

**Residence Hall Information Book**  
**2011-2012**  
**Office of Housing and Residence Life**  
**Salisbury University**

**MESSAGE FROM HOUSING AND RESIDENCE LIFE STAFF**

We are pleased that you are considering residency at Salisbury University! The University offers facilities that are well maintained and conducive to academic and social development. A highly supportive residence life program exists to assist individuals in dealing with personal needs and adjustments.

The information contained in this handbook is shared so that you will be informed about the residence hall functions, policies, procedures and standards of living. Please read it thoroughly and retain for future reference.

It is the responsibility of each student to become familiar with the information contained in this handbook, the Housing Contract, the University Catalog and the Student Code of Conduct.

Should you desire to reside on campus at Salisbury University, we look forward to meeting you and supporting you through our programs, services and staff. Please call the Office of Housing and Residence Life at 410-543-6040 if you have any questions.

The University, by action of the Board of Regents of the University System of Maryland, reserves the right to alter any rates as conditions of this contract upon 30 days written notice. Changes in rules, regulations and policies may be made by the Office of Housing and Residence Life during the term of the contract. Students will be notified of such changes in writing and by notices placed on hall bulletin boards at least one week before the changes become effective, unless the health and safety of students using the facilities may be adversely affected by delay—in which case, the implementation may be immediate.

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**RESIDENT STUDENTS' RIGHTS AND RESPONSIBILITIES**

Residence Life programs and policies value the unique backgrounds and rich cultural experiences students share in a residential community. The learning in such a community is built upon respect and honest dialogue among its members. Behavior that fails to respect the dignity of individual(s) or the diverse qualities of groups is therefore unacceptable.

Living in a University residence hall can be one of the most exciting, challenging and rewarding life experiences you will have. In fact, since more students want to live on campus than can be accommodated, you can consider living in a residence hall a privilege. To take advantage of the learning opportunities in the residence halls, it is important that you are aware of what your rights are and what responsibilities you are expected to assume. Our goal is to develop a residence environment that enhances academic achievement and fosters respect for the rights of other individuals.

We believe the following areas of conduct have an important effect on the quality of life in the residence

hall. Under each heading is a statement of your rights and responsibilities followed by a statement of Housing/Residence Life Philosophy University policy. We are emphasizing these areas because of their importance. The Housing Contract, the Student Code of Conduct and other University publications include regulations and standards with which you will be expected to conform as well.

**You should be reminded that, as a resident, you are responsible for any conduct associated with your room and residence hall. This means that if you permit your friends or guests to create problems in your room, you will be held responsible.**

The residence staff looks forward to working with you to create the best possible living environment for all residents. As an adult, you have a basic responsibility to yourself to stand up for your rights and to help us provide you with a productive residence experience.

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## **NOISE**

As a resident you have the right to a living environment quiet enough to permit study and sleep. You will be unable to function effectively without proper amounts of rest, and if you cannot study, your tenure as a University student will be brief. You are responsible for not infringing upon the rights of other residents (including your roommate) to sleep or study, and for not disturbing our off-campus neighbors. This includes not playing your stereo loudly, not entertaining guests in your room late at night and not engaging in any other behavior that is disruptive to others. Residence Life Staff reserve the right to direct a resident to remove musical instruments deemed disruptive.

It is the policy of the University that the residence halls be reasonably quiet at all times; therefore, **courtesy hours** are 24 hours a day. Further, **quiet hours** between 8 p.m. to 8 a.m. have been designated since many residents have a need to sleep or study. It is expected that the residence halls will be especially quiet during this period. Any resident who infringes upon the rights of others to sleep or to study may lose the privilege of living on campus.

**First** noise violation is an automatic written warning outlining the policy.

**Second** noise violation is an automatic \$25 fine.

**Third** noise violation results in a judicial hearing with disciplinary probation imposed.

Examination weeks are designated as 24-hour quiet. At any time, any reasonable request by a resident concerning noise is expected to be honored.

**First** violation of the 24-hour quiet policy during exam time will result in automatic \$25 fine.

**Second** violation of the 24-hour quiet policy during exam time will result in immediate removal from housing.

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## **SAFETY**

As a resident you have the right to live in an environment with safety features. Among other things, this includes having appropriate fire warning systems and properly working fire safety equipment in your residence hall. You are responsible for not engaging in behavior that compromises the safety of others

and for preventing abuse of fire safety equipment.

You are also expected to cooperate fully in following fire safety procedures, which include unannounced fire drills conducted by staff. Fire drills are an important aspect of our fire safety program and you are expected to respond promptly by exiting the building. Failure to do so will result in disciplinary action.

