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NO PERSONAL MAIL
IN CAMPUS MAIL
(THERE WILL BE NO
RETURN OF PERSONAL MAIL
IN RESIDENCE HALLS OR
APARTMENT HOUSES)
THANK YOU!!!

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Updated September 2023

WELCOME TO UNIVERSITY HOUSING

Welcome to University Housing. We're so happy to be your home-away-from-home for the upcoming academic year. This booklet contains information you will need to make your time with us as comfortable and enjoyable as possible. Have a great year!

NEBRASKA RESIDENTIAL EXPERIENCE

Huskers will positively transform our communities through bold and inclusive actions.

GENERAL INFORMATION

University Housing

3rd floor Willa Cather Dining Complex
530 N. 17th St. | PO Box 880622 | Lincoln, NE 68588-0622

Open 8 a.m. – 5 p.m., Monday – Friday

(402) 472-3561 | (800) 742-8800 | TTY: (402) 472-1497
fax: (402) 817-4952

email: housing@unl.edu

web: housing.unl.edu

Questions

If you have questions, check the University Housing website at: housing.unl.edu for more information, including FAQs.

When contacting us be sure to indicate a subject, name and eight digit NU ID number.

University Housing responds to all emails. If you do not receive a response, the email has not been received by our office.



Gender Inclusive Housing

Gender inclusive housing is available. Read more about options at: go.unl.edu/gender-inclusive-housing.

Students With Disabilities

University Housing is committed to providing accommodation to students with disabilities in the residence halls. Students who require reasonable accommodation must have an accommodation plan issued by the Services for Students with Disabilities Office. In order to ensure that appropriate arrangements can be made, students with disabilities who need reasonable accommodation in the residence halls must contact the Director of Services for Students with Disabilities at (402) 472-3787 by May 15 (for the fall semester) or October 15 (for spring semester).

Landlord Tenant Act Does Not Apply

In accordance with Neb. Rev. Stat. §76-1408 (1) Reissue 1996, 2002 Cum. Supp.) as amended, student is entering into this contract for a residence at an institution, which is incidental to the provision of education services, and therefore, this contract is not subject to the Nebraska Uniform Residential Landlord and Tenant Act.

Room Moves/Contract Cancellation

For policies regarding room moves and/or canceling your contract early, please see the Housing Contract Policies booklet. It is important you follow the guidelines outlined in that document, because there are possible fees associated with checking out of your space incorrectly.

Contract Changes & Corrections

The University has made every reasonable attempt to make sure information contained herein is accurate at the time of publication. However, we reserve the right to make corrections when necessary. Also, because University Housing tries to respond quickly to student concerns and to facilitate the best possible housing and dining programs, we further reserve the right to make changes in operations as needed. Refer to the University Housing website for changes and updates (housing.unl.edu).

For Students Not Planning to Live on Campus

On-Campus Residency Requirement: The University of Nebraska–Lincoln requires all unmarried students with less than 27 credit hours and who are under 19 years of age prior to the first day of classes for the fall semester to live in University-approved housing for the entire academic year.

If you are planning to live in any location other than the University residence halls, you must file a request for exemption from the On-Campus Residency Requirement with the Campus Residency Compliance Office.

The specific form to request exemption from the residency policy can be found at: go.unl.edu/unlresidency. Students who plan to live in university-approved fraternities or sororities should contact the Office of Fraternity and Sorority Life to make arrangements (unl.edu/greek).

The On-Campus Residency Requirement form MUST be fully completed, signed by the student and their parent(s), and returned to the Residency Compliance office for approval by August 1.

Approval is not guaranteed. Students who do not comply will have their University records (including financial and

academic records for registration and transfer) placed on hold or face other judicial sanctions. Please allow four weeks for a final response.

Additional detailed information can be found at go.unl.edu/unlresidency.

Questions may also be directed to the Residency Compliance Office at (402) 472-3885 or 800-742-8800 or via email: housing.contracts@unl.edu. Fax: (402) 817-4973 website: housing.unl.edu/residency-requirements

Learning Communities

Learning Communities are groups of first-year or upper-division students with a shared academic interest, identity and/or experience. First-year students live together, often on the same residence hall floor, learn together through at least one shared class, and connect to students, mentors and faculty with shared interests. Upper-division Learning Communities provide opportunities for students from any major to engage with an interdisciplinary cohort of peers to work toward a common goal. For more information, visit the website at: learncom.unl.edu.

Residence Hall Association (RHA)

The student government of the halls/complexes and the Residence Hall Association are given an allotment of money per person, per semester for overall government activities. This amount is included in the room and meal plan total. For more information about RHA, visit the RHA website at rha.unl.edu, or e-mail rha@unl.edu.

How We Will Communicate With You

University Housing has established email as an official and primary means of communication with all of its residents. However, students may also be contacted by telephone or campus mail.

University Housing will communicate with you (the student) using your official Huskers electronic (email) address. Students are responsible for reading all information sent to them via this email account. Electronic communications sent by University Housing will be deemed received on the next university business day after the day the email was sent. University Housing is not responsible for email communications blocked due to spam filters or restrictions imposed by the recipient's mail service.

In addition to email, University Housing staff may also contact you by phone, text or mail about a variety of issues such as your FIX IT ticket (maintenance) request, plans for holiday breaks, safety issues, etc. Help us provide you with quality service by responding in a timely manner.

You are responsible for checking your residence hall mailbox frequently. Any notices to a resident shall be deemed received by residents on the date delivered to the resident's room/unit or mailbox.

Get to Know Our Staff

Getting to know the staff team in your residence hall/complex is important for student residents. Our staff work together to help facilitate your stay in the residence halls. It's important to us that you have opportunities and experiences that promote student academic success at the university.

Resident Assistant (RA):

A resident assistant (RA) is an upper-division student staff member who lives in the residence hall. As a peer, an RA serves as a basic source of information, assists students in adjusting to campus life, and provides referrals to other resources available. The overall responsibility of an RA is to provide leadership and support to individual residents, share information to keep you informed, and to help you get involved on campus.

Desk Assistant (DA):

The hall/complex desk staff are available to assist you and provide services to make your new home a comfortable place to live. These services include answering questions, sorting mail, checking out keys, monitoring building security, signing in overnight guests, responding in crisis situations, etc.

Learning Community Mentor:

Mentors are upper-division students who support Learning Community students in their social and academic transition to UNL. Your mentor plans events, provides guidance on academics, and serves as a connection to resources and the rest of campus.

Community Service Officer (CSO):

Full-time security personnel walk the floors in all residence halls at night to ensure a safe living environment. They monitor building security and can be contacted through the main desk in each complex from midnight to 6 a.m. daily.

