

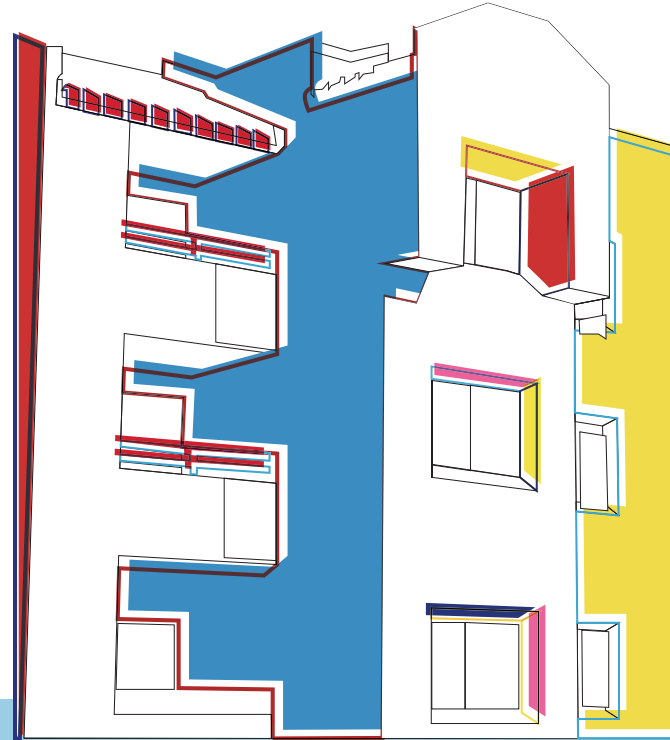


STUDENT HOUSING HANDBOOK

CSUN



MISSION STATEMENT AND DIRECTORY



STUDENT HOUSING MISSION STATEMENT

The Office of Student Housing and Conference Services exists to promote individual development, academic success, and conscientious citizenship among residents by providing facilities, services, and programs that foster respectful and responsible living in a learning environment.

IMPORTANT PHONE NUMBERS

For a full directory, please visit us at www.csun.edu/housing/staff-directory

Administrative Services

BUSINESS SERVICES

Student Housing Office - (818)677-2160

Monday -Friday, 8:00 a.m. - 5:00 p.m.

MAIL SERVICES

Piñon Hall (Building 9) - (818) 677-2686

Monday -Friday, 9:00 a.m. - 6:00 p.m.

CONFERENCE SERVICES

Pacific Willow Hall (Building 6)

Monday - Friday, 8:00 a.m. - 5:00 p.m.

Residential Computing Resources (RCR)

RCR Help Desk - (818)677-6114

Facility Operations: Maintenance, Custodial, and Grounds

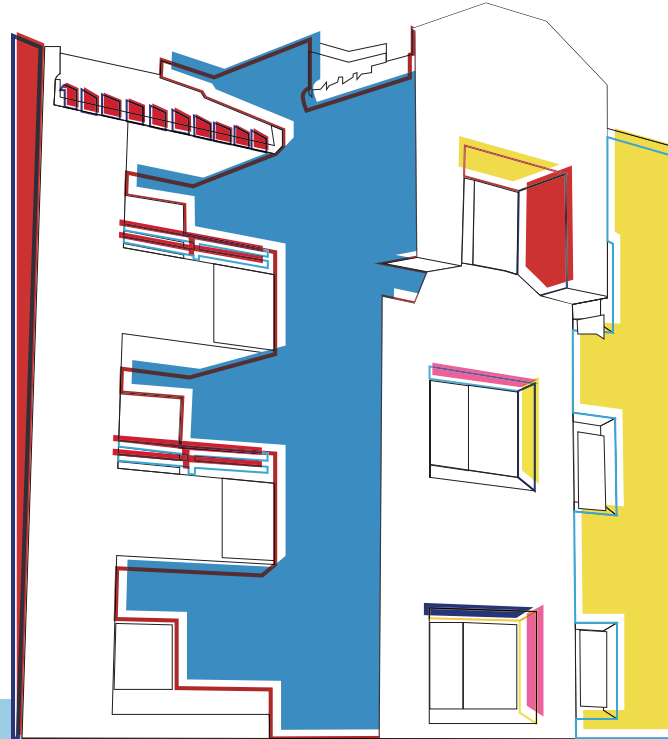
Maintenance - (818)677-2234

Residential Life Offices

Student Housing Office - (818)677-6116

Monday -Friday, 9:00 a.m. - 5:00 p.m.

SAFETY AND SECURITY



SAFETY AND SECURITY

The Office of Student Housing knows that safety is essential to personal and academic success at CSUN. Because of the importance of safety, the department provides facilities, services, and procedures to make the complex as safe as possible.

COMMUNICATION IN AN EMERGENCY

The University will, when at all possible, use information available in SOLAR to communicate with students in an emergency.