It is the policy of the University that any resident whose actions are dangerous to others will lose the privilege of living on campus. Of particular concern are using candles, fireworks, tampering with fire safety equipment and throwing objects out of windows. In regard to using fireworks and tampering with fire safety equipment, disciplinary action taken by the University does not preclude legal prosecution of the individual. The minimum fine for violating the fire safety policy is \$150.

Use of unauthorized vehicles on sidewalks or any areas surrounding the residence halls is a safety hazard and prohibited. Exceptions are made during designated check-in/check-out times. Blatant disregard of this policy will result in University Police issuing a citation with a fine attached. Repeat offenders will forfeit campus parking privileges.

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## SECURITY

As a resident you have the right to live in an environment where you and your property are secure. Through having your Gull Card (ID Card) specially programmed at check-in, you have access to your building, room, bathroom and laundry room. It is the responsibility of each resident to carry his Gull Card with them at all times. Realizing that there will be situations when residents will need to be let into their room, the University has put the following guidelines in place:

1. Should a lock-out occur Monday-Friday during the day, residents should attempt to locate Residence Life staff in their building to unlock their door. If they cannot do so within a reasonable period of time, they may call the Housing Office at 410-543-6040.
2. Between 5-8 p.m. Monday-Friday, residents should first attempt to locate a Residence Life Staff in their building. Should staff not be available the resident should contact University Police to gain access at 410-543-6222.
3. Each building has a resident assistant on duty to provide this service during the following times:
  - a. Sunday-Wednesday: 8 p.m.-midnight
  - b. Thursday: 8 p.m.-1 a.m.
  - c. Friday-Saturday: 8:30 p.m.-2:30 a.m.
4. During the day on Saturday and Sunday, students should attempt to locate Residence Life staff before calling University Police.
5. During any time, if any of these individuals is busy, locked-out students will need to wait.

Again, it is the responsibility of the students to carry their cards at all times. Repeat violators of the lock-out policy will be held accountable for their behavior through the judicial process. Sanctions may include community service and/or fines. In residence halls with central door access (entrance and exit through a central door), any use of peripheral exits, other than in an emergency, will result in disciplinary action.

Keeping your room door, your bathroom door, your cluster door (if applicable) and your building door locked is the primary means you have of protecting yourself, others and your property. You must accept primary responsibility for your safety and security by keeping these doors locked. Any misuse or sharing of Gull Cards will result in a judicial hearing and sanctions.

By acceptance of an assignment to any hall, you and your cluster/hall mates have control over the cluster/floor bathrooms by virtue of the way your card was specially programmed at check-in. You are held individually and collectively responsible to keep the door locked and not engage in any vandalism to the door or to the bathroom itself. Any tampering with the lock, the door or damage to the bathroom will result in every member of the cluster/floor being held accountable if no individual responsibility can be determined.

Fines may be issued as part of the sanctions imposed.

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## **DAMAGE**

As a resident you have the privilege of enjoying full use of resident facilities at the lowest possible costs. Malicious destruction of property and vandalism limit the use of facilities by residents and increase room charges. You are responsible for demonstrating proper care in the use of facilities and for not condoning the destructive behavior of others. Accidental damages should be reported promptly to avoid disciplinary action.

Any resident who engages in the malicious destruction of property or vandalism will face stringent disciplinary sanctions, which may include the loss of the privilege of living on campus and will include that prompt restitution be made by the person(s) responsible. Additionally, the University reserves the right to group-fine residents in a residence hall where public area damages are not able to be assigned to one specific resident. The minimum bill will be \$25 and will increase with repeated occurrences.

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## **TELEPHONES**

All residence rooms have telephone service. Students are required to bring a corded phone to plug into their room for **safety and security reasons**. With the increasing use of cell phones, it is becoming very difficult to reach students in their rooms. A corded phone plugged into the room outlet will allow the following **without any charge to the student**:

- An emergency 911 call can be traced to the exact location of the room from which the call was made.
- University personnel will be able to place a call directly to the student room.
- Calls can be made to any office on campus or other residence hall rooms on campus.
- Calls can be received from off campus.

In order to place off-campus and long distance calls, a \$25 deposit is required. An authorization code is issued by the Telecommunications Office once the deposit is made. Contact the Telecommunications Office at 410-543-6501 for more information regarding telephone accounts.

Misuse of the telephone system will lead to a disciplinary action. Telephone misuse includes pranks or harassing calls and illegal use of the authorization code. The action could result in the loss of the privilege of living on campus. It is important that you do not give your authorization code to anyone else. To determine your phone number, please contact the Housing Office at 410-213-6040 or the Telecommunications Office at 410-543-6501.

