pellet guns, air-soft guns or any other similar object.

4.46.b Weapons as Decoration – Weapons, simulated weapons, and disabled weapons of any type are not permitted to be used for decoration in any Housing & Residence Life facility on or off campus. This includes but is not limited to the list of weapons not permitted above.

4.46.c Note regarding concealed weapon permit holders: Concealed weapon permit holders who bring permitted weapons to campus with them are encouraged to store their weapon in a secure, locking container in order to protect it from theft or access by unauthorized individuals. If you become aware your roommate is a concealed weapon permit holder and you do not want to live with a concealed weapon permit holder, please contact our office and we will accommodate your room change request. Housing & Residence Life does not keep records on concealed weapon permit holders.

4.47 WINDOWS
Prohibited Use - Windows may not be used as an entrance to or exit from the building. Window screens (where applicable) must remain secured to the window. Residents found to have removed the screens or to have entered or exited the building via any window, or to have allowed visitors or guests to do so, will be subject to disciplinary action.
PART 5: EMERGENCY PROCEDURES

Residents are expected to comply with procedures established to promote safety in the university housing facilities. In the event of fire alarm, severe weather warning, bomb threat, or other such emergency, residents are expected to comply with appropriate emergency procedures. Students are encouraged to sign up to receive Code Purple emergency notifications.

5.1 ACTIVE SHOOTER

Campus shooting incidents are highly unpredictable. A Code Purple emergency notification will be issued instructing the affected facilities/area or entire campus to implement Lockdown or Shelter-in-Place procedures. The proper reaction is dependent on the situation and a number of circumstances but the general concepts are: 1) avoid, 2) hide, or 3) fight. The following depicts these concepts and what to expect during an active shooter situation.

5.1.a Avoid Concept: The best option for survival may be to escape. Leave the area immediately, if safe to do so, and try to accomplish the following actions:

- Quickly and quietly move away from the danger.
- Notify anyone you encounter to exit the area.
- Call University Police to report the incident and provide the following information:
  - Exact location and nature of incident
  - Description of shooter (race, gender, clothing)
  - Description of weapons (rifle, pistol)
  - Number of injuries/fatalities
  - Your exact location, name, and call back number
- Leave the area or wait in a safe place to be evacuated by police.

5.1.b Hide Concept: If you cannot exit the facility/area, implement lockdown procedures:

- Move to nearest room that can be secured.
- Lock doors and windows and close blinds and curtains.
- Turn off devices that emit light or sound.
- Seek protective cover behind large furniture.
- Do not answer the door or verbal inquiries.
- Call University Police to provide information.
- Reassure others and assist the injured.
- Wait for police to respond or for an “all clear” to be issued before leaving the room.

5.1.c Fight Concept: If you encounter the shooter and you cannot avoid or hide consider taking the following actions:

- Do not make sudden movements or do anything to provoke the shooter.
- Respond to the shooter when questioned.
- A physical attack should be a last resort to preserve your life or the lives of others.
- Work together or alone to disable the shooter.
- Use aggression or improvised weapons.

5.1.d Police Response: The primary objective is to locate and neutralize the shooter.

- Police will work to identify:
  - The number, description, and location of shooters.
  - The number and types of weapons.
- Police officers will:
  - Engage suspects, if threatened.
5.1.e Post-Incident Actions:

- Emergency medical services will respond and treat the injured.
- Evacuation will be coordinated.
- People will be escorted to secure areas.

5.2 BOMB THREAT

- Bomb threats are usually received via telephone.
- Stay calm and pay attention to details.
- Write down information as the caller says it and take accurate notes, including:
  - The exact time of the call
  - The exact words the caller used
- Ask the caller the following questions and attempt to get the information passively:
  - When is the bomb going to explode?
  - What does the bomb look like?
  - Where is the bomb located?
  - What kind of bomb is it?
  - What will cause the bomb to explode?
  - Did you place the bomb? Why?
  - Where are you calling from?
  - Where do you live?
  - What is your name?
- Try to keep the caller on the phone as long as possible, and listen for and record the following:
  - Age and gender of caller
  - Speech pattern, accent or nationality
  - Emotional state of the caller
  - Background noises
  - Anything to help determine the origin of the call
- Have another person call University Police (801-626-6460 to relay the caller information as it is recorded. Note: The person should be far enough away to not be overheard by the caller.
- Follow University Police instructions.