CSUN Student Responsibilities:

- Ensure your emergency contact information is up-to-date in the myNorthridge portal. This information is used with our mass communication system to notify you of a critical or emergency situation.
- Listen carefully when faculty, staff and emergency personnel tell you what to do.
- Take drills seriously and encourage others around you to do the same
- Know the location and content of building evacuation maps, including the designated outside evacuation areas. Note: Building evacuation maps are located near the elevators and stairwells.
- Learn what to do in an emergency –know about the campus emergency procedures such as how to respond to a medical emergency, fire/explosion, hazardous materials spill, bomb threat, earthquake, etc. To learn more about response procedures during an emergency, please go to our web siteat: <http://www.admn.csun.edu/publicsafety/emergency/index.htm>
- Create Emergency Communications Plan - determine how you will stay in contact if separated by a disaster; chose an out-of-state friend or relative as a "check-in contact".

COMMUNICATION METHODS

Connect-ED -Mass Communication System

The Connect-ED system allows CSUN administration or emergency response personnel to send all students, staff and faculty time-sensitive information about unforeseen events and emergencies using voice, email and text-messaging. The system can be used to broadcast pertinent information and provide details on appropriate response.

Campus Carillon -Outdoor Public Broadcast System

The Carillon is an outdoor public broadcast system. It alerts persons who are outdoors and is not designed to be heard inside buildings. Real-time messages and emergency instructions can be broadcast.

CSUN Home Page

Another source for emergency information is the CSUN home page: <http://www.csun.edu>. During a critical incident or emergency, information will be prominently displayed on the home page.

CISCO IP Phone Alert

The campus CISCO IP telephones allow CSUN administration and emergency response personnel the ability to simultaneously send an audio and text message to office phones.

Emergency Signage

Emergency signage may be placed along the campus perimeter and within the campus to alert you to campus evacuation, closure, partial closure or testing of emergency communications. The signs include the LED message boards, the electronic marquee on Zelzah and laminated signs on sandwich boards strategically placed around the campus.

CSUN Campus Status Information

You may call the toll-free numbers during a campus emergency or critical incident for information on the status of the campus, i.e., if the campus is closed, if classes have been

cancelled, or other announcements.

Students and Community: (866)515-2786

Two-Way Radios

Campus employees who use two-way radios for routine business (for example, Police, Physical Plant, etc.) will also receive alerts and warnings via their radios.

Hand-Held Megaphones

Specially trained staff and faculty acting in the capacity of volunteer Building Marshal or CSUN CERT (Community Emergency Response Team) members have access to hand-held megaphones to communicate during an emergency or critical incident.

Reporting an Emergency

To report an emergency, faculty, staff and students can use the blue light phones located on the campus. When activated, the phone connects directly to a CSUN police dispatcher. There are 60 blue light phones strategically placed on campus. There are also yellow emergency call boxes that are TTY compatible for the hearing impaired.

911

To report an emergency from any campus phone, dial 911. You will be connected directly to the CSUN police dispatch center.

Useful Emergency Telephone Numbers at CSUN:

Cell Phone

- To report an emergency from your cell phone, dial (818)677-2111. You will be connected directly to the CSUN police dispatch center.
- 24-hour Emergency 911 (CSUN Police, Fire or Medical) from landlines and campus phones.
- 24-hour Non-Emergency (818)677-2111 (or if using your cell phone).
- Amber Light Program (818)677-2157 or (818)677-2111

- Vehicle jumpstarts or Key Lock Out Assistance Emergency Preparedness (818)677-5973
- CSUN Threat Management Unit (818)677-3901
- Office of the Chief of Police (818)677-2201
- Crime Prevention Unit (818)677-5042 or (818)677-5048
- Matador Patrol (818)677-5042 or (818)677-5048 (Personal Safety Escorts)
- Environmental Health and Safety (818)677-2401
- Klotz Student Health Center (818)677-3666
- Physical Plant Management (818)677-2222

Student Housing On-Call Duty System

- 12 Resident Advisors (RAs) perform on-call duty each night.
- RAs will be on duty from 7:00 p.m. – 8:00 a.m. Monday through Thursday
- 7:00 p.m. Friday through the following Monday morning at 8:00 a.m.

While on duty, the RAs will walk the communities, visit with residents, look for security and maintenance concerns, and address policy violations. The rest of the time, they will be available in and around the buildings.

A Community Director (CD) is also on duty each night to assist with both personal and facility emergencies as well as with disciplinary situations. The CD on duty will be contacted by the RA as the need arises. The CD's are professional live-in staff members. These staff members are full-time professionals who are trained to handle counseling, disciplinary, and crisis situations. A CD is on call 24 hours a day, 7 days a week, including holiday periods.

RA Duty Phone Numbers

Team A -Buildings 1, 3, 6, and The Village Apartments – (818)402-9912

Team B -Buildings 2, 4, 5 and 16 – (818)402-9914

Team C -Buildings 7, 8 and 17 – (818)455-3043

Team D –Buildings 9, 10, 11 and 13 – (818)400-1248

Team E -Buildings 12, 14, 15 – (818)402-9941
Team F –Buildings 19, 20 and 21 – (818)307-7239

Matador Patrol Program

The Matador Patrol program is a service provided by the Department of Police Services. While the Matador Patrol staff members are not police officers, they are a division of the Department of Police Services and work closely with police officers and Residential Life Staff (including Resident Advisors and Community Directors).