Residence Director (RD):

A Residence Director has overall responsibility for the management of their residence hall and lives in an apartment in your building. The RD provides leadership and supervision for the RA staff, advises hall/complex government, coordinates hall activities and works with staff and student leaders to establish a supportive and positive learning environment. Your RD is responsible for the enforcement of University Housing and university policies, can administer room changes, provide personal or academic guidance and is very knowledgeable about campus resources. In some cases, the RD may be an Assistant Residence Director or a Senior Residence Director.

Residence Life Services Supervisor (RLSS):

The Residence Life Services Supervisor works within the residence hall(s) to coordinate the administrative functions

of the halls, including supervising the hall/complex desk operations. The RLSS oversees operational tasks and will be happy to help you with questions concerning desk services, or any of the other administrative aspects of the complex.

Assistant Director for Residence Life (ADRL):

The Assistant Director for Residence Life has overall responsibility for the management of their residence hall complex. The ADRL supervises professional staff within their complex (i.e. RDs, SRDs). They are responsible for a variety of administrative and programming functions and serve as a resource and referral agent for all complex residents.

Contracts Staff:

The University Housing Contracts Office is responsible for distributing and processing housing applications for students living on-campus. The office oversees and coordinates the current residents' contract renewal process, coordinates new student room assignments, billing procedures, and written communications with students who have questions or concerns regarding on-campus housing.

Dining Services Staff:

Members of the Dining Services Management Team are always available during mealtimes to help you. Get to know your managers, and feel free to share your comments, suggestions or questions. UNL takes pride in meeting vegetarian, vegan, allergy-sensitive and other dietary needs. If you have a special dietary need, contact (402) 472-9045. View the Dining FAQs on the University Housing website dining.unl.edu/faqs for answers to questions such as missing a meal due to work or class; dietary needs; the reasons for the block on accessing the dining hall; guest meals, feeling sick and can't make it to the dining center and much more.

Facilities Operations Staff:

The facilities staff consists of full-time facilities operations and custodial personnel assigned to each residence hall complex. They are responsible for normal cleaning duties in public restrooms, common areas, public and community style bathrooms. The maintenance staff is responsible for making repairs in the residence halls, and general maintenance of the buildings. Residents should contact a housing staff member in their hall/complex in the event of an emergency or safety situation.

SOCIAL/PHYSICAL DISTANCING

University Housing takes the health and safety of our residential community very seriously. We value each of you and are committed to your well-being and success.

Students residing on campus are expected to follow UNL and campus policies as announced. Be mindful and use good judgment for the benefit of all members of the community.

LIVING IN A COMMUNITY

Roommate Realities

A student's relationship with their roommate(s) can be one of the best parts of the college experience. Here are a few things to think about if you have concerns with your roommate(s):

My Roommate and I Need To Be Best Buddies:

Be realistic; roommates don't always end up as best pals. Friendship isn't the main factor in developing a good roommate relationship. Respect and a willingness to communicate clearly are the keys. Be realistic about your expectations, and connect through compromise.

Agree to Disagree:

There will be times when your values and thoughts are at odds with those of your roommate(s). Agreeing to disagree means as roommates, you both recognize that you won't always agree with each other.

Respect Differences and Respect Safety:

Roommates should discover what they have in common, their differences and make an effort to learn about each other's background. Each should respect the fact that sharing a room/suite/unit means making it a safe place. Discuss locking the room, sharing passwords, hosting guests, study times, as well as talking about concerns with alcohol and other drug issues.

University Housing/Residence Life staff are trained to help roommates work through issues. You should contact your resident assistant (RA) with any concerns.

Source: Paper Clip Communications: Roommate Connections

Resolving Conflicts

Conflict with others is a natural part of life and, sooner or later, we all experience it. Managing conflicts in a healthy, mature manner is part of the university experience. We encourage students to manage conflict by addressing your different viewpoints with the goal in mind to improve your relationship(s). If you are experiencing a conflict with your roommate(s), your options include:

- Discussing the situation with the person(s) directly, and/or;
- Contacting your RA for assistance in phrasing topics you want to address with your roommate(s), and/or;
- RAs can either advise students on how to approach roommate(s) or can actually meet with the students involved to facilitate a discussion, help keep the discussion focused, and encourage civility.
- Communicating with the RD about your interest in relocating to another room. Staff are prepared and willing to assist students with facilitating these conversations but are unable to make living decisions for them.

Only the students who are living together are capable of resolving their differences. If you do not want to continue living with your roommate(s) (even if you think they are at fault), it is your choice to stay or move if your roommates are unwilling to move. It is inappropriate for staff to intervene other than to facilitate dialogue between students. University Housing/Residence Life staff will not decide who has to move out and who will stay in a room/suite/unit.

Roommate Success Guide

Students living in University Housing will enjoy a great deal of freedom, and are expected to exhibit mature and responsible behavior. One step that we utilize to ensure a quality living environment for all residents is to have the residents of each room/suite/unit complete a *Roommate Success Guide* outlining expectations within the room/suite/unit on lifestyle matters that often arise among roommates, such as guest visitation, quiet hours, and cleanliness.

You will be provided a model guide form to be used as a basis for discussion with your roommate(s). It is important that all members of the room/suite/unit take part in this important discussion and sign off on the form, which can be renegotiated with assistance from your resident assistant (RA).

- You are expected to complete a Roommate Success Guide with everyone who shares your living space.
- All students must complete a Roommate Success Guide each time a new roommate is assigned to the room. These guides will be reviewed at the beginning of each semester or as necessary.
- No Roommate Success Guide is permitted to contain clauses that allow for the violation of any university or University Housing policy.
- If assistance is needed in establishing this guide, you are encouraged to meet with your RA.

Since the needs and routines of roommates change during the year, it is recommended that the Roommate Success Guide be modified as needed. Failure to adhere to this roommate agreement may result in referral to Student Conduct & Community Standards.

COMMUNITY STANDARDS

Living in a university residence hall requires students to possess the life skills that are needed to live independently and to interact with other residents in mature, civil, respectful, and healthy ways. It also requires students to recognize, understand, and appreciate that a room, floor, and building are a community. A community is more than common physical space and time together, though those are important. Rather, it is a collection of diverse people with interests and needs that are fulfilled by sharing resources according to fair rules and expectations about how to treat one another while using those shared resources to achieve individual educational goals.

When you signed your University Housing Contract you indicated you would follow the rules established by that contract, the University of Nebraska Student Code of Conduct, and the Rights and Responsibilities as a Resident (as documented in the Community Living Guide). You are responsible to know what the rules and expectations are and what you must do to follow them. If you are not sure, please ask your resident assistant (RA) or residence director (RD).