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## **COMPUTER ACCESS**

The University's Resnet system, once activated, allows residents to use web browsers, internet applications and access SU e-mail from their own rooms. All residence halls are wireless. Network card hookups, as well as other "add-ons," are available from the University Bookstore. Abuse of this computer privilege through harassing messages will result in a judicial hearing.

The campus network does not support dial-up, cable, or DSL modems. Wireless access points are not permitted in the halls. See the IT Helpdesk Web site for additional wireless information. When you arrive on campus you will be required to register your computer the first time you attempt to log on to the internet. You will need to follow the instructions provided by the system to gain access and use the internet.

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## **ALCOHOL**

It is the policy of the University to enforce Maryland state law. Only students 21 years of age or older have the right to possess or consume alcoholic beverages on campus. New student halls (Manokin, Nanticoke, Pocomoke, Wicomico, Choptank, Chester, Severn and a portion of St. Martin) house only first-time freshmen and transfer students under the age of 21; therefore, alcohol is prohibited. Empty alcohol containers indicate the presence of alcohol. For those under the legal drinking age, empty alcohol bottles or cans are considered an alcohol violation and will result in a judicial hearing.

Students of legal age may consume alcohol in the rooms of other legal aged students who are present in the room. Regardless of age, public intoxication is an alcohol offense and is not an acceptable norm of conduct.

Appropriate disciplinary action will be taken in all situations where individual behavior infringes upon the rights of others. First time offenders of the University's alcohol policy will be subject to disciplinary probation for one calendar year, required to participate in an alcohol intervention class, a Health Services fee of up to \$100, fines and other sanctions appropriate to the circumstances surrounding the violation, which may include loss of housing. Repeat offenders, where violations occur during the period of disciplinary probation, will be subject to more severe sanctioning, including, but not limited to, loss of housing for residential students and social probation/restricted access for commuting students.

University Police officers have the authority to issue civil citations for violations which occur on campus.

**Alcohol paraphernalia** is prohibited in any residential space that is occupied by an individual under the legal drinking age. Examples of paraphernalia include, but are not limited to, collections of alcohol labels and beer caps, cardboard cut outs of alcohol boxes and cleaned alcohol containers used in a

decorative manner.

Offenders of the University alcohol paraphernalia policy will be subject to the following sanctions: written reprimand for the first offense, \$25 fine for the second offense and disciplinary probation for the third offense. Additional sanctions may be imposed based on the severity of the violation. Subsequent violations may result in loss of housing.

When the University determines that a state of emergency exists (such as blackouts, severe weather conditions, etc.) an alcohol ban for all residents will be enforced. Alcohol may not be brought in or consumed in any residence hall or space regardless of the age of the occupants. Residence Life staff will communicate to the residents the time frame for the emergency ban.

Refer to the University alcohol policy in the Student Code of Conduct for further details.

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## **DRUGS**

As a resident you have the right to live in an environment free from the use of illegal drugs. The widespread use of illicit drugs threatens the stability and security of a campus community. Possession, use or sale of drugs is illegal. It is also illegal to possess any drug paraphernalia. Any resident who is in possession, uses or sells illegal drugs will lose the privilege of living on campus. As any loss of housing due to disciplinary reasons, the student is not eligible to receive any deposit refund.

Those losing their privilege of living on campus will also be prohibited from visiting the residence hall for the length of the disciplinary period. Such action by the University does not preclude legal prosecution of the individual.

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## **PARENTAL NOTIFICATION**

The University reserves the right to notify the parent(s) or guardian(s) of a student who has violated the housing contract or the university code of conduct, resulting in the student being placed on disciplinary probation; in which a subsequent violation jeopardizes the students' ability to continue living on campus.

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## **GAMBLING**

Any type of game played for money is considered an illegal activity and is prohibited in or around a residence hall. Engaging in such an activity will result in a judicial hearing.

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## **MAINTENANCE CONCERNS**

The care and maintenance of physical facilities in the residence halls requires constant attention from students and staff if the environmental ambiance is going to support the educational goals of the University.

Facility concerns are addressed from five facets:

The FIRST relates to safety concerns. Close coordination is maintained with the University Police to ensure that residents are provided adequate protection from crime and hazardous living conditions. Smoke detectors, lights, locks, doors, windows and emergency lights are some of the items routinely checked by University Police, the physical plant staff and the Housing and Residence Life staff. You can help by calling facility repair at Ext. 410-677-3097 to report any problems.

The SECOND concern deals with environmental control of heat and air conditioning systems. This phase is controlled by a computerized energy management system that regulates temperatures within the buildings.

Air conditioning is available during the first six weeks of the fall semester and the last two weeks of the spring semester when (and only when) the outside temperature reaches a daytime high of 83 degrees. Air conditioning for the weekend is provided but is also determined by weather conditions.

