

STUDENT HOUSING RULES AND REGULATIONS – 2011 - 2012

Residential Code of Student Conduct – CSU, Northridge

As residents of California State University, Northridge Housing you are responsible for abiding by all Student Housing Policies (SHP) as well as the Student Conduct Code as described in the CSUN Undergraduate and Graduate Catalogs. These policies are designed to benefit individual students as well as the entire residential community. Failure to abide by Student Housing and/or University Policies may result in disciplinary action, revocation of your Housing License Agreement, criminal and/or civil action.

I. Alcoholic Beverages: It is our goal to establish and sustain an environment on campus that is conducive to the intellectual, emotional, and social growth of all members of our community. The Office of Student Housing is committed to the preservation of individual freedoms and the promotion of the health, safety and welfare of the community. Pursuant to these commitments, we have established the following policies governing the possession and consumption of alcoholic beverages in on-campus housing. Student Housing will enforce all state and local laws as well as Student Housing Policies relative to the consumption of alcohol. The following list of regulations comprise all appropriate local and state laws, as well as University and Student Housing Policies governing the use of alcohol in on-campus housing:

- a. Residents and guests who are under the age of 21 are not permitted to use, possess, or be in the presence of alcohol.
- b. A resident over the age of 21 may consume alcohol under the following conditions:
 - While in his/her residential unit with the door closed
 - Not in the presence of anyone under 21 years of age
 - Not as part of a large group or party where the main purpose appears to be drinking alcohol.
- c. Residents and guests over 21 years of age may possess quantities of alcohol that are intended for personal consumption only. Kegs or other large containers or large quantities of alcohol are prohibited in housing.
- d. Persons over the age of 21 may possess and consume alcohol as a guest in the residential unit of a resident who is at least 21 years of age. The host resident must be present, the unit door must be closed and no one under the age of 21 may be present.
- e. Open containers of alcohol are not permitted outside of personal residences (See "b" above). Open alcohol containers in lounges, lobbies, balconies, etc are prohibited.
- f. Closed containers of alcohol are allowed in public areas only if they are being transported to the residential unit of a legal-aged resident.
- g. Any resident regardless of age found to be intoxicated and/or unable to exercise care for one's own safety and/or the safety of others due to intoxication is in violation of Student Housing Policy. Residents who violate any other university policy while under the influence of alcohol are also in violation of this policy.
- h. Possession of empty containers of alcohol will be interpreted as consumption of alcohol. Certain alcohol-related paraphernalia and alcohol-related decorations that contain or once served as containers for alcohol may be called into question, particularly in units where students who are under 21 are residing.
- i. The sale or distribution of alcohol is prohibited in housing.

II. Cleanliness: Because we live in a community that is in close proximity to each other, all residents are expected to maintain cleanliness and hygiene in their living unit. Some causes for concern would include but are not limited to a significant odor, excessive trash rotting, or spoiling food left in the open, debris covering exit ways, etc.

III. Computer Use: The Recording Industry Association of America (RIAA) has begun an effort to subpoena information about individuals who are believed to have engaged in unauthorized peer-to-peer file sharing of copyrighted music and other works. Unauthorized downloading and uploading of copyrighted music, movies, and software constitutes as an illegal copyright infringement. Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, movies, and software is a violation of campus computer use policy. It is also illegal and may carry significant monetary and/or criminal sanctions. It is the responsibility of students who are downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder. Please refer to Residential Computing Resources policy for further explanation.

IV. Dangerous Behavior: Any activity, which can be interpreted as endangering to or harming oneself, any community member, or guest is prohibited.

V. Destruction/Misuse/Theft of Property: Property damage is inappropriate and demonstrates a lack of respect for the community and the property of others.

- a. Unauthorized possession, use or misuse, removal, defacement and/or tampering of University owned property or leased property or equipment or any property belonging to a community member or guest is prohibited.
- b. Any resident who maliciously or accidentally damages University owned property will be held responsible for the cost of the damage and/or the cost of the labor to restore or repair the property to its original condition.
- c. Residents will also be held responsible for the actions of and/or damages incurred by their guests.
- d. Residents are prohibited from physically repairing damages to University property. If property is damaged, please report the damage to Residence Life staff immediately.
- e. Common area damage charges not readily assigned to a particular individual may be charged to a group or floor of residents. University furniture may not be removed from student units or common areas.
- f. Furniture may not be stored on balconies/balcony storage. Residents are responsible for the condition of their unit and the furnishings provided for them by housing.
- g. Residents must keep balconies clear of obstructions such as screens, bamboo or other coverings that block the view for safety personnel.