Concerning Conduct

The Residence Life staff is responsible for maintaining the integrity of residence hall communities. They do this by providing residents with education about policies and procedures that create behavioral standards and expectations for students in the residence halls. Additionally, they also assist in the enforcement of policies

by carefully monitoring the living environment, addressing concerns when they see them, and documenting situations or conditions that indicate a policy may have been violated. When Residence Life staff observe or learn of residents acting in ways that are inconsistent with the housing contract or Community Living Guide, they will address it directly with the resident. These concerns can include, but are not limited to, the following:

- Making an inordinate amount of noise during quiet hours that disrupts other's ability to live in a quiet, educational environment
- Using appliances, devices, or decorations that are prohibited or misusing permissible items in ways that they were not intended to be used
- Removing or altering university provided furniture, appliances, fixtures, décor, or similar items
- Failing to keep your residence hall room or apartment sufficiently clean
- Keeping animals in your room or apartment without proper authorization or if properly authorized failing to care for them in a way that causes a nuisance or hazard for others

These concerns, if left unaddressed, could unnecessarily interfere with other residents use and enjoyment of the residence hall or cause conditions that are unsafe, unhealthy, and unsanitary. If an RA, RD, custodian, housekeeper, facility technician, or other University Housing staff member asks you to do something or stop doing something like the things listed above, you should do so immediately. If you do not, you will be referred to the Office of Student Conduct & Community Standards (SCCS) for failing to comply with the reasonable direction of a staff member.

When Residence Life staff or Community Service Officers (CSOs) observe or learn about residents acting in ways that are inconsistent with the University of Nebraska Student Code of Conduct, they will respond by confronting and documenting the situation or condition. Once they have completed their incident report, it will be sent to SCCS. Residents will then be contacted by a Conduct Officer and an informal meeting will be scheduled and held. Residents will receive notice of the scheduled meeting in their University email account.

The most common types of University of Nebraska Student Code of Conduct violations referred to SCCS are:

- Misuse of alcoholic beverages, or being in the physical presence of unauthorized alcohol
- Using, possessing, manufacturing, selling, or distributing illegal drugs, narcotics, controlled substances, or being in the physical presence of illegal drugs
- Tampering with fire or safety equipment
- Possessing or using fireworks
- Threats, harassment, or physical violence directed at others
- Possessing or using weapons (including imitations or replicas) in a campus residence regardless of permit status
- Taking without permission, destroying, damaging, or vandalizing property
- Being present in a location on campus without proper authorization

- Failing to comply with requests for identification or other lawful commands from emergency personnel, police officers, or University employees that are reasonably related to their job responsibilities.

Students living in residence hall communities are responsible for their residential space and what happens in the space regardless of the resident's participation.

Residence Life Staff Response

Residents can expect the residence life staff to be calm and courteous when they approach residents about alleged policy violations. The staff may do any of the following to effectively respond to concerning conduct, and residents will be expected to follow directions:

1. Ask residents and guests to identify themselves and provide confirmation of identity by presenting their NCard or Driver's License;
2. Make reasonable requests to remedy a concerning condition or situation (e.g. request you turn down a stereo, computer or television; open or close a door; surrender possession of prohibited items, dispose of prohibited items, etc.);
3. Invite residents to explain what is happening or has happened; or
4. Ask residents to patiently wait while other staff or police are contacted to assist in resolving the concerning situation or condition.

Students living in residence hall communities are responsible for their residential space and what happens in the space regardless of the resident's participation.

Student Conduct & Community Standards Response

When residents' alleged conduct is inconsistent with the University of Nebraska Student Code of Conduct (Code), the process to resolve the allegations is established by the Code. For more information about the Student Conduct Process or the Code, please visit: studentconduct.unl.edu.

The Informal Meeting

Student conduct meetings are administrative. Each student involved meets individually with a Conduct Officer. During the meeting:

- The student and the Conduct Officer will review the process, the incident report and the specific policies involved.
- The Conduct Officer listens to the student's explanation and asks questions to collect additional information before making a decision about the student's responsibility for the alleged violation(s).
- The Conduct Officer will also seek to clarify any misunderstandings about the policies involved, the student's role in the community, and the impact the incident had on the community.

Informal meetings are not legal proceedings. Housing expectations of students include:

- Cooperation and honesty in discussing the situation.
- Taking responsibility for your behavior and that of your guests.
- Timely communication and response to Conduct Officer requests during the process. You are expected to meet all deadlines communicated to you throughout the process.

E-mail is the primary means of communication with students during this process. Conduct Officers will send correspondence to your UNL email address. Following the informal meeting, you may receive an Administrative Resolution, via e-mail, which will contain:

- A summary of your involvement in the misconduct. The Conduct Officer you met with will use the information in the report(s), the conversation with you and, if necessary, the outcome of any further investigation in their determination.
- A listing of any University of Nebraska Student Code of Conduct section, Housing Community Living Guide policy, and/or other written policies that were violated.
- Any sanctions issued to you in response to the listed policy violations.

Residence Hall Sanctions/Outcomes

The Office of Student Conduct & Community Standards views student conduct as another part of the learning process. A sanction/outcome is an educational measure implemented by the Conduct Officer or University Conduct Board designed to affect a change in behavior and to help the student understand how their behavior impacted others in the residence hall community. In addition to the loss of privileges, educational outcomes may be assigned that are reasonably designed to positively impact the student's understanding of the rule under consideration and/or responsibility as a member of the residence hall community.

- Written warning
- Educational requirement
- Suspension
- Restitution
- Probation for a specified period of time
- Contract relocation
- Expulsion
- Housing contract termination (regular cancellation fees will apply).

While we hope you will not find yourself involved in such a meeting, should you need more information refer to the University of Nebraska Student Code of Conduct (studentconduct.unl.edu/student-code-conduct).

Accidents/Losses

Residents are required to immediately report any fires, accidents, injuries, and property damage occurring in their room/suite/unit. This enables staff to promptly assist you, and in some cases, minimize the extent of damages.

Alcohol Policy

State law and University regulations state that the possession or consumption of alcohol in any University residence hall is prohibited, regardless of the student's age.

In the Presence of: It is a University policy violation to be in a residence hall room where alcohol is present.

Possession or display of containers with residues that held or were intended to hold alcoholic beverages is also not permitted.

Hosting: Individuals responsible for hosting a gathering at which alcohol is present are also in violation of University policy. Hosting is defined as awareness or knowledge of such a gathering in one's own room with the resident taking no steps to discourage its occurrence. Alcohol-related conduct that infringes upon the rights of others to a quiet, orderly living environment or that poses danger to self or others is not acceptable under any circumstances. University Police and residence hall staff reserve the right to dispose of alcohol.

Outcomes for a violation of this policy may include:

- Alcohol education class as well as a written warning or University probation, discretionary sanctions/outcomes, alcohol evaluation, housing relocation, housing contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest and/or prosecution.
- University Housing staff reserve the right to contact parents/guardians about any resident who is transported to detox or the hospital for acute alcohol intoxication.