The Matador Patrol observes the grounds of on-campus housing and provides walking campus escorts at night. These staff members also monitor drive-in gates to The Park Apartments and Suites each night from 7:30 p.m. - 2:30 a.m.

More information about the Matador Patrol and Escort Program can be found at <http://www.csun.edu/police/matador-patrol> or by calling (818)677-5042.

Restricted Access

Matador Patrol and Private Security Guards will control access to The Park Apartments and Suites at Lindley Avenue, Zelzah Avenue, Lassen Street and Building 15 entry points each night from 7:30 p.m. - 2:30 a.m. All other walkways and driveways will be locked during this time. Be sure to move your vehicle out of any parking area that will be locked if you or your guests intend to use it during these times. These procedures were put in place to provide you with a higher level of security. Please be courteous and cooperate with the Matador Patrol and security staff in following the required safety procedures. The Village Apartments have a gate surrounding the property which is closed to the general public 24 hours per day, 7 days per week. Access to the gate is controlled by remote control devices which are available through Parking Services. A deposit is required.

THE PARK APARTMENTS AND SUITES GATE ACCESS PROCEDURES

When The Park Apartments and Suites perimeter gates are locked, on-campus housing residents will be granted access by showing their CSUN I.D. card to gate personnel who will swipe the card into our system. Guests gain access through approval by a resident host and with a guest pass obtained from the gate personnel between the hours of 7:30 p.m. and 2:30 a.m. In either case, you AND your guest must be present to register. If your guest will be staying past 1:00 a.m. you must register and gain approval to host an overnight guest using our on-line overnight guest registration system. Those registrations need to be completed by 3 p.m. the day before the stay OR by 3 p.m. on a Thursday for a weekend stay. For additional guest policies and procedures, please see our policies section at the end of this handbook.

When a resident or guest drives into the facility, a current valid residential parking permit must be displayed in or on the vehicle. Those without permits will be directed to purchase a visitor parking permit or to public parking on the city streets.

Building Entry:

At check in, you will receive an electronic key card that will open your unit, building lobby doors/stairwell doors for your building, the pool areas (during hours when the pool is open), the computer lab, and the building where mail services are located.

Key Cards:

You are issued a key card to your assigned unit and are responsible for your own key card. Key cards may not be lent to or exchanged with another individual. There is a \$25.00 non-refundable charge for any key card that is lost, stolen, or too damaged to read. It is a misdemeanor for any person to knowingly duplicate, make, cause to be duplicated, use or have in possession a key to a building controlled by the State without proper authorization (Section 469 of the California Penal Code).

Locked Out:

During regular business hours (8am – 5pm, Monday – Friday) go to the Student Housing Office for assistance. When the Student Housing office is closed the staff in the Building 18 Community Center can assist you. A \$5.00 charge will be posted to your CSUN account for all lock-outs.

Intercom System For The Park Apartments:

The intercom system allows your guests to notify you that they are at the entrance of your building. Guests will press the apartment # on the intercom panel at the main entrance of the building.

Lost Key Cards/Keys:

You are responsible for the key card and mailbox key (if applicable) issued to you. If your key card is lost or stolen, immediately contact the Student Housing Office to obtain a new key card. A replacement key card costs \$25.00. Please report lost or stolen cards promptly for the safety of your roommates, neighbors, and other community members.

Bedroom Locks in The Park Apartments:

Your bedroom door has a privacy feature to allow you to lock the door when you are not in your bedroom. To lock the door you need to double dip your key card and then double dip the key card again to unlock it. Only residents assigned to the bedroom will have access to lock and unlock the bedroom door.

Insurance & Personal Property:

The University does not assume liability directly or indirectly for loss or damage to personal property by fire, theft, water, or any other cause except to the extent provided by the law. Renters insurance is strongly encouraged for residents. Additionally, the University is not responsible for personal property left behind by residents after their withdrawal, transfer, departure, suspension, or eviction from any room.

Fire Sprinklers in The Park Apartments:

Please do not tamper with or hang items (clothing, decorations, etc.) from fire sprinklers! All units within The Park Apartments are equipped with fire sprinklers. They are activated by only two things:

1. Extreme heat in the immediate area, such as a fire would produce. The heat melts the red filament that signals the sprinklers to activate to extinguish the fire.
2. Tampering with or accidentally bumping the sprinkler heads with enough force to break the red filament.

When sprinklers are activated, 60 gallons of water per minute are emptied until the system is reset. It would take at least 10 minutes to reset the system, usually longer. The damage and disruption caused by 600 -1800 gallons of water is devastating and costly to clean up and repair. The damage may not be limited to one room, as the water seeps into other rooms. By law, you can be personally held accountable for losses to the other residents in the building should they sustain water damage. Please use extreme caution around the sprinkler heads. Costs to clean and repair are billed to the unit where the sprinklers were activated.