5.3 EMERGENCY ASSEMBLY AREAS:

Emergency assembly areas are temporary staging areas to be used in the event a building is evacuated for an extended period of time. Emergency assembly areas provide a safe and coordinated place to meet in the event of a major incident. In the event that it is necessary to evacuate a building for an extended period of time, Housing and Residence Life staff and/or emergency personnel will direct you to the designated emergency assembly area. It is important that you report to the emergency assembly area so you are safely accounted for. These areas will be manned by University staff and/or police and emergency personnel who will assist in providing further information and instructions.

5.4 EVACUATION PLANS - (Fire, Bomb threat, Gas leak)
NOTIFICATION of residents to evacuate the facility will be signaled utilizing the fire alarm system.

When the fire alarm sounds, residents are expected to immediately exit the building. Do not use elevators. Proceed in an orderly manner to the closest, safe exit route. Evacuation routes are posted throughout the buildings. Please take the time to learn and practice exiting the building using different routes. In the event of an emergency, the route you use most frequently may not be safe or available. Residents will move in a calm and orderly fashion a safe distance from the building or, if indicated, to the designated Emergency Assembly Area. It is important that residents report to the designated area so that staff can determine who is present and accounted for.

5.5 MISSING PERSON

If a member of the University community has reason to believe that a student who resides in on campus housing is missing, he or she should immediately notify WSPD at (801) 626-6460. WSPD will generate a missing person report and initiate an investigation. After investigating the missing person report, should WSPD determine that the student is missing and has been missing for more than 24 hours, WSPD will notify other local police and the student’s emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, WSU will notify the student’s parent or legal guardian immediately after WSPD has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on campus housing have the option to identify, confidentially, an individual to be contacted by WSU in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, WSU will notify that individual no later than 24 hours after the student is determined to be missing. A student who wishes to identify a confidential contact can do so through WSU Housing. A student’s confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

5.6 PERSON OF CONCERN / ABNORMAL BEHAVIOR

Abnormal behavior or person of concern behavior may be displayed by someone who is threatening physical harm to themselves or others, appears to be out of touch with reality, or is acting irrational. The person could be having a psychological crisis or be under the influence of alcohol or drugs. Approach the situation by focusing on the person’s behavior and its consequences, and follow the guidelines below.

5.6.a Illogical or Irrational Behavior:

- Have someone notify University Police and provide the following information:
  - Description of the situation and location
  - Description of the disruptive individual and observed symptoms/behaviors
  - Names of individuals involved

Have someone notify a staff member about the situation.
Stay calm and stay with the person if safe to do so.
Be supportive/compassionate until help arrives.
Maintain a safe distance and do not confront or try to detain the individual.
Do not argue with or aggravate the individual.
Have someone meet University Police to direct them to the scene and provide information.

5.5.b Attempting to Harm Themselves or Others:

- Call 9-1-1.
- Have someone notify a staff member about the situation.
- Stay calm and try to assist the injured if you may safely do so.
- Have someone notify University Police and provide the following information:
  - Description of the situation and location
Description of the disruptive individual and observed symptoms/behaviors
Names of individuals involved
Names of injured and description of injuries

- Provide first aid/CPR if you have been trained and/or feel comfortable doing so.
- Have someone meet University Police and other emergency personnel to direct them to the scene and provide information.

5.7 SUSPICIOUS PACKAGE

Characteristics:
- Bulky, lopsided, rigid, or uneven.
- Missing postage or return address.
- Incorrect titles or misspelled labels.
- Leaks, stains, powders, or protruding items.
- Contains a ticking, vibration, or other sound.