VI. Disorderly Conduct: Behaviors whether through conduct or expression which are not civil or respectful and which breach the peace within or around the residence halls or at any residence-hall related function are not permitted.

VII. Drugs, Narcotics, and Paraphernalia: Possession, usage, or manufacture of controlled substances (including paraphernalia for intended or implied use) of any sort is illegal and prohibited. Residents suspected of violating this policy may be confronted by staff members and/or by civil authorities. The following consist of additional violations under this policy:

- a. Use of products that resemble or smell like marijuana, including but not limited to beedies or other types of herbal cigarettes and/or incense.
- b. The misuse of prescription medication and/or cleaning products or fumes. Also, the use of marijuana, even with a prescription, is prohibited.
- c. Inability to exercise care for one's own safety and/or the safety of others while under the influence of controlled substances.
- d. Suspicion of using illegal drugs which includes, but is not limited to, marijuana odor emanating from a unit, drug paraphernalia seen in a room, storage closet, balcony, etc.
- e. The sale and/or distribution of drugs and/or paraphernalia is prohibited.

VIII. Failure to Comply with an Administrative Request

- a. Failure to comply with an administrative request when a University staff member is acting in his/her official capacity including: failure to appear/meet, to vacate a unit, to cease inappropriate behavior, to produce identification, and/or to exit a facility when requested.
- b. Providing fabricated, falsified, misrepresentative, or non-negotiable information or documents.

IX. Fire Hazards and Safety: The following constitutes a list of violations that could result in prosecution and/or fines:

- a. Tampering or damaging fire equipment or intentionally misusing fire alarms, smoke detectors, fire sprinklers, fire extinguishers, emergency exit signs or pulling the fire alarm when the cause is unrelated to notification of a fire.
- b. Intentionally or negligently causing and/or creating a fire, explosion or release of poisonous gas or fumes.
- c. Failure to evacuate a building immediately following the sounding of an alarm, unless otherwise instructed by Student Housing staff, fire-safety or other emergency response personnel.
- d. Possessing or storing gasoline, fireworks and/or combustible decorations and chemicals.
- e. Storing fuel-driven engines including motorcycles, mopeds, etc. in residential housing.
- f. Open flames (including candles and incense), combustible decorations and chemicals, deep fat fryers, electric fry pans, space heaters and halogen lamps are prohibited (including on balconies).
- g. Disabling, opening, damaging, or propping exits used exclusively as fire exits is prohibited (unless being used properly as an exit during an emergency situation).
- h. Grills – BBQ Grills cannot be operated anywhere but on balconies. If you wish to own and operate a grill you must go on-line, complete our grill safety form, and return it to a residence life staff member (RA, CD, etc.). Propane grills are prohibited. Charcoal grills are the only acceptable grill. Lighter fluid is also prohibited. Only self-starting charcoal is permitted.
- i. (Apartments with kitchens) Using toasters or other cooking devices in areas outside of the kitchen.
- j. (Apartments without kitchens) Using cooking devices outside of the designated area from the living room

X. Gambling: All forms of gambling are prohibited on state property. This would include but is not limited to activities played for money, checks, or some other representative value.

XI. Harm or Threat of Harm to Self or Another: Committing acts of physical or mental abuse or engaging in actions that intimidate, harass, threaten, coerce, or otherwise endanger the health or safety of self or another person (including threats or attempts of suicide) is prohibited. This includes but is not limited to physical harm or threat of physical harm to any person and/or to self.

XII. Littering/Trash Removal: Littering, inappropriate disposal of trash, and/or sweeping debris into a public hallway or area in the residence communities or the surrounding grounds is not permitted. If the problem is persistent and not able to be resolved by the community, fines may be issued for violations of this policy.

XIII. Locks: Installation on any door locks other than those provided by Student Housing and approved by such staff is prohibited. Unauthorized duplication of keys is also prohibited.