These restrictions are in compliance with the State of Maryland guidelines "Phase I, Energy Conservation Measures, Operations and Maintenance Guidelines" as mandated by the State of Maryland Executive Order 01.01.1979.04.

The THIRD concern relates to architectural and mechanical problems. This facet is handled through a computerized preventative maintenance (PM) program and the use of a daily work order (WO) system. The PM program is designed so that specific items are identified and routinely checked on a calendar basis. (e.g., HVAC filters, locks, electric outlets, switches and receptacles are scheduled for semiannual inspections; boilers and their respective motors are on an annual schedule.) The WO system provides the opportunity for anyone observing or experiencing a problem related to facilities to call facility repair at 410-677-3097 from 8 a.m.-5 p.m. A work order will be created and used by physical plant staff to set priorities, schedule and facilitate the necessary repairs. It is the student's responsibility to call in needed repairs for his/her room.

The FOURTH concern relates to grounds and/or horticulture. Live plants and appropriate, well manicured landscaping greatly enhance the appearance of our facilities. Students are expected to respect plantings and landscaping in their movement about campus and in their recreational activities.

The FIFTH concern addresses the cleanliness of the building interior. The University housekeeping staff is scheduled to clean the common areas (lounges, halls) as well as bathrooms (excluding St. Martin and Chesapeake), and students are responsible for cleaning their own room and for not allowing trash to accumulate. Housekeepers are responsible to maintain reasonable sanitary conditions but are not responsible for excessive disregard for general cleanliness including the removal of personal trash. Fines may be levied for excessive trash and failure to remove personal trash.

The Office of Housing and Residence Life has staff to specifically deal with facility-related concerns and problems. The Associate Director for Housing and Residence Life and two housing graduate assistants (GA) have the responsibility of ensuring that the buildings are properly cleaned and maintained. They will work closely with physical plant staff to coordinate work and to ascertain that the work has been properly completed. The GAs will conduct periodic tours of all residence halls; schedule routine checks

for items such as smoke alarms, locks, etc.; inspect repairs requested by students; and provide immediate feedback on critical facility issues to both residents and physical plant staff.

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## **OFFICE OF HOUSING AND RESIDENCE LIFE**

The Office of Housing and Residence Life, located on the west end of the first floor of Chesapeake Hall, is responsible for the overall operation of the 11 residence halls. All correspondence or questions pertaining to on campus housing and/or residence life should be addressed to this office. We can be reached at 410-543-6040 or [house@salisbury.edu](mailto:house@salisbury.edu).

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## **STAFF**

The Director of Housing and Residence Life is responsible for the overall administration of the 11 residence halls. Primary responsibilities include budget, occupancy, and facility usage throughout the year, staffing, programming, policy articulation/enforcement and personal safety. The Associate Director of Housing and Residence Life oversees residence hall cleanliness, repairs, assessment of damages and billing. Two Assistant Directors of Housing and Residence Life oversee the hall staffing and assignments and billing processes. Experienced clerical staff provide support to all these personnel.

Area Directors (AD) are full-time members of the professional staff who live in the residence halls. Each Area Director is responsible for the operation of two-three residence halls. Resident Directors (RD) are part-time members of the professional staff who are also graduate students at Salisbury University. Each Resident Director is responsible for the operation of a building under the supervision of an Area Director.

Resident assistants (RA) are student staff members who live on each floor and have the closest contact with residents. They are familiar with programs and services on campus and receive training in helping students have a successful University experience. Resident assistants also work with the students on their floors to plan and implement various social, recreational, educational and cultural activities to meet the developmental needs of students.

The entire Residence Life staff functions to create an environment in the residence halls that is conducive to academic achievement and personal growth. Residents are encouraged to use the staff as a resource in dealing with any problems that arise.

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## **INVOLVEMENT AND ACTIVITIES**

Each residence hall has its own elected senators. This group works closely with Residence Life staff to find ways to improve the quality of life in the residence halls. This work can take the form of addressing student concerns or of planning and implementing social, cultural, recreational and community service activities for residents.

## RESIDENCE HALL ACCOMMODATIONS

Space in the residence halls is contracted for the full academic year (ending with the conclusion of spring semester), summer session or winter term, whichever is applicable, or any prorated portion thereof. Housing is not provided during recess periods (see University calendar). Returning to a residence hall at any time during a break is considered trespassing and will be dealt with accordingly.

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### HALL DESIGN AND LIFESTYLE

Traditional Halls — **Nanticoke, Manokin, Pocomoke** and **Wicomico** are considered traditional, suite-style residence halls. These air-conditioned halls are composed of single and double rooms, with a shared bathroom between adjoining rooms. New students are assigned to these halls.