Instructions:
- Do not handle/disturb, and slowly move away.
- Record the location, description and sender and addressee’s names and addresses.
- Clear immediate area/room of all persons.
- Notify University Police at (801) 626-6460.
- Notify a staff member or the RA on duty.
- If the package has emitted a powder or substance:
  - Instruct people in immediate area to wash exposed skin with soap and water.
  - Record names of these people and direct to a designated safe area to await instructions.
  - Turn off HVAC system and cordon off area.

5.8 TORNADOS or SEVERE WEATHER

5.8.a In the event that a tornado WARNING issued, residents are expected to immediately cooperate with the directions of the staff and the following tornado shelter plan “shelter in place”.

- **Residence Hall 1:** Move to bathroom areas inside the suite. Close doors and stay away from windows.
- **Stewart-Wasatch Hall:** Move to the bathroom areas inside the suite. Close doors and stay away from windows.
- **Stewart-Wasatch Hall Community Areas/Lounges:** Move to an interior hall or room on the lowest level possible. Stay away from windows.
- **Residence Hall 3:** Move to community bath areas on the floor, away from windows and lounge areas.
- **Common areas, Lounges, Floor kitchens:** If you are in a common area of Wildcat Village, please move to an interior hallway or room on the lowest level possible and stay away from windows.
- **University Village:** Move to the bathroom / shower rooms inside the apartment. Close doors. Stay away from windows.
- **University Village Community Center:** Move to the lower level of the Community Center away from windows and glass.

5.8.b NOTE: Failure to comply with emergency procedures puts you and possibly others at great risk. For this reason we take these procedures very seriously and expect your full cooperation during drill and other alarms. Failure to comply with emergency procedures may result in disciplinary action, fines, and/or other legal action where a violation of federal or state law occurs

5.9 UTILITY FAILURE
5.9.a Power Outage:
During regular business hours please call the Village office:
- Wildcat Village: (801) 626-7275
- University Village: (801) 626-8026
After business hours please call the RA duty phone:
- Wildcat Village (801) 510-9796
- University Village (801) 725-0090

- Use caution if you have to enter or exit your room or building.
- Use flashlights if available. Do not use candles or open flame devices.
- Keep refrigerators and freezer doors closed as much as possible in order to extend cold/cool storage capability.
- Unplug electronics (TV’s, computers, gaming systems, etc.) to help protect them from power surges when power is restored.

5.9.b Flood:
- Do not use or disconnect electronics while standing in water.
- If a sink or toilet is the source, attempt to shut off the water source and notify a staff member immediately.
- If you are instructed to evacuate the building:
  - Exit carefully and calmly using the nearest stairwell.
  - Avoid areas of standing or rushing water.
  - Do not use elevators.
  - Please use caution as some surfaces may be slippery when wet.
PART 6: PROCEDURES APPLICABLE TO ALL RESIDENTIAL STUDENTS

6.1 BREAK HOUSING

Breaks are defined as the following periods during which classes are not offered:

- **Fall break**: Period of days between the end of summer session classes and the date the residence halls open for Academic year check-in;
- **Summer break**: Period of days between the end of the standard academic year (spring semester) and prior to the date the residence halls open for summer session check-in;
- **Winter break**: Period of days between the last class day of the fall Term and the date the residence halls open for spring term check-in.

6.1.a Eligibility for break housing:

6.1.a.i **Fall break**: Summer housing residents who have also signed up to live on campus for the subsequent academic year (continuous occupancy), are eligible to stay in housing during fall break. There is no additional charge for residents who are continuing from summer housing to academic year housing. Residents staying for fall break may be required to move from summer to academic year assignments and are expected to cooperate in completing any moves in a timely manner.

Summer housing residents who are NOT signed up to live on campus during the subsequent academic year are not eligible for fall break housing and will be expected to check-out of their summer housing assignment at the end of the summer term.

6.1.a.ii **Summer break**: Spring housing residents who have also signed up to live on campus for the subsequent summer term (continuous occupancy), are eligible to stay in housing during summer break. There is no additional charge for residents who are continuing from spring housing to summer term housing. Residents staying for summer break may be required to move from their spring assignment to their summer term assignment and are expected to cooperate in completing any moves in a timely manner.

