

## 5.8 FACILITY POLICIES AND GUIDELINES

### 1. *Abandoned Property*

Abandoned property is defined as any items that are left in on-campus housing when resident's check-out of their residence hall room or apartment. A fee of \$75 will be charged to the responsible resident for any abandoned property. If the property is not picked up within one (1) week of check-out, the items will become the property of the University. Abandoned items will be confiscated and the contents will be disposed.

### 2. *Appliances*

Students are permitted to use UL power strips. Multiple extension and/or inappropriate power extension cords are not permitted. The University is not responsible for damage to appliances or items inside the appliance due to power outages, power surges, etc..

- Refrigerators in the residence halls must not exceed 3.2 cubic feet or draw more than 1.5 amps, and there may not be more than one refrigerator per room.
- Microwaves in residence halls must not draw more than 5.8 amps, or exceed 700 watts, and must be plugged into an UL power strip with built-in circuit breaker, or a "dedicated outlet". There may not be more than one microwave per room.

### 3. *Balconies and Porches*

As a safety precaution, no more than four people may be on a balcony at any given time. Balconies should remain free of debris, laundry, and grills (not permitted on campus). Bicycles may also be placed in this area in a quantity consistent with the number of occupants in the unit. Hammocks are not permitted to be hung from balconies/porches/patios.

Students may place their personal outdoor furniture on the balcony/patio/porch. University furniture should not be placed on balconies, patios, or porches in order to keep it from being exposed to the elements and in good functional condition. If the residents of an apartment are found with university furniture on their balcony, porch, or patio, they will receive a warning to place it back inside within 24-hours.

Motorcycles, mopeds and other similar motorized vehicles are not permitted on balconies/porches/patios.

No item should be thrown or dumped from balconies/porches/patios. Strands of lights, wind chimes, and any other decorations are not to be hung from balconies. The only item that may be hung from the balcony/patio are flags recognized by the United Nations. Such flags should be secured in such a manner that they do not have the potential to harm other residents or University property and displayed in accordance with the regulations of displaying the nation's flag.

### 4. *Bicycles and Other Wheeled Transportation*

Wheeled transportation is not permitted in the hallways or lounges of residence halls or apartment living units. They must be safely and securely stored in individual rooms and or bicycle racks located throughout campus. All bicycles must be registered through the Department of Public Safety and removed at the end of the academic

year. Bicycles that are left chained to bicycle racks for more than one (1) week after the end of a semester, will become property of the University and be removed from campus. For more information on how to register your bike, call DPS at (314) 977-3000.

### 5. *Cleanliness*

The Building Service Worker's responsibility is for daily, normal, anticipated cleaning. Residents will be asked to clean up excessive messes, and individuals will be charged a minimum of \$50 per residence hall room or \$50 per apartment area (living room, bedroom, kitchen, bathroom, and balcony) for excessive messes. Excessive messes in public areas, including but not limited to trash, will result in a minimum charge of \$5 per resident who resides in that area.

Residents who can be attributed to inappropriately placing debris in common spaces/areas in and around residential areas (including outdoors) will be fined \$50 per item. This may be divided between residents of a particular room or apartment unless a resident takes responsibility.

### 6. *Decorations*

You are encouraged to make your room more personal and homelike. However, we ask that you do not damage or permanently alter the room/living unit. If you have any questions about what you may or may not do, ask the Housing and Residence Life staff. Any permanent damage will result in damage fees. The guidelines for decorating are as follows: Do not use double-sided tape, putty, duct tape, or other substances that will leave a "gummy" residue on your door, walls, or furniture.

For plaster and drywall surfaces, use thumbtacks and small nails (no more than 10 per wall). For cinder block walls, use blue painters tape or Command® hooks. Use only tacks or nails smaller than four penny in size (see local hardware stores in the area for four penny nails). Do not use screws, large nails or other implements to hang items. Do not put multiple holes in close proximity to each other.

Do not hang wallpaper, border paper, or anything that will permanently adhere to the walls. Mirrors, extra shelves, hooks, and other such items need to be removed at the end of the year. They are not considered room improvements. Do not line drawers or shelves with adhesive-backed paper.

At the end of the year, Students are billed for any damage to the room. Damage not claimed by one person will be split between all residents residing in the room.

### 7. *Elevators*

To keep elevators in running order, do not overload, force doors open, stop the elevator, jump, use alarm buttons (except in emergencies), or otherwise misuse the equipment. Elevator abuse poses a serious threat to safety. If the elevator stops between floors, stay calm, remain in the elevator and use the alarm button and/or call box. A staff member from the Department of Public Safety will come assist you with evacuating.

### 8. *Emotional Support Animals*

In compliance with the Fair Housing Act (FHA), some students may be allowed to have an Emotional Support Animal within campus housing facilities. These animals may alleviate one or more identified symptoms or effects of a disability or mental health related condition and are referred to as "emotional support" based on the function

they perform for the student. All requests for emotional support animals as an accommodation in campus housing facilities must be approved by the Department of Housing and Residence Life, in collaboration with the Center for Accessibility and Disability Resources. For more information on the Emotional Support Animal policy see 1.26 Emotional Support Animals (<https://catalog.slu.edu/student-handbook/policies-procedures/esa-housing-policy/>).