If the sprinkler is activated in your unit, vacate the room and call Police Services immediately at (818) 677-2111. Then find the nearest RA or other housing staff member. The sooner staff are aware of the situation, the faster they can respond. Finally, if you experience what you believe to be losses as a result of a sprinkler activation, do not throw away any items that you perceive to be damaged. Take photos of the damaged items.

Department of Police Services:

The Department of Police Services can be reached by dialing x2111 from a campus phone or, in case of emergency, 911 from a campus phone or landline. If you are using a cell phone you must dial (818) 677-2111.

What Can I do to Stay Safe:

LOCK your doors and windows when leaving your unit (even if you are only gone for a few minutes), when taking naps, and when retiring for the night. When taking naps, and when retiring for the night. If you prop your door, make sure there is someone in the living room and make sure to un-prop the door when there isn't. Often residents forget to un-prop them, thus leaving your unit open to anyone.

LOOK out of your peephole installed in your door whenever someone knocks. Do not

open the door for people you do not know.

MAKE a list of your personal belongings, including the identification and serial numbers of your items. Keep this information in a safe place.

KEEP all money and valuables in a safe place. Do not keep large amounts of cash in your room. Consider leaving valuable items at home or in a safe deposit box.

CLOSE all public area doors behind you.

NEVER prop open lobby or stairwell doors. Alarmed exits are in each building and should only be used for emergency purposes.

DO NOT LET people you do not know into the building or your unit. By opening the door for someone, you are accepting responsibility for him or her as your guest. Ask visitors who they are looking for and then refer them to the intercom at the door of the building, the Student Housing Office, or to the Community Center.

DO NOT LOAN your key card to anyone. Not only is it a violation of Student Housing Rules and Regulations, but it puts your roommates and members of your community in jeopardy.

REPORT suspicious people or circumstances to the RAs, the Student Housing Office, or the police. This includes vendors and unescorted, non-residents who are inside the building. The Department of Student Housing does not allow solicitation of residents in our buildings. If someone tries to sell you something in the building, report it!

WALK with another person at night. Matador Patrol can be contacted for a walking escort between 9 p.m. - 1 a.m. Sunday through Thursday and 9 p.m. - 2 a.m. on Friday and Saturday. The Matador Patrol also offers walking and van escort service to campus during the academic year. If you need an escort outside of the complex, please contact the Matador Patrol at (818)677-4997.

Fire Alarms

When the fire alarm sounds, stay calm. Before exiting the unit, feel the door for heat and look at the door seals for signs of smoke. If the door is hot or you see smoke, stay in your unit, put a wet towel at the base of the door, and call for help.

If it's safe to exit the unit, put your shoes on, grab your keys, and evacuate the building immediately. If it's safe to do so, bring a wet towel to cover your nose, mouth, face and head if necessary.

If you encounter smoke, stay low.

If you are overcome by flames: Stop, Drop, Roll and cover your face.

Move to the designated Evacuation Point outside the building, and wait for instructions from a staff member (maps are located on the back of each unit door).

Whenever the fire alarm sounds, you must leave your room at all times if there is no fire or smoke immediately outside your door.

Injuries

Residents are encouraged to purchase or create their own minor first aid kits. In the event of a serious injury or emergency, immediately contact the Department of Police Services at 911 or at (818)677-2111 if you are using a cell phone.

Earthquakes

- Duck or drop down on the floor.
- Take cover under a sturdy desk, table or other furniture (or move against an interior wall, and protect your head and neck with your arms).
- If you take cover under sturdy furniture, hold on to it and be prepared to move with it.
- Hold your position until the ground stops shaking and it's safe to move. If it's safe to exit the unit, put your shoes on, grab your keys, and evacuate the building.
- If it's safe to do so, bring essential items such as critical prescription medicine. If you have an Earthquake Emergency Kit, bring it.
- Move to the designated Evacuation Point taking care to keep away from downed trees, debris, and electrical lines (maps are located on the back of unit doors).

If you cannot exit the building, tie a light colored shirt to a balcony railing and suspend it so that it can be seen by others.

Sheltering In Place

If there is an emergency requiring you to 'shelter in place' (generally, staying where you are and taking precautions such as locking doors, closing and locking windows, turning off air systems, etc.) the university will make every effort to inform you of the need to do so. However, you are also responsible for your own safety and for gathering as much information as you can.

A SUGGESTED LIST OF ITEMS FOR EMERGENCIES

- Water -1 gallon per person
- First Aid Kit
- Non-perishable food
- Portable radio
- Spare batteries
- Essential medications and eyeglasses
- Money or traveler's checks
- Sturdy shoes
- Change of clothes
- Basic toiletries
- Waterproof matches
- Knife
- Hat or cap
- Disposable face masks
- Sanitation supplies
- Large plastic trash bags
- Car emergency kits
- Bottled water
- Flares
- Blanket or sleeping bag
- Sealable plastic bags
- Flashlight - fresh and spare batteries
- Pre-moistened towelettes
- Local maps

ON CAMPUS HOUSING MISSING STUDENT POLICY AND PROCEDURE

CSUN takes student safety seriously. If you believe that a student who resides in on-campus housing has been missing, immediately notify the CSUN Department of Police

Services at (818)677-2111. CSUN Police will initiate an investigation in accordance with the departments missing person policy and will undertake the emergency contact procedures as appropriate.