Your guests are subject to this policy; residents will be held similarly accountable for the actions of their guests. Refer to the "Step by Step Process of the Behavioral, Alcohol and Drug Intervention Plan."

Candles

For safety reasons candles, incense and other flame emitting articles are prohibited for use in University Housing properties. Only candle warmers or potpourri burners with an enclosed heating element and an automatic shut off are allowed.

Cars, Bicycles, Etc.

Parking permits for many areas of campus can be obtained by contacting University Parking Services, located in the Stadium Drive Parking Garage (402) 472-1800. Bicycle racks are located near each hall or you may choose to store your bike in your room. It is recommended that you bring a lock for your bicycle and [register your bike with University Police](#). Mopeds, motorcycles and gasoline powered scooters may not be stored in rooms/ buildings. See policy for Hoverboards & Electric Propulsion Devices policy.

Step-by-Step Process of the Behavioral, Alcohol and Drug Intervention Plan

University responses are determined based on relevant factors including: the nature and seriousness of the conduct, the harm caused, the student's involvement, the displayed attitude, and cooperation level. Failure to comply with the sanctions/outcomes will result in a hold

being placed on your future registration and may result in termination of your housing contract. Initial response by the University includes an Informal Meeting with a Conduct Officer. Documentation regarding all sanctions/outcomes will be recorded by the University of Nebraska-Lincoln Office of Student Conduct & Community Standards.

Violation	Minimum Response	Additional Consequences
In the Presence of Alcohol/Marijuana	<ul style="list-style-type: none"> Warning or university probation (6 mo. – 18 mo.) Administrative fee (\$100) Alcohol/marijuana education 	<ul style="list-style-type: none"> Extension of university probation Housing relocation.
Minor in Possession (MIP)	<ul style="list-style-type: none"> Warning or university probation (6 mo. – 18 mo.) Administrative fee (\$100) Alcohol education 	<ul style="list-style-type: none"> Suspension - removal from University Housing Extension of University probation through duration of enrollment University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), procuring for a minor, Minor in Consumption (MIPC)** Parental notification.
Public Intoxication	<ul style="list-style-type: none"> Warning or university probation (6 mo. – 18 mo.) Administrative fee (\$100) Alcohol education 	<ul style="list-style-type: none"> Suspension - removal from University Housing University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., Minor in Possession (MIP), procuring for a minor, Minor in Consumption (MIPC)** Parental notification.
Unauthorized Possession of Alcohol	<ul style="list-style-type: none"> Warning or university probation (6 mo. – 18 mo.) Administrative fee (\$100) Alcohol education 	<ul style="list-style-type: none"> Further extension of university probation Relocation, suspension or expulsion from University Housing University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession on university property, procuring for a minor Parental notification. Suspension - removal from University Housing
Possession of Marijuana and/or Paraphernalia	<ul style="list-style-type: none"> University probation (12-24 mo.) Administrative fee (\$100) Marijuana education 	<ul style="list-style-type: none"> Suspension - removal from University Housing Extension of university probation through duration of enrollment University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance.** Parental notification.
Possession of other Drugs and/or Paraphernalia	<ul style="list-style-type: none"> University probation (12 mo. – 24 mo.) Administrative fee (\$100) Drug education 	<ul style="list-style-type: none"> Suspension University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance.** Parental notification.

*An administrative fee of \$100 may be assessed to students who have been found in violation of a Student Code of Conduct violation.

**Controlled substances include the use of prescription drugs without the appropriate prescription.

Questions? If you have questions concerning any of your rights or responsibilities as a residence hall student or the conduct of other residents, we strongly encourage you to contact your Resident Assistant or Residence Director.

Drug Policy

State law and University regulations prohibit possession, use, and/or distribution of illegal drugs, drug paraphernalia and/or controlled substances (including marijuana, THC, narcotics, or prescription drugs intended for use by another individual) in any University residence hall.

In the Presence of: it is a violation of the Student Code of Conduct to be in a room where drugs are present or being used. The University uses a more likely than not standard of proof – or a preponderance of the evidence – as a basis to determine whether a student is in violation/not in violation of a policy. Any of the following evidence could provide a preponderance of evidence, indicating that the student charged with the drug violation more than likely engaged in the alleged misconduct.

Examples of preponderance of evidence include, but are not limited to:

- Identification of the smell of marijuana or other illegal drugs by law enforcement personnel or other credible person
- Concealment activities such as, but not limited to: covering the room smoke detector or otherwise interfering with the operation of the smoke detector; fan in the window blowing air out of the room; open window when temperatures are very cold or very hot; rug or similar barrier under the room door; smell of air freshener/perfume/cologne; burning incense or candles; use of dryer sheets, etc.
- Comments overheard from the parties in the room related to possession or use of marijuana or other illegal drugs and/or the concealment of its possession or use
- Presence of drug paraphernalia: glass pipes, bong, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers
- Statements from other involved parties, such as roommates or floor mates

Outcomes for a violation of this policy may include:

- Marijuana or drug education as well as conduct probation, discretionary sanctions/outcomes, drug use evaluation, housing relocation, housing contract cancellation (should such an action occur, full cancellation fees will apply), suspension, expulsion, arrest, and/or prosecution.
- University Housing staff reserves the right to contact parents/guardians about any resident who is in violation of this policy or is transported to detox or the hospital for drug use health concerns.

Your guests are likewise subject to this policy, and residents will be held similarly accountable for the actions of their guests. Refer to the “Step by Step Process of the Behavioral, Alcohol and Drug Intervention Plan.”

Elevators

Residents and their guests are prohibited from tampering with, jumping/jostling within, or riding on top of an elevator at any time. Ringing the elevator bell or call button in nonemergency situations is also prohibited. Residents and their guests are prohibited from riding on any elevator designated as FREIGHT ONLY.

Extension Cords

All extension cords must be UL approved (safety tested). Multiple outlet plugs must be in good working order and contain a circuit breaker or surge protector.

Failure to Comply

As written in the University of Nebraska Student Code of Conduct, failure to comply with direction of University officials or law enforcement officers acting in the course and scope of their University job duties and/or failure to identify oneself to these persons when requested to do so is a violation of the Student Code of Conduct.

Gambling

Gambling, involving any exchange of money or anything of value, is not permitted.

Guest/Host Responsibility

In every residence hall/living unit, you are responsible for informing your guests of residence hall policies, and for the behavior and actions of your guest(s), up to and including being responsible for policies that your guests violate. These regulations apply to the residents of all residence halls, regardless of room type. Students living in residence hall communities are responsible for their residential space and what happens in the space regardless of the resident's participation.