XIV. Pets: Animals are not allowed in campus housing at any time.

Exceptions:

- Assisted living animals verified by our department
- Fish in tanks that do not exceed a total capacity of 10 gallons for each unit.
- Village tenants whose pets were 'grandfathered-in' under old lease terms (no new pets are allowed at the Village)
- Pets for full-time Student Housing Staff

XV. Posting: Residential community members and residential student groups may post materials with the permission of the Residence Life staff member for their area. Non-residential individuals and groups must obtain permission from the Student Housing Office in Pacific Willow Hall (6). No offensive or alcohol/drug-related materials may be posted in a public area or a place where they can be viewed from a public area (e.g. external unit door, balcony, in a visible place from windows, etc.).

XVI. Quiet Hours:

All musical and percussion instruments must be registered with your Community Director before being played in the residence halls. Permission must be obtained in writing from roommates and neighboring units.

Quiet hours mean that community members must keep noise at a very minimal level in all of our housing, surrounding grounds, and recreation areas. Courtesy hours mean that residents are expected to maintain a reasonable or moderate noise level.

During quiet and courtesy hours, requests for less noise from community members and Housing staff members will be respected in our community. Quiet and courtesy hours:

10:00pm - 8:00 am Sunday night to Friday morning
1:00 am – 9:00 am Saturday and Sunday
24 hour quiet hours – in effect the last 2 weeks of each academic semester
Courtesy hours are in effect at all other times.

XVII. Room Swaps and Changes: Unauthorized room transfers are strictly prohibited. Housing must ask that residents not change rooms without approval. Please contact your RA or CD to file a room change and avoid unnecessary confusion and charges during the year.

XVIII. Safety/Security: Safety/Security policies are necessary for the safety of residents and therefore must be followed. The following is a list of security/security violations:

- a. The unauthorized use, possession, or duplication of room or master keys including lending keys to any person;
- b. Bypassing or tampering with the electronic locking mechanisms for the lobby or unit doors. Propping of any door, other than your own unit door, is prohibited.
- c. Unauthorized entry into a building other than the one in which a resident has key access;
- d. Unauthorized presence on rooftops, ledges, or areas marked for restricted access;
- e. Unauthorized use of or entry/attempted entry into computer or telecommunications systems;
- f. Providing access to buildings or units within buildings to those other than residents with key access, staff, or attended guests by any means;
- g. Failure to lock or secure doors, entrance doors, or allowing a person entrance into a building and leaving them unattended in a public area;
- h. Removal of any window screens (except for evacuation due to a fire). All residents of a living unit may be fined if a screen is removed for a non-emergency purpose;
- i. Throwing, dropping, or projecting any objects from any residence hall building, doorway, window or balcony;
- j. Using one's balcony as a means of entry or exit; or using it to store unsightly articles, garbage, or university owned or leased furniture is not permitted. Sitting/perching on or jumping over balcony railings is prohibited.
- k. Use of sporting and recreation equipment is prohibited in indoor common areas such as lobbies, hallways, and entrances.

XXIV. Sexual Assault: Sexual assault, sexual battery, or rape of a community member or guest thereof is prohibited. Note: This behavior is defined as any sexual activity conducted without the expressed consent of all parties involved.

XX. Smoking: Due to California State University policy, smoking is prohibited in all of our buildings, student rooms, residential hallways, restrooms, lounges, stairs, balconies, volleyball and basketball courts and pool areas. Residents may only smoke 30 feet away from any building. This includes the use of smoking devices such as hookah pipes.

XXI. Solicitation: Door-to-door solicitation for commercial purposes is prohibited. Any nonprofit, political, and/or campus organization/group desiring to solicit in campus communities must secure permission in advance from the Associate Director for Residence Life. Student Housing will never grant permission to any individual or organization not affiliated with the Housing Office to sell or advertise door to door within the buildings or parking lots.

XXII. Threatening Behavior: Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.

XXIII. Visitation: This visitation policy is designed with the safety and consideration of our community members and property in mind. In addition, these policies are dictated by California law in Title V of the California Code of Regulations. Student residents are permitted to host guests as long as the rights and privacy of the other persons living in the unit are taken into consideration, and the following guidelines are observed.