Missing student reports should be made directly to the Department of Police Services. However, these reports may also be made to the Residential Life Office in the Students Housing office, or the Associate Vice President/Dean of Students Office in University Hall 310. If the missing person report is made to staff or organizations other than CSUN Police Services, that entity must contact Police Services immediately.

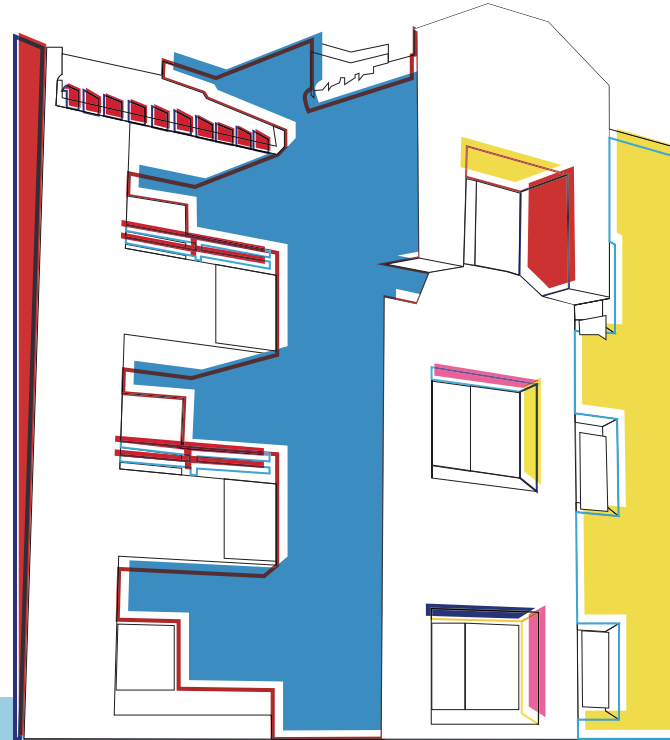
Contact Procedures

At the beginning of each academic year, CSUN will inform students residing in on-campus housing that CSUN will notify a parent, guardian or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will remain confidential and only used during a missing person investigation by campus officials and law enforcement. Students have the option of identifying an individual to be contacted by CSUN. If the student is under 18 years of age, and not an emancipated individual, CSUN is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing in addition to any additional contact person designated by the student. When CSUN Police makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, University Police Services will initiate the emergency contact procedures in accordance with the student's designation and will also notify local law enforcement.

Police Services Action

The Department of Police Services has a law enforcement missing persons policy that is followed in all such cases. The Department may release a photo of the missing student as a tool to assist in locating the individual and may seek information and/or assistance from a variety of campus resources during the course of the investigation.

FACILITIES AND SERVICES



FACILITIES AND SERVICES

Maintenance And Custodial Services

Student Housing is your home for the coming year, and we are happy to have you here. If there are necessary repairs or maintenance issues, please submit a Maintenance Request on-line at your Student Housing Portal, by phone at (818)677-2234, or on a request form located in the Student Housing Office or the Community Center in Building 18. Maintenance or Custodial staff members usually respond to these requests within 24 hours. Most repairs are free of charge provided it was not due to vandalism or caused by the resident.

Trash Receptacles

To maintain a clean and healthy living environment, please remove the trash from your unit regularly and deposit it in the large trash bins located in gated areas near each building. We request that trash from your room not be placed in the smaller waste cans located within the buildings. All food products must be thrown away in trash bins. Recycling bins for aluminum items, glass, and newspaper are located near the outside trash bin areas.

Parking

To park in the residential parking lots, including the parking structure next to Lupin Hall (Building 11), you must purchase and display a resident parking permit. The permit is valid in on-campus student lots and in the residential parking lots. General student permits are not valid in the residential parking lots. Vehicles without proper permits will be cited. Special permits are required for staff and disabled parking spaces. University Parking Services oversees all parking operations. You may purchase a resident parking permit through your MYCSUN Portal.

University guests and visitors must purchase and display a Parking Permit as well. Daily permits may be purchased at a permit dispenser in the G9 Parking structure by Lupin Hall (Building 11). Permits cost \$8.00 per vehicle per day and allow vehicles to park in the Residential Parking Lots.

Cable Television Services

DIRECTV provides cable television service to The Park Apartments and Suites. You can find the channel line-up at: <http://www.csun.edu/housing/living-housing>. Contact DIRECTV directly if you want to order additional channels. Options for adding channels costs extra and is billed to the resident separately.

Recreational Facilities

Basketball and sand volleyball courts are open from 10 a.m. – 10 p.m. daily on the east side of The Park Apartments and Suites. Three swimming pools are located in Student Housing, two on the east and west ends of the Park Apartments and Suites and one in the Village. Pool Hours are 10 a.m. – 10 p.m. daily. Guests must be accompanied by a resident. Because there is no lifeguard on duty, you swim at your own risk. Children are not allowed to swim without the presence of an adult who is responsible for their safety. For safety reasons, glass containers are not allowed in the pool areas.