High Rise Halls — **Chester, Choptank** and **Severn** are air-conditioned, high-rise halls. They feature single-gender clusters (four per floor). Each cluster has five rooms surrounding a common bathroom. These halls have central corridors and offer the residents a kitchen facility and a lounge on the first floor. High Rise halls are composed of double and triple rooms. New students are assigned to these halls.

**Chesapeake**, uniquely designed to offer single gender, apartment-style living opportunities, consists of 23 eight-person apartments, each with four bedrooms, 2 baths, a lounge area, storage closets and a kitchenette equipped with compact stove, refrigerator, sink and cabinets. In-apartment laundry, as well as living/dining area furniture is provided. Upper-class students are assigned to this hall.

**St. Martin Hall** has private outside entrances leading to single gender suites that consist of two double rooms with an adjoining bath. The building also includes a recreation room and laundry room. Upper-class students are assigned to this hall.

Consistent with providing students with a more independent lifestyle, the University requires residents of **Chesapeake** and **St. Martin** to provide their own supplies and custodial services. Residents of both buildings are responsible to take reasonable care to keep stairways and walkways free of litter and trash.

**Dogwood Village** consists of 14 separate yet clustered buildings, consisting of 10 single rooms and two baths each. Each building is a single-sex residence. Upper-class students are assigned to this hall.

**Sea Gull Square** is Salisbury University's newest residence hall. It is designed to offer single gender, apartment-style living. There are 4 bedroom-2 bathroom and 4 bedroom-4 bathroom apartments. Amenities include: Furnished common living room; full kitchen (dishwasher, microwave, full size refrigerator included); stackable washer/dryer, double bed and mattress, desk, chair, dresser and closet; and a cardiovascular workout room. Sea Gull Square is a 12 month contract and upper-class students are assigned to this hall.

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Barrier-free accommodations, which meet appropriate ANSI standards, are located in all residence halls excluding Dogwood Village. See also [Student Disability Support Services](#).

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## ROOM FURNISHINGS

The residence rooms include the following articles, which may not be removed for any reason:

- Beds (twin, extra long)
- Dressers
- Study Desks
- Chairs
- Wardrobe/Closets
- Blinds

The following items are provided in each residence hall:

- Kitchens/Microwaves
- Washers and Dryers
- Televisions
- Vending Machines (only accessed through Gull Card)

**Severn Hall** will be designated as Winter Term housing and the residents of the designated building(s) will be asked to remove their belongings between the fall and spring semesters. Students who are affected by this decision will be notified prior to the Thanksgiving break. In the case of necessary repair or maintenance, the University reserves the right to direct students in any of the other buildings to similarly remove their belongings.

## ROOM CHECK-IN

Residents can check in to their room by reporting to their assigned hall. At check-in, residents get their cards programmed to open their room and other appropriate rooms. They will also review a Room Condition Report (RCR) on which the furnishings and condition of the room are noted. Residents should check this information closely for accuracy. Any discrepancies should be brought to the attention of a staff member before signing the RCR. This same sheet will be used at check-out to determine deficiencies in the room's furnishings and/or condition.

Failure to pay proper attention to check-in conditions may result in being fined for pre-semester damage. Damages occurring after check-in should be reported to facility repair at 410-677-3097.

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## EARLY ARRIVALS

Due to specific program commitments, it is not possible to check in earlier than the date and time stated. Therefore, early arrivals need to utilize local motels and make reservations in advance. Any

exemption to this policy needs approval from the Assistant Director; e-mail requests to [housingoperations@salisbury.edu](mailto:housingoperations@salisbury.edu). Those students who are found in violation may be charged a fee per night equal to a local hotel's rates.

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## ROOM CHECK-OUT

When residents move out of a room or leave at the conclusion of a semester, they must check out with a member of the hall staff. Students may be fined for improper check-out. Residents are responsible for leaving the room in the condition it was in when they checked in. This includes cleaning the room and removing all trash.

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## SPRING CHECK-OUT

The professional staff will inspect each room and billing will be initiated for any damages, missing furnishings, or a room that is not clean. If any damage occurs during the course of occupancy, the resident should call facility repair, Ext. 7-3097. Residents must also provide information regarding who is to be billed for damage. If residents do not provide this billing information prior to leaving, they will be billed a pro rate share of the damage assessment. Residents of Severn Hall, the designated winter term building, will have both a fall and spring inspection.