Definitions:

Residents are defined as those students living in the residence hall by virtue of holding a housing contract and assignment.

Guests are defined as people visiting a specific student(s)/resident(s) who resides in the residence halls by contract assignment (e.g. someone visiting a resident in the hall, a partner who lives in the hall, etc.).

Escorting Guests:

All guests must have an escort, which means the resident host is responsible for escorting and being with the guest to and from the room, as well as any other areas in the building at all times. Guests may visit your room at any time. Some bathroom facilities in residence halls are designated for certain genders. It is expected that all persons use the bathroom facilities that best match their own gender identity. There are public restrooms located in the lobby of most residence halls.

Overnight Guests:

Residents may have overnight guests in their room subject to the limitations listed below:

- Overnight guests are only allowed with the consent of other roommates. Visitation or overnight guests of one roommate should not infringe on the rights or access of other roommates.
- The stay of the overnight guest(s) may not exceed four days (96 hours) in one month and such guests may not disturb roommates or other residents.
- University staff reserves the right to require a guest to leave if university policies and/or residence hall policies are violated or if complaints are received from members of the floor/hall community.
- Violation of any of these policies may lead to the limitation of guests visiting the resident(s) involved,

nonresidents being charged with trespassing and residents (both guest and host) having their housing contract status reviewed.

- The privilege of having guests may be revoked if the privilege is abused or residence hall or University policy violations occur involving the guests.

Trespass Restrictions:

Residents are not permitted to host guests who have any active trespass restrictions.

Hall Sports

The residence halls are not designed for athletic events or horseplay. It is important to keep hallways intact and maintain safety and minimize disruption of the sleep/study atmosphere, because of the risk of injuries, accidents and potential property damage. Sporting activities, including, but not limited to, skateboarding, scooters, bicycle riding, soccer, playing Frisbee, golf, hockey, rollerblading, throwing or bouncing balls, etc., in the hallways or public areas of the residence halls are prohibited. In addition, sporting equipment including, but not limited to, skateboards, scooters, etc. are not allowed in the dining centers. Violations can result in confiscation of equipment, as well as sanctions/outcomes and/or restitution for damages.

Harassment

The Housing staff is committed to creating an environment in which each student feels safe living in the residence halls and is free from harm and unreasonable interference. Therefore, students who engage in acts or communications that are intended to threaten, intimidate, or harass a particular student and to cause that student to fear for their safety, are in violation of the harassment policy and will be subject to severe disciplinary action.

Hoverboards & Electric Propulsion Devices

The use of hoverboards, electric scooters, and other electric propulsion devices are not permitted in any University of Nebraska– Lincoln residence hall, dining facility or apartment building. Electric propulsion devices may be stored in your room/ suite/unit but must be UL2272 approved. Any device deemed unsafe or used inside University Housing buildings is subject to removal or confiscation.

Noise

Each resident is responsible for keeping noise levels to a minimum at all times inside the residence halls and on adjacent property outside the residence halls. Certain specialized floors, study rooms, and study areas may further restrict noise levels. Noise levels should be low enough so as not to disturb others.

If stereos or other electronics are played out of windows, or are a problem in any area around the residence halls, owners risk removal of the equipment from the residence hall and may be held accountable for the expense of having their equipment boxed and shipped off campus. Due to the nature of these musical instruments, drums and amplified guitars cannot be played in any on-campus housing.

If a resident has a problem with noise, the first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, your Resident Assistant (RA) should

be contacted. If that RA is not available, contact the front desk or the RA on call for that building/area.

Courtesy Hours

Courtesy hours are in effect at all times; 24 hours a day, 7 days a week, and 365 days a year. Noise originating anywhere on one floor should not be audible within another floor, within the building or outside. During courtesy hours, a resident may ask another resident to reduce the noise.

Compliance is necessary to maintain community standards and to ensure an environment for academic success.

Quiet Hours:

During the established quiet hours, the noise coming from a resident's room, lounge, apartment, or bathroom must not be audible within the rooms of other residents or within another floor/section or building. Residents and their guests must also keep noise in the hallways to a minimum. Residence Life staff may confront violations with or without a complaint from another resident.

- All residents will adhere to the following quiet hours: Sunday through Thursday: 10:00 pm – 8:00 am Friday and Saturday: 11:59 pm – 10:00 am
- The Noise Policy will be amended to 24-hour quiet period on the last day of classes through the final exam period. The specific dates will be posted within the residential areas, depending on the academic term. Residents are responsible for knowing the dates for the 24-hour quiet period.
- Students share the responsibility with staff members to ask others to be quiet, turn down stereos, turn off alarm clocks, etc., if you are being disturbed. At the same time, you will be expected to use your own stereo and other electronics in such a way that no one will be disturbed.

Pets

Non-dangerous fish which live completely underwater are the only pets permitted in the halls. No cats, dogs, gerbils, snakes, birds, crabs, turtles, frogs, spiders, etc.; only fish are allowed. Aquariums may be no larger than 25 gallons. Aquarium gravel must not be disposed of in toilets or drains.

Pranks

Practical jokes and pranks may damage property, injure other students, and can also increase the noise level and disturb other residents. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken. Because of the danger to others, dropping or throwing any object out of, or into the residence halls is strictly prohibited. Violators will be referred to SCCS.

Sales/Solicitation/Business

Canvassing or solicitation of funds, votes, memberships, literature, signatures, sales or subscriptions, or operating a business, is not permitted in the residence halls. All nonstudent groups, agencies, and on-campus organizations, except the Residence Hall Association (RHA), the National Residence Hall Honorary (NRHH), the Association of Students of the University of Nebraska (ASUN) and hall/complex governments, must seek permission from the Director of Residence Life at

University Housing for approval of solicitations. If you have a solicitor at your door, contact the front desk, RA or RD.

United States census staff conducting the American Community Survey (ACS) have permission to be in the residence halls. If you have census questions, see your Residence Director (RD).

Small Appliance Policy

The following guidelines have been put into place in order to provide the safest environment, to prevent damage to the facilities and in recognition of the electrical services available in our buildings.

- No open heating element or flame.
- Does not release grease, grease laden vapor, smoke, shooting steam/water.
- 800 Watts or less and UL approved.
- Besides meeting the other requirements on this list, room heaters must also have anti-tip technology and cool front.
- Items that produce grease and limited smoke/steam can be used in designated kitchens and apartment style halls.

Smoke-Free Campus Policy

The University of Nebraska–Lincoln is smoke-free, tobacco free and vapor-free. For more information, go to go.unl.edu/quit.