Mail - Receiving, Sending, and Pickup

If you have mail sent to you while you are living in student housing, the address you will use is as follows:

Your name
Student Housing
17950 Lassen St., (Box #)*
Northridge, CA 91325

**Your mailbox number is located under contact information in your Student Housing Portal.*

Mail for each building is sorted and delivered Monday through Friday. Residents in The Park Apartments and Suites will be assigned a mailbox outside the lobbies of either Piñon Hall (Building 9) or Heather Hall (Building 13).

If you receive a package or oversized envelope that will not fit into your resident mailbox, you will receive a package notification via email. You may retrieve your package when you bring a photo I.D. (CSUN I.D. or driver's license) to the Mail Services Office in Piñon Hall (Building 9).

Computer Lab

A computer lab is located in Pacific Willow Hall (6). Your room key gives you access to the outside building doors and the lab itself. Computers are also available in the common area of the LearningCenter (Building 21). No food or drink is allowed in the computer lab and students engaged in school work have priority to use the computer.

Residential Computing Resources (RCR)

Residential Computing Resources supports broadband and reliable network connections throughout The Park Apartments and Suites, including wireless connectivity in common study areas. Illegal file sharing is expressly prohibited.

You can access the wireless network by joining the "EDUROAM" network. You may also use the Ethernet ports located in each unit to connect to the campus network. Do not use your own wireless access point or router. These devices disrupt the wireless environment provided. All network devices not installed by CSUN networking staff will be deactivated.

Vending Machines

Beverage machines and some snack machines are located in most buildings in The Park Apartments. Malfunctions or money losses should be reported to the University Corporation by following the instructions posted on each machine. The University Corporation can also be reached at (818)677-6583.

Laundry Facilities

Washers and dryers are provided on the first floor of each Park Apartment building, each floor of the Park Suites. Use your apartment/suite key for access. Machines are operated with credit or debit cards. Malfunctions should be reported to the laundry company as indicated on the machines. Please remember that you are sharing these facilities with many residents. Do not leave your clothes unattended, and remember to respect others' property.

ABOUT YOUR LIVING SPACE

You and your roommates will be sharing a living space for the academic year. It's a good idea to discuss how you want to clean, share materials, and decorate/arrange the unit so that you may live together comfortably. Your RA will have a roommate agreement available at check-in and will follow up with you and your roommates to ensure its completion. This is a great tool to help guide you in the process of deciding how you will live in your individual unit. Your happy coexistence with your roommates is a big part of our motto: "Success Lives Here."

Unit Maintenance Trash Disposal

Grease, oil, or hard food should not be poured down any drains in your unit. You should let the grease, oil, or hard food cool and then place it in a container to be removed with the rest of your trash. Leftover food should not be flushed down the toilets, it should be thrown out with the other trash to maintain a clean and healthy environment.

Pest Control

Keep your unit clean and store food properly, placing leftovers in containers with a cover, in plastic saran wrap, Ziploc bags, etc. This deters pests. If you have pest problems, fill out a Maintenance Request form in your Housing Portal. However if you get ants, you must clean the area thoroughly and treat that area yourself with ant spray that you have purchased. Based on state regulations the university cannot provide chemicals or apply chemicals in your unit. The university can provide a professional exterminator for the treatment of other pests beyond the ants as mentioned.

Toilet Cleaning

Cleaning your toilets regularly is important, however certain types of cleaners will harm the toilet tanks. Toilet tank tablets (large tablets put directly into the tank to release cleaners over time) are prohibited because they clog the toilets and require maintenance service. If these items are used and create a problem, we will charge residents for required services.

Appliances

Listed below are kitchen appliances that may NOT be used in units for safety reasons. Please note that no more than a total of 3 appliances should be simultaneously plugged into the outlets in a room. If more than 3 are plugged in, the circuit breaker may “pop” causing a loss of power to those outlets.

Not Allowed

- Hotplates
- Deep Fat Fryers
- Electric Frying Pans
- Space Heaters
- Halogen Lamps

Special Guidelines for Apartments Without Kitchens

Student Housing does not provide kitchen equipment for personal use in any apartment without a kitchen. Attempting to use bathroom sinks or toilets as a garbage disposal while cooking in your apartment may result in a pipe clog, which will result in charges. All residents living within a Park Apartment building with no kitchens may use common area kitchens. Each individual using the common area kitchen will be responsible for cleaning the area after each use; this includes throwing trash into the appropriate receptacle, and washing the area(s) used while cooking. Failure to comply with these guidelines may result in the loss of use in the common area kitchens and a charge for cleaning the common area.

Listed below are kitchen appliances that may be used in apartments without kitchens.