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## ROOM INSPECTIONS

Students are required to maintain their rooms according to health, fire, safety and maintenance standards set by the state and University policy. Students are responsible for cleaning their own rooms. Regularly scheduled inspections of the students' rooms and adjoining bathrooms are conducted by the housing/residence staff. Safety and health inspections involve the observation of closet and/or storage areas and include but are not limited to inspections preceding Thanksgiving and spring breaks. These inspections do not allow for the search of the students' personal property.

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## TACK STRIPS

Wood strips are on the walls in some residence hall rooms for wall hangings. Use only thumbtacks and small hardware. Nothing over 3/4 inch should be used. This hardware must be removed prior to final check-out. **Residents will be fined whenever screws, nails, thumbtacks, adhesive picture holders, contact paper, decals and tape (excluding materials provided by the Housing Office) are used on walls, ceilings, doors, windows and/or furniture. Periodic inspections will be made.** Fines will be generated after inspections. The appropriate adhesive will be supplied during fall check-in. Additional adhesive squares may be purchased in the campus bookstore. The inappropriate adhesive must be removed. The billing will be treated as a disciplinary bill. The minimum is \$25 per student.

## **SMOKING POLICY**

All residence halls are smoke-free, including common areas. Policy violations will be reviewed and sanctions may be imposed based on outcomes of judicial hearings. Visitors must also follow these guidelines.

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## **USE OF RESIDENCE HALLS BY GUESTS AND OVERNIGHT GUESTS**

Residence halls are open only to its residents, University officials and guests of residents. The residence halls are special purpose buildings and are not open to the public in general.

1. A guest is defined as a student or non-student from off campus, another residence hall or the same residence hall. An overnight guest is one who stays overnight in a room to which he/she is not assigned.
2. Each resident is responsible for the actions of guest(s) and conduct associated with the room/building.
3. Overnight guests are not allowed during final exams.

Overnight guests are allowed when the following conditions are met by the host:

1. Consent of the roommate(s) is received.
  2. Overnight guests are limited to no more than two consecutive nights or no more than four cumulative nights a month.
  3. An overnight guest is limited to no more than 16 cumulative nights in any semester. During winter term a guest is limited to no more than four cumulative nights. During summer session a guest is limited to no more than eight cumulative nights.
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## **ESCORT POLICY**

Guests are to use exterior call boxes and are to be escorted through the building by the host student. Residents are responsible for the conduct of their guests until the guests exit the building. When a difference of opinion arises regarding guests, the University supports the right of the student objecting to the guest.

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## **VACATIONS**

Residence halls are closed to all occupants during vacation periods and will reopen according to the University calendar, excluding Sea Gull Square.

9 month residence halls: At the conclusion of spring semester, all students are required to take all personal belongings and officially check out of their room. Failure to properly check out will result in a \$50 fine plus any charges for damages or key charges. Students who fail to check out waive the right of appeal for any charges levied. The University is not responsible for personal items left behind following checkout.

## FACILITY REPAIR SERVICE

Any damaged, broken or inoperable articles in the rooms, bathrooms or common areas should be identified and called into facility repair at 410-677-3097. This will generate a work order. This service is for students' convenience. Anyone who has any difficulty receiving proper service should contact the housing operations staff at 410-548-3343.

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## FACILITY POLICIES

The regulations of the University relate to either state or local ordinances or to the protection of and respect for residents in the halls. Individual residence hall governments may specify additional regulations that apply to residents of a particular hall. Violations of any of these items may lead to fines and/or termination of the housing contract.

The following are prohibited in and around the residence halls:

- Animals, lab specimens and/or pets of any kind, with the exception of fish in an aquarium (10 gallon limit)
- Tampering with fire safety equipment, e.g., fire alarms, fire extinguisher and hoses, exit signs, fire doors, sprinklers and smoke detectors
- Candles (lit and unlit), incense and potpourri
- Storage of motorcycles, motorbikes and any gasoline engine or gas/oil. (see traffic rules and regulations)
- Wired or wireless routers
- Outside TV or radio antennas; tampering with the TV cable
- Storage or use of inflammable or explosive liquids or gases, with the exception of artist tube paints
- Water beds
- Misuse of property and/or furniture, e.g., moving furniture from public areas or removing University furniture from a room or building.
- Posting information in residence halls without prior approval of staff.
- Removing mattress covers
- Physical presence on building roof areas
- Possession and/or use of fireworks, explosives, firearms and weapons, knives or anything which resembles a weapon
- Use of prohibited electrical appliances, particularly stand-alone microwaves and toaster ovens.
- Weights and barbells
- Tampering with locks
- Placement of objects outside windows or on window sills. Speakers and alcohol paraphernalia are specifically prohibited
- Removal of screens or screen hardware or throwing objects in or out of windows
- Unsanitary conditions or fire hazards in a room or area
- Full or empty beer kegs, beer party balls, alcohol paraphernalia and flaming alcoholic beverages are not permitted
- Skateboarding, in-line skating or any sports activity that may cause damage to the hall, residents or staff