Weapons Policy

Dangerous weapons are prohibited on university property. A dangerous weapon includes, but is not limited to, firearms, air pellet or BB guns, swords, knives, explosives, or other items, which in the manner used or intended is capable of producing death or serious bodily injury. Residents may possess stun guns; however, unnecessarily brandishing a stun gun or similar device in a manner that could terrify, threaten, or intimidate a reasonable person is prohibited. Possessing or storing ammunition in residence hall communities is also prohibited. For more information regarding the University Weapons policy, see bf.unl.edu/policies/weapons.

Windows & Doors

For safety reasons, windows and doorways may not be obstructed, and cords or wiring may not be run through them. In addition, the following guidelines apply:

- In an effort to reduce egress obstructions during an emergency that requires window exit, cans, bottles, neon signs, flags, posters, personal messages, images, aluminum foil, solicitation, personal messages, or other materials are prohibited from display in or attached to room windows.
- You may have curtains on windows, but they may not have visible images or messages.
- Throwing, pouring, or dropping anything (including keys) from and/or at windows, balconies, ledges, or landings is strictly prohibited.
- Residents and guests are prohibited from being on the roof, ledge, or French balcony areas, and from placing objects on these areas. Residents and guests are prohibited from climbing through windows. Climbing on any exterior building wall or similar structure is prohibited. Objects found on ledges will be removed.

- For the purposes of this community standard, “ledge areas” include the exterior sides of any building.
- Tampering with, opening, or removing screens is prohibited. Residents will be held responsible for damages if Housing and Residence Life staff must replace the screens.
- No reflective film or other materials are to be applied to windows or patio doors (if applicable).
- Do not leave windows or doors open during inclement weather.

In Suite-style and Apartment-style Buildings:

Window and door blinds are provided within each unit for shade and privacy and are not to be removed.

EMERGENCY PROCEDURES

Familiarize yourself with the emergency procedures in your hall. Contact your RA, RD, or University Police if you need emergency assistance.

Fire Hazard Warning

DO NOT store any items in the furnace closet area of your suite or block air intake vents outside of the furnace closet area. This can result in a fire that endangers not only your life, but the lives of others in the building. Anyone who fails to adhere to this policy will be held responsible for any resulting damages. No storage of flammable materials in the units is allowed.

Fire Safety Equipment

As a member of the residence hall community, you are relied upon and held responsible for keeping fire safety equipment in good working order. Therefore, you may not render the smoke detector(s) in your room/unit inoperable, and you should report any malfunctions or inoperable smoke detector(s) to the facilities staff as soon as possible.

- According to the State Fire Marshal, the residence halls at UNL meet, and in many cases exceed, the state fire and life safety codes. Halls are equipped with safety equipment including smoke detectors and sprinklers in each room in most halls.
- Any person who misuses fire safety equipment (including, but not limited to the following: misuse of smoke detectors, tampering with the sprinkler system, etc.) will be subject to severe disciplinary action and/or arrest. If you are aware of anyone who misuses fire safety equipment, report this to the staff.
- Objects are not to be hung on or within 18 inches of the sprinkler heads. Any sprinkler head discharge will lead to the immediate dispatch of the fire department, evacuation of the affected areas, and a prompt and thorough investigation.
- Anyone who fails to adhere to this policy will be held responsible for any resulting damages.
- Fire regulations state that hallways shall not be used for storage of any personal property at any time.

Fire Safety Evacuation

Everyone must evacuate the hall immediately when a fire alarm sounds. Follow posted procedures for fire evacuation. You are expected to participate in hall drills to familiarize yourself with building evacuation procedures.

Medical Emergencies

Should a situation occur in which medical attention appears needed, University staff may summon emergency medical assistance. The cost of such assistance will be borne by the student/parents/guardians.

Missing Persons

All students residing in University Housing shall be given the opportunity to provide a confidential contact person to notify should they be missing for 24 hours or more. In instances where the missing student is under 18 years of age, parent(s) or legal guardians will be contacted in addition to the confidential contact person. Individuals should report anyone believed to be a missing person to a member of the Residence Life staff and/or UNL Police. If a student is believed to be missing, hall staff will contact University Police to begin an investigation.

Severe Weather

Everyone must evacuate to the designated tornado shelter immediately when directed by announcement/bells/sirens. Follow posted procedures for tornado evacuation. You are expected to participate in hall drills to familiarize yourself with building evacuation procedures and shelter areas.

SAFETY & SECURITY

Your personal safety and the protection of your possessions require a joint effort between you and the University. Any behavior that jeopardizes the safety of residents or staff is prohibited. In order to make residence hall living at UNL a safe and pleasant experience, please adhere to the following policies.

Personal & Community Safety Expectations

In order for safety measures to be effective, students must make proper use of these features. Residents are encouraged to lock their doors when leaving the room/suite/unit for any reason and while sleeping. Residents are also reminded that propping open exterior doors for any reason is also a safety hazard since it may allow unwanted visitors access to the building and is a policy violation subjecting the resident to disciplinary action.

Building Access With Your NCard

Residence halls are locked 24 hours a day (with a few exceptions). Each resident will be issued NCard access rights to their residence hall's exterior entry doors, which will allow access to get into the building. From midnight to 8 a.m., residents must stop at the desk to show their NCard to the night clerk. Each resident will be issued NCard access rights to other residence halls (not including Love Memorial, Husker or Kauffman), which allows access from 6:30 a.m. – midnight daily.

Building Security

Residence halls are only as safe and secure as residents help to keep them. All residence halls are locked 24 hours a day (with a few exceptions).

To protect the safety and security of all residents, do not prop open an outside door to a residence hall. Jeopardizing residence hall security in any way is prohibited (e.g. propping outside doors open, holding doors open for strangers, vandalizing security cameras).

Any unsafe situations you cannot correct, such as lights out in a stairwell, safety hazards, etc., should be reported to a building staff member as soon as possible.

You are responsible for the actions of your guests. While they are in the residence hall, guests must be escorted at all times.

NCARD/Student ID

Students are required to carry their NCard at all times. Failure to carry your NCard, giving false information to a staff member and failure to show the NCard to a staff member as requested are all violations of the Student Code of Conduct and Housing policies. Allowing another person to use your NCard for any reason is also a violation of the Student Code of Conduct. The NCard is not transferable and is to be used only by the person to whom it is issued.

- Your campus NCard is required to gain access to the dining centers.
- If you lose your NCard, report it immediately to the NCard Office.
- Affiliate key cards are short-term loaner cards that allow a student access to their specific residence hall.
- Affiliate cards cannot be used to access dining or any other service.
- If you lose the affiliate key card, you will be billed \$30 for the cost of key replacement.

Room Key/Card

Each resident will be issued a key/card to their assigned room/suite/unit. Keys are for the sole use of the person to whom they are issued. It is a violation of the Student Code of Conduct and University Housing policies to duplicate this key or loan it to anyone else. If you are locked out of your room/suite/unit or lose your key/card, you can get a replacement room key/card from the hall/complex front desk.