Residents living on campus at the end of the spring semester who are NOT signed up to live on campus during the summer term, are not eligible for summer break housing and will be expected to check-out of their spring housing assignment at the end of the spring term.

6.1.a.iii **Winter break**: The academic year housing agreement includes winter break stay as part of the agreement as long as the resident continues to live on campus for the spring semester. Residents who chose to stay on campus over winter break may be asked to “register” for winter break housing so that Housing & Residence Life staff will know who may be in the building in the event of emergencies, facilities issues, or other similar circumstances.

6.1.b **Break Housing Charges** – Students who are not eligible for break housing, i.e. students who cancel their housing, do not return to the university following the break period, or whom are released from their housing contract under any provision and have continued to occupy a residence hall room during any Break Housing period will pay $25.00 per day of occupancy after the end date of the previous term until the student has followed established procedures for checking out of their room/apartment with hall staff.

6.1.c **Break Meals (Meal plan holders)**. Dining Services are generally not available during university break periods or holidays. Please see the Dining Services for information about break or holiday dining hours and availability.

6.2. CARD ACCESS (See Wildcard-Student ID)
6.3 CONSOLIDATION PROCESS

Your housing agreement is for a space in our facilities; it is not for a specific room. We sometimes find that we have a number of rooms, where for various reasons only one resident is occupying the double room. We refer to this as an “accidental single.” To best utilize our space, we utilize a consolidation process during each of the long semesters (fall & spring). The process actually begins before some residents even arrive. Some of you may arrive to discover that the roommate you expected did not arrive and you received a new one. This is part of the consolidation process.

At the beginning of the semester we put a “freeze” on any room change requests. This allows us time to verify that everyone has checked in and to begin accommodating any overflow or last minute arrivals. If you are in an “accidental single” as described above, you may be contacted by your Area Coordinator or the Assignments Coordinator in the Housing office, and informed of your options at that point. You may be offered the opportunity to pay the additional fee and keep the room as a super-single. If you decline the single, or if space does not permit it, we will work with you and other residents affected by consolidation including facilitating a process by which you may meet or contact other residents who are looking for a roommate.

6.3.a It is important that you respond to notices about consolidation, Residents who do not respond to notices or emails regarding participating in the consolidation process will be considered to have accepted the room as a super-single and will be billed accordingly.

6.3.b It may also be necessary to implement consolidation as a result of public health concern, significant system failure or facility issue, to accommodate the gender mix, or other unexpected or major disruption. In these cases, residents are expected to comply with consolidation moves in a timely manner.

6.4 HOUSING LICENSE AGREEMENT

Your occupancy in campus housing has come about as the result of a legal agreement between you and Weber State University. Please read your Housing License Agreement carefully and take special note of dates, deadlines, possible financial requirements and refund schedules.

WSU Housing and Residence Life offers three standard housing agreements:

- Academic year (August – April)
- Spring semester only (January – April)
- Summer housing (approximately May 1 – August 15)

6.5 REQUESTING RELEASE FROM YOUR HOUSING LICENSE AGREEMENT (see Housing License Agreement, 12. Termination by Resident) Residents may request termination of their Housing License Agreement for the following reasons:

- Graduation, Change in Marital Status, Active Duty Military Service or other special circumstances approved by University.
- Complete withdrawal and non-registration from University for the remainder of the academic year
- Approved Transfer of the Housing License Agreement
- Buy-Out the remaining term of the License Agreement.

You may be asked to provide supporting documentation with your request. The Director of Housing & Residence life or designee will review requests and will notify residents via their WSU email of the decision regarding their request for release. If approved, termination fees may apply. If the request for termination is denied, residents will be provided information regarding options for submitting an administrative appeal through the Student Petition, Complaints and Grievances processes.