- Thumbtacks, tape, nails, screws, adhesives (including contact paper and glues) placed in furniture, walls, floors, doors and ceilings
  - Improperly disposing of room trash in common areas
  - Removing overhead fixtures and replacing light bulbs with black lights
  - Live Christmas trees
  - Halogen lamps
  - Cinder blocks/bricks
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## **WINDOW AND DOOR DISPLAYS**

The inside of a student's room provides a forum for personal preferences and expression provided that expression (a) does not violate the housing/residence life handbook and contract (e.g., regulations for hanging art work, etc.) and (b) does not violate the University Code of Conduct.

Windows and the exterior of student room doors are both part of a building that complements the total campus ambience. The University has policies and procedures regarding window and door decorations which attend to the safety codes of the University and the overall appearance of the residence halls on campus.

For safety reasons University policy prohibits anything from being attached, hung or displayed by any means on the outside of residence halls.

Exceptions to this policy will be granted provided the display is affixed by physical plant, relates to a University-sponsored activity and is displayed one week only prior to the activity. Approval must be received from housing/ residence life.

The exterior of student room doors provides a forum for personal expression via the message boards. The residence life staff reserves the right to ask a student to remove any material incompatible with the "Residence Hall Philosophy" as stated in Residence Hall Philosophy. For appearances, University policy prohibits anything from being attached, hung or displayed on the inside of residence hall windows. Exceptions to this policy will be granted provided the display is hung by means that will not damage the window or surrounding walls (no decals) and the display relates to a University-sponsored activity or national holiday and is removed one week after the activity/date. Approval must be received from housing/residence life.

Examples of University-sponsored activities include New Student Welcome, Convocation, Family Weekend, Homecoming, Honors Convocation and Commencement.

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## **REFRIGERATORS**

Residents are permitted to have one refrigerator or microfridge in their room if the unit meets the following requirements: Electrical current—1.7 amps; Three-prong safety plug; UL approved.

One **microfridge** (a combined refrigerator and microwave **one-piece unit**) per room is allowed **ONLY if the unit has ALL of the following:**

Internal Safe Plug™ Technology; Fridge capacity of 2.13 cubic feet; Freezer capacity of .75 cubic feet; and total capacity of 2.9 cubic feet.

Students in triple rooms may have one regular fridge and one microfridge. Students in quad rooms may have two microfridges.

**Exception:** Chesapeake Hall

1. Two units per room are permitted. However, each unit must be plugged into separate electrical outlets.
  2. Electrical current—1.7 amps.
  3. Three-prong safety plug.
  4. UL approved.
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## **ELECTRICAL APPLIANCES**

Due to the limited electrical capacity of each hall for reasons of fire safety, students are required to observe the following:

1. All electrical appliances must carry the approval label of the Underwriters Laboratory.
  2. Use of multiple extension cords is prohibited (an extension cord plugged into another extension cord or surge protector).
  3. Space heaters are prohibited.
  4. Use of any cooking appliances is prohibited in a student room, except hot air popcorn poppers and coffee makers.
  5. Refrigerators that are rated greater than 1.7 amps are prohibited.
  6. Microwave ovens are prohibited in student rooms but are provided in common areas. Apartments may have a microwave oven in the common area.
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## **TOILET STOPPAGES**

Residence hall occupants will be charged for all labor and materials required for the removal of anything from the toilets except toilet tissue/human waste. Also included will be damages resulting from improper use of toilets.

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## **FIRE, SECURITY AND PERSONAL SAFETY**

In cases of emergencies other than fire call University Police at **ext. 36222** (410-543-6222).

### **Fire Information**

1. Know the location of all fire alarm boxes and hallway fire extinguishers in your area.
2. Know all means of exit from the area.
3. Always keep fire doors closed. Keeping them propped open will permit passage of smoke throughout the area.

4. Report damaged fire equipment when discovered to the facility repair service at 7-3097.

### **Upon Discovering a Fire**

1. Sound the fire alarm and dial 9-911.
2. Close all doors and windows in the immediate area.
3. Do not use elevators.
4. Vacate the building as quickly and orderly as possible.
5. Do not call the University switchboard.

### **When the Fire Alarm Sounds**

1. Awaken roommates and inform them of the alarm.
  2. Close windows and turn off all electrical appliances.
  3. Put on shoes and a coat.
  4. Vacate the building by means of the closest exit.
  5. Do not use elevators.
  6. Do not call the University switchboard.
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## **FIRE DRILLS**

To ensure the safety of residents, fire drills are scheduled monthly. All students are required to participate. Fire drills and safety practices in the residence halls are to be taken most seriously. Thoughtless behavior may develop into a dangerous situation for all residents of a hall. The proper functioning of safety equipment and strict adherence to fire drill instructions in an emergency may mean the difference between life and death to the residents of a hall.