- The cost of a lost room key card or lock out key card is \$10.
- During the first week of the semester, a grace period exists when charges will not be assessed for lockouts.
- After the grace period ends, each student gets 5 free lockouts per semester.

**Love Memorial Hall ONLY: If you are locked out of your room, a temporary loaner key may be checked out from the Massengale Front Desk. If you have lost your key, you must request a new key from the Massengale Front Desk. There is a \$30 charge for a replacement key (which includes physical door lock recore), which will be billed directly to your Centralized University bill.*

Mailbox Key

In Kauffman Academic Residential Center, a mailbox key will be issued with your room/unit key. Upon check-out, you must turn in your mailbox key. The replacement cost for a lost mailbox key is \$10.

Self Care Policy

Living in a residential community requires students to take independent responsibility for their own self-care and the impact of their behavior on others.

Residents are expected to independently manage daily life functions, including appropriate personal hygiene,

management of mental health conditions, medical concerns or illnesses, and/or disability-related personal needs. To request disability-related accommodation, please contact Services for Students with Disabilities.

Residents may not ask roommates, Housing and Residence Life staff, or other residents living within their community to be responsible for their self-care needs. If a student needs care providers to have access to their hall/room, they should contact their residence director (RD) to make arrangements.

Students whose behavior disrupts the community may be asked to adhere to an action plan. Residents are expected to utilize the various resources available to them to provide this care for themselves.

When an act of self-destructive behavior or an apparent threat of serious harm occurs, University Housing reserves the right to notify the resident's parent or guardian.

Unsafe Activities

Any activity deemed by Housing staff to be a threat to the health and safety of residents is strictly prohibited. Prohibited activities include, but are not limited to: sitting on balcony railings, throwing anything from a window/balcony, physical assault, or threat of physical altercation.

STUDENT ROOM/SUITE/UNIT

Damages

Residents will be liable for storage of dangerous materials, chemicals, gas, poisons and for damage to the unit, including paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care.

Decorations

- All items placed on the door of the room/unit must be above the doorknob to comply with fire code standards. No personal decorations can be placed on the door frame or in the hallway.
- You are not permitted to paint, wallpaper, use stickers or decals, or otherwise modify finished surfaces in any permanent manner.
- You are not permitted to use screws, staples, "Plasti-Tak" or other gum type adhesives, 3M command hooks or strips, Scotch/duct/electrical/masking/painter's tape, rope lights with adhesive (or other similar products) because those items cause permanent damage to painted or finished surfaces (walls/doors/floors).
- You are permitted to use "3M" tabs provided by Housing for lighter-weight posters, pictures, etc. and a very limited amount of small nails.
- If you have questions about specific products that you may want to use within your room/suite/unit, please check with the Facilities Operations office before installation of such items.
- In apartment-style and suite-style halls: Picture rails are provided in living rooms and bedrooms for your use; hangers to use with the rails will be provided at no cost to residents.
- Holiday decorations: Combustible decorations present a fire hazard. Therefore, use of such decorations is strongly discouraged.
- Cut greenery, trees or branches are NOT permitted in rooms/suites/units, and light strings are not allowed in hallways.

Personal Property Remaining in the Room/Suite/Unit

Any personal property remaining in the room/suite/unit after the resident vacates the premises shall be considered abandoned. University Housing will bill the resident an improper checkout fee and any costs associated with removal and disposal of belongings left in the room/suite/unit.

Facility Misuse/Cleanliness

Cleanliness and sanitation are a necessity of community living. You must maintain your room/suite/unit in a clean, orderly, and sanitary condition at all times, in order to meet reasonable health and safety standards.

You and your roommate(s) are responsible for the condition of your room/suite/unit and its contents and will be charged for any damages beyond normal wear and tear. The condition of the common areas (lounges, bathrooms, hallways, elevators) is also the responsibility of the floor residents.

Students who damage or misuse any hall facility will be responsible for the cost of repairs and may be referral to the Office of Student Conduct & Community Standards. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward. In addition, cleanliness and sanitation are a necessity of community living. We provide clean common areas and restrooms. You will be expected to clean your room and dispose of trash properly and on a regular basis.

If you are responsible for unsanitary conditions that have an effect on your room or others, you may be assessed a cleaning fee and other sanctions/outcomes may result from your disrupting the community.

Trash

You will be expected to clean your room/suite/unit and dispose of trash properly and on a regular basis. Please place all trash in tightly closed plastic bags and immediately take them to the trash receptacle/chute. Trash may never be left in the hallways or on the balcony/patio outside your unit.

- Refrigerate perishable food as soon as possible and dispose of all refuse by placing it in a trash bag and taking it to the trash chute within a day. Also, because empty food cartons can attract insects and pests, you should take these items to the trash receptacle/chute within a day.
- Unclean conditions may create an unhealthy environment for your roommate(s) and neighbors or cause permanent damage to appliances and fixtures. Residents will be billed for any actual costs incurred if it becomes necessary for University Housing to have the unit cleaned and restored to safe and sanitary conditions.

Hazardous Materials Disposal:

Residents shall never dispose of hazardous materials of any nature whatsoever in any trash receptacles, dumpsters or similar containers such as "Sharps", etc. Containers are provided for usual and customary housing complex waste and trash. Residents will be liable for storage of dangerous materials, chemicals, gas, poisons and to damage the unit, including paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care. Contact Facilities Operations in your hall/complex if you require a "Sharps" container.

Furnishings

Each room/suite/unit comes fully furnished. Residents will not be permitted to move furniture out of the room/suite/unit. All furniture provided must remain in the room/suite/unit at all times.

- Beds must remain on their frames, and desk units and other furniture must be left completely assembled.
- Beds are adjustable/loftable, and if a resident elects to lower their bed so there are excess pieces of equipment, such excess parts must be stored within the confines of the unit.
- Waterbeds or self assembled lofts are not permitted.

Loftable Beds, Guardrails, & Bed Ends

Students are not permitted to bring their own adjustable beds, as most halls are equipped with provided adjustable beds. University Housing offers bed configurations at different heights: Low (approximately 25" to the top of the mattress/15" to the bottom of the springs), Medium (approximately 44" to the top of the mattress/34" to the bottom of the springs), or High (approximately 68" to the top of the mattress/58" to the bottom of the springs).

The bed ends are intentionally designed as ladders for getting in and out of bed. If you prefer an alternative, University Housing can supply a special ladder that attaches to the side of your bed. Guardrails are also available to prevent rolling out of bed.

By selecting the "high" bed height, you acknowledge the associated risk of injury and voluntarily assume this risk.