6.6 TERMINATION FEES

Students who enter into a Housing Licensing Agreement and then request release from the agreement prior to the listed Contract Termination Dates, may be assessed termination fees. (See Housing License Agreement, Termination by Resident
Termination fees must be paid before the Housing License Agreement will be officially terminated. A copy of the *Release and Termination Fee Schedule* is included in the Housing & Residence Life Community Guide.

### 6.7 EMOTIONAL SUPPORT ANIMALS - REQUEST PROCESS

1. Request an accommodation through [WSU Disability Services](#). Provide documentation of a disability and meet with a campus disability specialist to review your request for an Emotional Support Animal. Disability Services will provide Housing a letter verifying approval of your request.

2. **General requirements for the ESA**
   - See section 4.13.

3. Meet with the [Associate Director](#), Housing & Residence Life to review student expectations for living with an Emotional Support Animal in Housing.

   Please note that Housing staff need notice of your request for an Emotional Support Animal in order to make proper arrangements and to notify roommates as needed.

#### 6.7.a Please have the following information for your meeting with Housing staff.

- Information of animal/ Name, description of the animal
- A picture of the animal with you (Residents will receive an ESA ID card to carry at all times)

### 6.8 HEALTH AND SAFETY INSPECTIONS

6.8.a To ensure proper upkeep of the facilities, compliance with health and safety measures, as well as to provide an opportunity for follow up with residents; residence life staff members conduct scheduled health and safety inspections of each and every room in their housing area. Residents are required to pass at least one health and safety inspection per semester. RAs will notify resident of dates and expectations for health and safety inspections at least one week in advance.

6.8.b Health and Safety Inspections are conducted for the following reasons: to verify occupancy of the room/suite/apartment, to ensure that safety and sanitation standards are maintained. To verify that any needed repairs are being taken care of, to follow up on how the residents are adjusting to campus living i.e. roommate relationships, classes, etc.

6.8.c Housing & Residence Life will send out reminders, notifying residents of when scheduled health and safety inspections will take place. Residents are encouraged to be present and participate in the health and safety review so that they can ask questions and bring any concerns to our attention. If the resident chooses not to be present, the staff member will enter the unit in order to complete the inspections.

6.8.d If the room/apartment is found to be in unsatisfactory condition in terms of cleaning, health or safety, the occupants will have the opportunity for re-inspection within 24 hours. Should the room/apartment still be found unsatisfactory after re-inspection, the Area Coordinator will initiate formal follow up as part of the student conduct process.

### 6.9 LOCK OUTS

If you are locked out of your room, our staff will assist you in getting back in. If you are locked out during posted business hours, please go to the Village office and a staff member will be able to assist you. Residents will be required to present proper identification (student ID, Driver’s license etc.) to verify that you are the resident of that room before the staff member will perform the lock out service. If you are locked out at a time when the Village office is closed, contact the RA on duty. The on-duty staff member will arrange to meet you and let you back into your room. There is no charge for the first lock-out. Any additional lock outs will result in a $5.00 fee being assessed to your account.

### 6.10 MEAL PLANS

All residents who live in Wildcat Village are required to purchase a resident dining meal plan. Residents who reside at University Village are not required to purchase a dining plan, but have the option to do so. Requests to change your meal
plan must be submitted during scheduled change request periods. Check out Weber Dining for more information about campus dining options.

6.11 MAIL & PACKAGES

All residents living on-campus are assigned a mailbox. Mailboxes are located near the office in each Village. Please note that your mailbox number is not the same as your room number. Mail and/or packages are delivered to Village offices. When a resident receives a package, a housing office staff member will log the package and put a “package notice” in the resident’s mailbox. Residents should bring the package notice and a photo ID to the Village office to sign for and pick up the package. Please be aware that sometimes packages are delivered to WSU Mail Services first and then distributed through campus mail services to Village Offices. This may mean that residents may receive an electronic notice from a shipping company that your package was “delivered” (to the campus) but it may be an additional work day for the package to arrive at the Village office.