Tampering with fire safety equipment (alarms, extinguisher, hoses, smoke detectors, etc.) is a violation of the criminal code and jeopardizes lives and property. Accordingly, the University reserves the right to prosecute anyone found tampering with fire safety equipment, in addition to taking disciplinary action which could mean loss of housing or dismissal from the University.

Failure to exit the building or comply with a university official during a planned or unscheduled fire drill will result in an automatic \$100 fine and may also result in additional disciplinary sanctions.

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## **IDENTIFICATION CARD**

All students are required to have a campus identification card (ID) issued by the Gull Card Office located in the basement of the Commons. This card must be carried at all times and presented when asked to be seen by an official of the University. Access to various campus activities and facilities is permitted by presentation of this card. This card gives the student access to his/her building, room, bathroom, (cluster if applicable), and laundry facilities.

All students living in a resident hall must have their Gullcard programmed during check-in. Students are urged to lock their room to protect their personal belongings and prevent damage to the room and personal property. It is the resident's responsibility to report lost Gullcard within 24 hours to the AD/RD.

Keeping your room door and the access door to your residence hall locked is the primary means you have of protecting yourself and your property. Most importantly, do not give your Gullcard to other students. Do not prop doors (including bathroom, building, room and cluster) open or allow strangers into the building.

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## **ACCESS TO RESIDENCE HALLS**

All residence halls are locked 24 hours per day while occupied. Access is only permitted to current Salisbury University residents and their guests. Guests may use telephones located at an entrance to each building in order to contact residents they wish to visit. Central access and guest policy is described elsewhere in this booklet.

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## **PARKING/DRIVING ON CAMPUS**

Driving across campus without authorization is strictly prohibited.

Students may pull cars to designated areas near the building to load or unload their vehicles during check-in and check-out only. Vehicles driven on campus during non-designated times will be ticketed or face disciplinary action and a \$25 fine.

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## **LOST AND FOUND**

Students who lose books, articles of clothing, etc. should consult the lost and found section of the University Police, located in the East Campus Complex. Any theft should be reported immediately to the RA or Building Director and to the University Police.

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## **ESCORT SERVICE**

If you feel uncomfortable walking alone at night, you may request an escort. A group of volunteer students operates this service from 7 p.m.-1 a.m. At other times campus police officers will escort you. This service operates on campus and to nearby off-campus locations. Call 410-543-6222 for an escort.

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## **PERSONAL SAFETY TIPS**

Increasing awareness of crime prevention techniques may decrease the opportunity for a person to commit a criminal offense. You are your own best protection.

1. Keep your door locked at all times. Don't unlock the door for strangers. Keep first floor windows locked.
2. Walk in well-lit areas and stay near the curb, away from alleys, entry ways and bushes where someone could be hiding.
3. Do not walk or jog alone after dark.
4. Avoid short cuts. Walk where there are other people present.

5. Do not hitchhike or accept rides from strangers. If a driver asks you for directions, stay far enough away so that you cannot be pulled into the car. Do not pick up strangers.
  6. If you are being followed when walking, change directions, cross the street and vary your speed. Go to a well-lit place where there are other people. If followed by someone in a car, turn and walk in the other direction. Record the license number.
  7. Park your car in a well-lit area and lock the doors.
  8. If you need an escort to or from your car, call University Police, Ext. 36222.
  9. Report any suspicious activity or crimes to the University Police.
  10. Blue light phones throughout the campus provide immediate access to University Police.
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## **MEDICAL EMERGENCIES**

If an individual has a life-threatening emergency, call 9-911 for an ambulance. If the person is sick or injured and it is not life-threatening, call University Police at ext. 36222 for transportation to the Emergency Room of Peninsula Regional Medical Center.

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## **MEAL PLANS**

All students living on campus (except Chesapeake Hall and Sea Gull Square residents) must select a meal plan. If you change your meal plan before paying your bill, complete the **Bill Correction Form** and include it your payment. You may only add or upgrade a meal plan after the official drop/add period at the Cashier's Office.

**The meal plan choices are:**

**A: Everything Plan**

**B: All Day, Everyday Plan**

**C. 12 Plus Plan**

**D. 10 Meal Plan (available only to Chesapeake/Sea Gull Square)**

**E. 5 Plus Plan (available only to Chesapeake/Sea Gull Square)**

For details or questions about these meal plans, please visit Dining Services or call **410-543-6105**.