To request a bed ladder, guardrail installation, or the "high" bed height option, log into MyRed and submit a maintenance request through the Housing Portal under the "Fixit" tab. Choose "Category" then "Furniture" to make a request. If you wish to remove or reconfigure the equipment or change the bed height, submit a maintenance request for assistance by University Housing staff. For any breakage or apparent faults in your bed or assembly, submit a maintenance request for repair. Students are not allowed to make modifications to their beds beyond the designed accommodations.

Maintenance Requests

The prompt reporting of maintenance issues can often prevent more extensive problems. Requests for repairs or services must be submitted online to University Housing through MyRed, in the Housing Portal, under the FIXIT tab, or through the fixit.unl.edu website. Be as specific about the problem as possible. By submitting the request, you are giving permission for a maintenance staff member to enter your room and complete the work.

Notify University Housing Staff Immediately

- In case of malfunction of utilities or damage by fire, water, or similar cause.
- In case of water leaks, electrical problems, broken glass, broken locks or latches, malfunction in heating, air conditioning or other equipment, and any condition which poses a material hazard to health or safety.

Room Entry, Inspection, & Maintenance

The right to privacy, guaranteed by federal and state laws, applies to your residence hall room. Entry to student rooms is limited to emergency or repair circumstances as deemed

necessary by complex staff, or as may be legally required.

In order to maintain its property and a safe environment for students, University Housing reserves the right to have authorized personnel wearing identification enter and inspect residence hall rooms at reasonable times, as deemed necessary. University personnel may enter a room after first knocking on the room door and announcing a request to enter. Reasonable time will be given for occupants to respond before entry occurs. If residents are not in the room, a room entry report will be left to notify residents of such an entrance.

Staff may enter a residence hall room for reasons including, but not limited to, the following:

- In order to protect and preserve UNL property and enforce University Housing policies;
- At invitation or agreement by an occupant;
- To respond to a complaint of a disturbance, which includes hearing unreasonably loud or continuing sound from a room with the occupants failing to respond;
- To complete repairs to previously reported damaged items;
- Whenever someone moves out of a room, for check-out purposes;
- To respond to health and safety issues, to ensure the safety of people and facilities, for any emergency reason (e.g. spray for insects, fire or broken pipes, etc.) and for periodic, routine, health and safety inspections with at least 24 hours notice,

In Suite-style and Apartment-style Buildings:

University Housing Facilities staff will enter suites/units monthly on a scheduled basis to maintain/clean bathroom areas. Students living in these halls agree to scheduled access for this purpose. Residents who fail to maintain their bathrooms and keep them accessible for facilities staff may be charged a deep-cleaning service fee.

Theft/Property Loss

The university assumes no responsibility for students' personal belongings. Coverage through home-owner's insurance or from an independent insurance agent is strongly recommended. Keeping your room/suite/unit door locked at all times is highly encouraged.

Responsible living requires you to take reasonable action in the security of your possessions. Help protect your property by making a list of serial numbers and by locking your door when you leave the room and not leaving your items in public places. The university does not provide personal property insurance. Your family's household insurance may cover your property while you live in the hall. Discuss this with your family's insurance carrier.

Specific Policies for Suite and Apartment-Style Buildings

Access to Suite/Unit for Bathroom Cleaning

Traditional hall bathrooms cleaned twice daily. Suite- and apartment-style bathrooms will be cleaned monthly. Common areas and high touch surfaces cleaned frequently throughout the day. Students living in suite-style and apartment-style halls agree to scheduled access for this purpose. Residents who fail to maintain their bathrooms and keep them accessible for facilities staff may be charged a deep-cleaning service fee.

Carpet Care

An upright vacuum cleaner is available for check-out at the complex desk. To reduce damage and preserve the appearance of your carpet, you should vacuum at least weekly. If a food or beverage spill occurs, immediately clean it up with a cold, wet cloth. Be sure to contact the Facilities/Operations office right away if you have difficulty removing the stain. Promptly reporting any spills or stains will help minimize the likelihood of permanent damage and the charges billed to the student.

Paper Products

In suite-style and apartment-style buildings, students are responsible for providing their own paper products, such as paper towels and toilet paper.

Patios & Balconies (if applicable)

Students should maintain a clean and attractive appearance throughout The Courtyards, The Village and Massengale Residential Center, including patios and balconies.

- Patios should be uncluttered and swept clean.
- Only outdoor patio furnishings are allowed on patio areas. For example, chairs, tables, other furniture must be cleared with the RD or you will be asked to remove it. You may not store, dry, hang, or drape items such as clothing, towels, linens, lights, rugs, signs, flags, or have unsightly personal property on your patio or balcony.
- For the safety of others, do not throw any items, including, but not limited to, cigarette or cigar butts, from your balcony.
- For the safety of all, no sitting on, hanging from, or climbing on railings, or throwing items from balconies is allowed.
- Students found responsible for creating or participating in these types of unsafe behaviors may lose their ability to continue residing within the units.

Satellite Television Dishes

Satellite television dishes are not permitted.

COMMON AREAS

Abandoned Property

Any personal property with an estimated value of \$250 or more that is abandoned on the premises of University Housing will be subject to the following:

- A notice will be mailed to the student at the student's most recent address on record. A housing staff member will also attempt to contact the student on their cell phone.
- The notice will be sent within one week of the end of the contract between the individual and University Housing.
- The notice will describe the abandoned property, a contact person and phone number, the location where the property can be claimed, and date by which the property must be claimed. This date will be no later than 14 days from the postmark date of the notice.
- If the property has not been claimed by the specified date, the property will become the property of UNL and will be subject to UNL's policy on surplus property.

Notice is not required to be mailed to the student for abandoned property with an estimated value of less than

\$250. If the property is determined to have an estimated value of less than \$250, a 14-day waiting period will ensue at the end of which ownership shall immediately transfer to UNL, and will be subject to UNL's policy on surplus property.

Laundry Facilities

Each hall has laundry facilities, which are for hall residents only. Residents are solely responsible for unattended laundry. The front load washing machines require HE (high efficiency) soap in order to minimize sudsing, which can damage a machine.

Responsibility for Common Areas

University Housing provides clean common areas and restrooms. The condition of the common areas (lounges, bathrooms, hallways, elevators) is also the responsibility of the floor residents.

- Students who damage or misuse any hall facility will be responsible for the cost of repairs and may be referral to the Office of Student Conduct & Community Standards. Floor residents may also be held accountable for damages to the common areas should those responsible not come forward.
- Public area furniture: Furniture owned by the university may not be removed from common areas to be used in student rooms/suites/units.
- Students should report malfunctioning laundry machines to the front desk or complete a Fix-It ticket at fixit.unl.edu.

Space Reservations

Visit this website for information about how to reserve a meeting space in the residence halls
studentaffairs.unl.edu/reserve-your-space.