WILDCAT VILLAGE MAILING ADDRESS
First & Last name (no nicknames please)
# (mailbox assigned at check-in) Wildcat Village
Ogden, UT 84408

UNIVERSITY VILLAGE MAILING ADDRESS
First & Last name (no nicknames please)
# (mailbox assigned at check-in) 1321 E 4600 S
Ogden, UT 84403

6.12 MAINTENANCE REQUESTS

If there’s work that needs to be done in your room, such as a broken switch plate cover or a slow draining shower, residents can submit a non-emergency maintenance request on-line or by stopping by or calling the Village office. Non-emergency maintenance requests are attended to during regular business hours.

6.12.a If it is an after-hours emergency, please contact the R.A. on duty immediately. Housing staff on-duty will work with Student Affairs Maintenance staff to determine if the issue constitutes an emergency. If the issue is determined to be an emergency, Student Affairs Maintenance will respond as quickly as possible in order to address critical problems. In the event that the emergency requires that we temporarily relocate you to another room so that repairs can be made, your Hall staff will assist you with getting keys to the temporary assignment. Generally speaking, problems that result in flooding or significant water accumulation, loss of power to the whole unit, floor or building, loss of heat or air-conditioning when temperatures are excessively hot or cold, and other life-safety concerns are considered emergencies.

6.12.b We understand that sometimes accidents happen. If you accidentally cause damage, please contact our office or the staff member on call as soon as possible so that we can start any needed repair or clean-up process. Accepting responsibility can be scary, and we appreciate the maturity and honesty it takes to self-report. Consideration will be given to residents who voluntarily come forward and cooperate in reporting damages that are determined to be accidental.

6.12.c Usually, the maintenance work will be completed by a member of the Student Affairs Maintenance staff. In some instances, it is necessary for us to utilize the services of an outside contractor. When it is necessary to use outside contractors, a member of our Student Affairs maintenance or Housing & Residence Life staff member may escort them while in a resident’s room.

6.12.d If repair work is not completed in a satisfactory manner, please bring it to the attention of your Area Coordinator or the Housing and Residence Life office (801) 626-7275. Your Area Coordinator can follow up on your request and work to ensure speedy and appropriate action is taken. Residents will not be charged for repairs that are necessary due to normal wear and tear. You will be charged for damages that are the result of neglect or abuse on your part or your guest(s).

6.13 MOVING IN TO YOUR ROOM:

Prior to your arrival, a Housing and Residence Life staff member made a thorough accounting of the condition of the room. This is recorded on a Unit Condition Report (UCR). You will be able to review the UCR that the staff submitted, as well as complete an assessment yourself through your Housing account. Please be sure to list any damages or needed repairs that are not already indicated on the form. It is important that you take the time to carefully review the Unit Condition Report.
Any damages not noted on the Unit Condition Report form at the beginning of occupancy will be assumed to have occurred during occupancy and may result in damage or cleaning charges.

6.13.a Always Clean Expectation: It is our expectation that every resident check into a clean room/suite. Because some residents move in earlier than others, please make sure that common areas in your suite or apartment are always clean. We will attempt to notify you in advance if you are to receive a new roommate so that you will have time to prepare. Residents are expected to take any necessary steps to make sure the room and any shared spaces are cleared of belongings, are clean and ready to receive the new resident. Failure to do so may result in the assessment of cleaning charges.

6.14 MOVING OUT OF YOUR ROOM OR CHANGING ROOMS

This section will provide you with important information about moving out of your room—a process also known as checking out. Whether you are changing rooms or planning to move out of campus housing, there are a couple of things you need to do.

6.14.a Be sure you’re authorized to move or check out. Please be aware that your housing agreement is for the entire contract period (academic year (August – April), spring semester only or summer). You need to go through a formal process to request release from the agreement and we want you to be aware that there may be termination fees associated with early release.

6.14.b Room or roommate change: We understand that for any number of reasons, you may want to change rooms. We are happy to work with you and review any options available to you. Requesting a room change is not a difficult process. If you want to change rooms, it is important that you request a room change and be approved for the room change through our office. Residents who change rooms without approval may be subject to disciplinary action.