Persons who hold a current housing license agreement but visiting residents in other units are considered Residential Guests; all others are considered Non-Resident guests. There are two types of Non Resident Guests permitted to visit the Housing complex: Short Term guests and Overnight Guests.

The definition of a Short Term Guest is any person, hosted by a student resident, who does not hold a Housing license agreement, and will not be remaining in the housing complex after 1:00 a.m.

The definition of an Overnight Guest is any person, hosted by a student resident, who does not hold a Housing license agreement, and will not be remaining in the housing complex after 12:00 noon the day following their arrival (as specified on their online registration form).

The following is a list of policy guidelines for hosting all guests:

a. Non-Resident Guests arriving or remaining in the complex during the hours of 7:30 p.m. and 12:00 a.m. must be registered. Any guest not registered to stay overnight must leave the housing complex by 1:00 a.m. and not return before 7:00 a.m.

Please follow the registration process described here:

1. To register a Short Term Guest, the host student resident will need to meet the guest at one of the registration stations (on Lindley Avenue outside of Building 5 or on Zelzah Avenue outside of Building 11) and sign the guest into the housing complex. The guest must show a regularly accepted picture I.D., such as a driver's license, and agree to adhere to all housing rules and regulations. All guests will be required to wear their guest passes visibly while in the housing complex. A short term guest's length of stay may not extend past 1:00 a.m.

2. To register an Overnight Guest, the host resident must go online to the housing website (<https://housing.csun.edu/guest>) and register their guest by 3:00 p.m. on the business day PRIOR to the guest's arrival. Upon arrival, the resident must meet the guest at the registration tent near the Lindley entrance to University Park and sign the guest into the complex.

b. Overnight Guest length of stay may not extend past 12:00 noon the day following her/his arrival, unless otherwise approved for multiple consecutive days. Each resident is limited to 5 nights of this type of visitation per 30 day period.

c. Consequences of violating Overnight Guest policy include a potential judicial fine of up to \$30 per night, per guest for each violation.

d. All roommates must give their approval before any guest enters the unit. The right of a resident to occupy her/his room/apartment without the presence of a guest will take precedence over the right of a roommate to host guests. Residents may revoke their approval of a guest for any reason at any time.

e. No student resident may allow guests access to the housing complex after 7:30 p.m. without following the registration process outlined above. This includes boyfriends, girlfriends and family members.

f. All non-resident guests must wear a guest pass wrist band easily visible on their person while present in the housing complex. Guest passes can be obtained after 7:30 p.m. at one of the guest registration stations located at the Lindley entrance or the Zelzah entrance to University Park.

g. Residents are responsible for their guest's conduct at all times and any damages incurred by that guest. All guests must comply with all University and Student Housing policies. Guests may be asked by University staff to provide identification or leave the premises at any time. The guest must comply.

h. A guest must be accompanied by her/his host at all times. Guests are not permitted to be unescorted and may not be left unattended in the host's unit or within the community.

i. No residents or guests may sleep in the lounges, lobbies or other public areas unless it is in conjunction with an official hall sponsored event or other university purpose and approved in writing by a Community Director or other Housing professional staff.

j. Occupancy in any University Park Apartment at any given time must not exceed 10 people, including residents. Occupancy in the University Park Suites at any given time must not exceed 6 people, including residents. All guests must be properly registered.

k. Advertising for open parties or gatherings is not permitted under any circumstance.

XXIV. Weapons, Firearms or Ammunition: The possession or use of firearms, ammunition, explosive or combustible materials, pistols, revolvers, pellet guns, air guns, and/or injury-threatening weapons deemed by law enforcement to be deadly are strictly prohibited. This also includes but is not limited to dirks, daggers, machetes, slingshots, switchblade knives, weapons commonly known as blackjacks, sand-clubs, billy-clubs, and metal knuckles. Metal pipes, bars, razors with an unguarded edge or any knife being used for a purpose other than the purpose for which it was intended (i.e. a kitchen knife being used as a weapon or to instill fear in another.)

XXV. Willful Disruption: Participating in an activity that substantially and materially disrupts the normal operations of the residential community, or infringes on the rights of members of the University community:

a. Overt actions such as verbal attacks and physical assaults on students, University staff and/or their property.

b. Physical or written defacement or destruction of residential property and/or Student Housing postings and posters.