- Refrigerator (4.5 cubic feet/3 feet high)
- Microwave
- Coffee Maker
- Blender

Damages

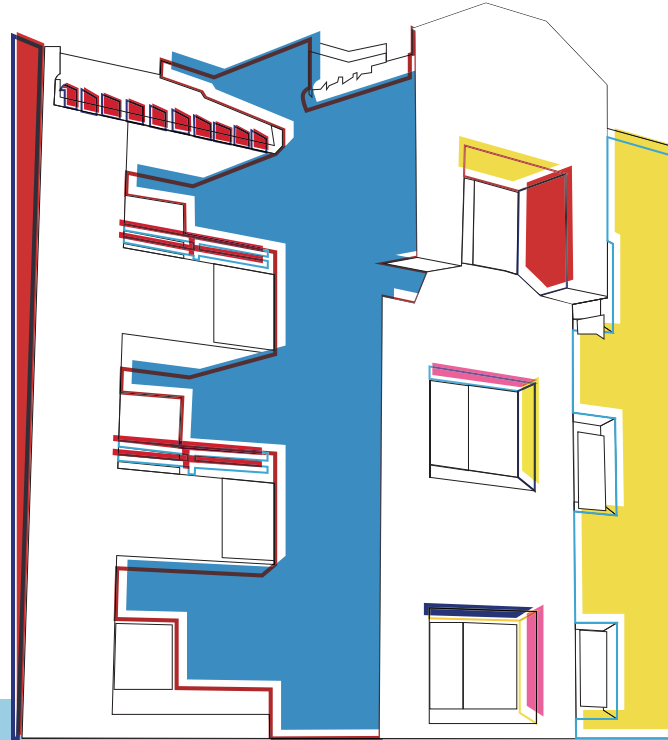
When you move in, fill out a Unit Condition Report on line. Indicate on this form the

condition of all areas of your unit. When you vacate your unit, it will be inspected and you will be billed for any missing items or damages beyond normal wear and tear. It is important that you document everything that you've inspected in the unit. You will NOT be billed for legitimate damages that were documented on the Unit Condition Form. This is your documentation that the damage(s) existed prior to your moving in.

Walls and Door Ceilings

Any method you use to attach something to the walls or ceilings may cause damage, so consider the potential damage before you proceed. While neither sanctioning nor prohibiting attaching things to the walls or ceilings, we remind you that the cost of repairing and repainting damaged room walls or ceilings will be billed to unit residents. The Command Strip brand of removable adhesives works best for hanging things on walls (other brands tend to leave marks when removed).

RULES AND REGULATIONS AND NOTICES



RESIDENT NOTICES

Notice to students concerning peer-to-peer file sharing:

The purpose of this notice is to remind students that online file sharing of copyrighted material is against the law and can result in an individual's loss of access to the campus internet connection.

The campus Office of Information Security responds to reports of abuse and can block access to the Internet when a computer is reported as sharing files illegally. To prevent being blocked from the University network, do not install or use any file sharing software like Usenet or BitTorrent, which execute commands that can place your computer at risk. In the event a computer has been blocked from the network, the owner must take the following steps to be reconnected: Bring the computer to Oviatt Library, Room 33, which is open Monday through Thursday 8:00 a.m. - 7:00 p.m., and Friday 8:00 a.m. - 5:00 p.m. Residents living on campus may bring their computer to the IT office in Student Housing Office. Technicians will verify that the computer has indeed been blocked.

Technicians will uninstall any file sharing software on your computer.

Once the computer has been cleaned, it will be permitted back on the University network. Repeat violations will be turned over to the office of the Dean of Students and can result in disciplinary sanctions.

Additionally, if you allow your computer to illegally download or distribute copyrighted material, you can face civil law suits from the Recording Industry of America and/or The Motion Picture Association of America for downloading copyrighted content. In extreme cases, you can be charged with a crime and face fines and/or jail time. Policies governing the use of copyrighted materials and the use of University's technology resources can be found at the following locations:

Federal laws governing copyright protection can be found at
<http://www.copyright.gov/title17/>

CSUN Copyrighted Materials Policy:
<http://www.csun.edu/sites/default/files/500-54.pdf>

CSUN Use of Computing Resources Policy:
<http://www.csun.edu/sites/default/files/500-10.pdf>

CSUN Student Conduct Code:
http://www.csun.edu/studentaffairs/pdfs/standards_student_conduct.pdf

CSUN Housing Rules and Regulations:
http://housing.csun.edu/pdf/ResLifePolicies_10-11.pdf

Swimming Pool Safety Alert

Each year, about 260 children under age five drown in swimming pools. The suction from drains in swimming pools, under certain conditions, can entrap swimmers underwater. Closely supervise young children, and be prepared in case of emergency. If a child is missing, always look first in the pool. Seconds count! Knowing how to swim doesn't make a child drown-proof. Never use flotation devices as a substitute for supervision. Keep rescue equipment and a phone next to the pool. Learn cardiopulmonary resuscitation (CPR). For more information, please visit CPSC's Web site at:
<http://www.cpsc.gov/>.

Use of Skateboards, In-line and Roller Skates, Hoverboards and Similar Equipment on Campus Grounds

The use of in-line skates, roller skates, skateboards, electronic skateboards and other similar skating equipment on the grounds of the campus or other grounds owned or controlled by the University is permitted for individual transportation purposes only by students, University employees, or other individuals conducting official University business, utilizing University facilities available to the public or attending University programs. Skating for transportation must be conducted with full attention to pedestrians, bicycles, etc. and must be at a safe speed. Any type of skating is strictly prohibited when a skater is moving and jumping and a skate or the wheels of the skateboard touch anything other than the ground. This prohibition includes, but is not limited to, handrails, pedestrian ramps, patios, walls, benches, fountains, stairs, raised surfaces, parking structures, curbs, landings or similar structures not intended for such use.