#### 9. Furniture

All University furnishings must remain in students' rooms/living units at all times unless the Director, Associate Director, or an Assistant Director of Housing & Residence Life approves them in writing. A student may be assessed the actual, non-depreciated replacement cost for room furniture that is not present in the room or is present but damaged at any time of the year. Personal furniture, with the exception of waterbeds, is permitted, as long as it adequately fits in the room. Please refer to the section on lofts regarding their guidelines and restrictions. Swimming pools are not considered furniture and are prohibited from all University housing units.

#### 10. Keys & Lock-Outs

Unauthorized possession, duplication or use of keys, or unauthorized access to any University building or area on University premises is prohibited.

For safety reasons, it is important for students to keep their room/apartment keys with them at all times and always lock their door. All lost, stolen or broken keys must be reported to the Security Desk overseeing that respective residential area immediately. Keys issued at check-in remain the property of the University and are to be used only by the student assigned to that room/apartment during their contract period.

No University issued key may be duplicated, modified or loaned to another person. The student is responsible for their room/apartment key until they have officially checked out of their room/living unit. Lost room/apartment keys require lock "core" changes.

If a student is locked out of their assigned space, they may obtain a duplicate key from the Security Desk overseeing that respective residential area.

If the key is returned within 15 minutes, a lock-out charge will not be assessed. For safety and security reasons, lock-out keys not returned within 24 hours may result in an automatic lock change at the resident's expense. A student is allowed to accumulate four lock-out marks per year without being assessed. Five or more lock-outs will result in an assessment of \$5 each.

A duplicated key will not be accepted at check-out or as a returned lock-out key. Should this occur, the student will be assessed for a core change. Pursuant to the terms and conditions of the Residence Life Contract and the Student Handbook, staff members of the Housing and Residence Life may enter your room for emergency, safety or other reasons. See Room Entry & Search Procedures for additional information. Students may not place any additional non-University security devices or non-University locks on their door.

#### 11. Lofts

Homemade lofts are not permitted in any residence hall or apartment style living unit. Students residing in residence halls will be provided

resources to have their bed lofted ([www.bedloft.com](http://www.bedloft.com) (<http://www.bedloft.com>)). Not all facilities have beds that are able to be lofted. Please contact a Housing and Residence Life staff member for more specific information of what is offered in your residence hall/living unit. Do not place your lofted or bunked bed in front of the window or air conditioning/convector units. Furniture blocking air units may result in a fee and immediate relocation of furniture.

Saint Louis University is not responsible or liable for any injury or damages sustained through a resident's decision to use a loft. Lofts may only be assembled/disassembled or repaired by request. Please contact [www.bedloft.com](http://www.bedloft.com) (<http://www.bedloft.com>) or your Residence Hall Coordinator.

#### 12. Painting/Repairing

Painting or repairing student rooms by residents is not allowed. Students who have painted or repaired their walls will be charged to return them to their original condition. Do not attempt to complete repairs yourself.

#### 13. Restitution for Community Damages

In the event of damages occurring in community spaces or residence hall rooms/apartments, the student responsible may be asked to provide restitution in order to repair property damage. It is the goal of the Department of Housing and Residence Life to maintain the highest quality facilities possible and thus rely on all community members to share in accountability for quality of the community spaces. Monetary restitution will be determined on a case-by-case basis in order to repair damage. Labor as restitution in the event of creating excessive messes will also be considered on a case by case basis.

#### 14. Roofs

For safety reasons, all roofs, overhangs and locked porches are off-limits to students.

#### 15. Unapproved or Improper Room Change

The student agrees to comply with all policies and procedures associated with reassignments and room changes, as outlined in the Housing Contract. Approved reassignments will occur during designated periods each semester. A student transferring to another room or building must be approved in advance by the Department of Housing and Residence Life. Any unapproved or improper room changes will result in a fee.

#### 16. Windows and Screens

Windows fitted for screens are required to have the screen(s) secured in place and in proper positions at all times. It is the resident's responsibility to timely submit a work order if their screen falls out or is no longer properly secured. Safety stops, if applicable, on windows must remain intact at all times. It is the resident's responsibility to timely submit a work order if the window stop is not properly in place and secured.

Hanging, dropping or throwing anything out of an open window, including using the window for entry, exit or sitting, is not permitted. Where applicable, safety bars fitted on windows must remain latched at all times and should be opened only in the event of an actual emergency.

#### 17. Work Orders

Students can submit a FM Systems Work Order (<https://www.slu.edu/facilities/about/departments/facilities-management.php>) online for Facilities Services AC/heating units, clogged sinks and toilets, door hardware, and many other issues or

by calling (314) 977-2955. For emergency maintenance, contact the Department of Public Safety at (314) 977-3000.