6.14.c Once you are approved to change rooms or move out: Be sure you complete a proper check out. Check out may be completed in-one of two ways: (See any COVID-19 updates)

- **In-person check out:** For an in-person check out, residents will pre-schedule a time to check out with your RA. At the scheduled time, meet your RA at your room to go through the room inventory form. All personal belongings must be removed from the room at the time you check out. The room should be clean and furniture returned to its original configuration. Changes in room condition not attributed to normal wear and tear may result in damage charges. The staff member will collect your room and mailbox keys. You will be asked to electronically sign the Unit Condition Report, acknowledging noted changes in condition, return of keys, and forwarding address.

- **Express check-out** is a “no-contact process” of checking out and does not require the resident to schedule a time with a staff member. To complete an express check out, residents will pick up an express check out envelope from the Village office. Follow the instructions printed on the envelope, please make sure you have completed all fields. Fill out the forwarding address card and place it and your room and mailbox key(s) inside the envelope. Seal the envelope and drop it in the mail slot near the Village office. A Housing staff member will conduct a walk-through of the room after the express check out is received in the office. Any changes in room condition not attributed to normal wear and tear may result in damage charges.

6.14.d Improper Check-out

Any resident who leaves without completing one of the check-out options outlined above, may be charged $50 for improper check-out. A Housing staff member will conduct a walk-through of the room after it has been determined that the resident has vacated the room without checking out. Any changes in room condition not attributed to normal wear and tear may result in damage charges. The resident will also be responsible for any necessary cleaning charges.

6.14.e Allow ample time for packing, moving and cleaning prior to your scheduled check-out appointment. Plan on at least four hours; more may be necessary if you have a lot of belongings to pack or if your room is particularly dirty.

6.14.f Know what is expected in terms of room condition. Don’t hesitate to ask the R.A. to walk through the room with you a few days before you’re scheduled to check out. (The R.A. will probably do this during the last Health and Safety inspection of each semester.) If you are expecting charges or conflicts over charges, request a meeting ahead of time with your RA or
Area Coordinator to discuss your concerns. When you are ready, pack your belongings and clean your room. Failure to properly clean before final check-out will result in the assessment of penalty charges. Please be mindful of keeping your belongings secure while you are moving out by closing and locking your room when you are moving things out. Keep your car locked when you are moving your belongings out.

6.15 PARKING

Residents who live on campus are required to purchase a parking permit in order to park on campus. Please consult the University’s Parking Regulations for information concerning permitted parking areas, parking fines, etc.

6.16 PERSONAL PROPERTY: See: RENTERS INSURANCE

6.17 RECONTRACTING

Each academic year, current residents will be given an opportunity to sign up for preferred spaces before new, incoming students are assigned. Check with the Housing and Residence Life Office, Housing Staff or watch for published advertisements with detailed information.

A Housing license agreement is renewable annually at the discretion of Housing and Residence Life. Housing reserves the right to refuse housing to any resident who becomes delinquent in rental payments, or who has demonstrated an unwillingness or continual inability to abide by community rules, regulations and policies within the housing system.

6.18 WILDCARD (Student ID)

Your Wildcard is more than just your official Weber State University issued ID. Your Wildcard is also what you use to access important services like the library, gym, printing at the computer labs, and access to sporting events. For students who live on campus, your Wildcard also serves as card access to your assigned building and is also how you use your meal plan at campus dining locations. Because it is your all access pass to so many services, it is important that you keep your Wildcard safe and never loan it to another student. If you card is damaged or lost, please report it immediately to the Wildcard Office in the Shepherd Union and get it replaced as soon as possible.

6.19 WITHDRAWAL FROM THE UNIVERSITY

Please notify the Housing office if you are planning to withdraw from the university. Withdrawing from the university does not automatically release you from your housing agreement. Please contact us before you move out so that we can help you complete a proper check out and avoid additional charges or improper check out fees. We can also help make sure you complete any steps needed to resolve your housing agreement, and make sure you understand any charges that you may still have.