Use of in-line skates, roller skates, skateboards, electronic skateboards and other similar skating equipment is strictly prohibited within all buildings, including the residence halls.

Prohibition

The use, possession and storage of hover boards or similar motorized devices that use lithium ion battery packs (or similar) is strictly prohibited on the grounds and within the buildings of the University, including the residence halls. Students who currently have such devices should remove them from campus and/or not bring them back to campus.

Motorized devices used due to disability are exempt from this policy.

The purpose of this policy is to reduce the risk of pedestrian or user injury as a result of the use of these devices on campus. In the case of hoverboards or similar motorized devices that use lithium ion battery packs (or similar), the purpose of this policy is to eliminate the risk of fires and/or personal injury.

RESIDENT'S RIGHTS

Each resident is entitled to certain basic rights that describe the essence of our residential community:

- Sleep and reside in the community without undue interference of excessive noise.
- Live in a clean and healthy environment. Demand respect for one's personal belongings.
- Expect privacy within the "Right of Entry" policy guidelines stated in the lease agreement.
- Live free from intimidation, physical, and emotional harm.
- Expect reasonable cooperation in the use of appliances shared in the unit (i.e. stove, refrigerator, closet space, etc.).
- Be an individual in a manner that does not interfere with the rights of others.
- Settle conflicts in a reasonable manner.

STUDENT HOUSING RULES AND REGULATIONS

Residential Code of Student Conduct - CSU Northridge

As residents of California State University, Northridge Housing you must abide by all Student Housing Policies (SHP) as well as the Student Conduct Code as described in the CSUN Undergraduate and Graduate Catalogs. These policies 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

- 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 (it is the responsibility of residents who are 21 years of age or older to ensure that they are not consuming alcohol in the presence of residents who are under the age of 21)

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. 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 is a violation.
- i. The sale or distribution of alcohol is prohibited in housing.

II. Cleanliness

Because we live in 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 subpoenaed information about individuals 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 Behaviour

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. The following are violations of this policy:

- 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 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 be 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. Possession and use of marijuana or use of products that resemble or smell like marijuana is prohibited.
- 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.
- c. In binding roommate agreements, agreed to and signed after mediation, residents must adhere to those agreements or they will be subject to violation of this policy.

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 any fumes that cause an alarm to sound.
- 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. 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. 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

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 hours are:

10 p.m. - 8 a.m. Sunday night to Friday morning

1 a.m. -9 a.m. Saturday and Sunday

24 hour quiet hours –in effect the last two weeks of each academic semester

Courtesy hours are in effect at all other times.

All musical (percussion instruments are musical instruments) 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.

XVII. Room Swaps And Changes

Unauthorized room transfers are strictly prohibited. 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.
- l. Locking bikes to anything other than authorized bike racks (i.e. handrails, fire hydrants, etc.) is prohibited.

- m. Failure to follow procedures at security gates is prohibited.

XIX. 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. Smoking can only occur off campus. This includes the use of smoking devices such as hookah pipes, e-cigarettes and vapor cigarettes.

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, California law dictates these policies 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 are 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 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 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 a.m. must be registered. Any guest not registered to stay overnight must leave the housing complex by 1 a.m. and not return before 7 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 guard stations by the security gates (Lindley Avenue outside of Building 5 near parking lot F8, Zelzah Avenue outside of buildings 11 and 12 near the G9 parking structure, Lassen Street outside of building 6, or behind building 15) and sign the guest into the housing complex. The guest must show a regularly accepted picture I.D., such as a driver's license or school I.D., and agree to adhere to all housing rules and regulations. All guests will be required to wear their guest bracelet visibly while in the housing complex. Short term guest length of stay may not extend past 1 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 p.m. on the business day PRIOR to the guest's arrival. Upon arrival, the resident must meet the guest at one of the guard stations by the one of the security gates.
- b. Overnight Guest length of stay may not extend past 12 noon the day following their arrival, unless otherwise approved for multiple consecutive days. Each resident is limited to 5 nights of this type of visitation per 30-day period. The 30 day period

begins the first day of guest arrival.

- c. Consequences of violating Overnight Guest policy include a potential judicial fine of up to \$30 per night 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 and the guest must then vacate the complex.
- 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 bracelet easily visible on their person while present in the housing complex. Guest bracelets can be obtained after 7:30 p.m. at one of the guard stations by the one of the security gates.
- 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 unit at any given time must not exceed 10 people for apartments and 5 people for the Suites, including residents. Guest registration for a unit will be cut off after six people have been registered to that unit.
- k. Advertising for open parties or gatherings is not permitted under any circumstance.

XXIV. Weapons, Firearms or Ammunitions

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.
- c. Disruptive behavior that negatively impacts the housing community and the ability of another and/or others to live and study.

