LIVE SMART. LIVE CLOSER. LIVE CONNECTED.

HUSKERS LIVE ON

2020-2021 COMMUNITY LIVING GUIDE
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*Updated June 15, 2020*
**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!

**Our Mission Statement**
We are dedicated to providing an exceptional student living and learning experience.

**Our Vision Statement**
We are committed to being recognized as an essential experience in the development of UNL students into engaged global citizens.

**Our Values**
University Housing fully affirms the UNL “LEADERS” Core Values ([diversity.unl.edu/our-core-values-beliefs](http://diversity.unl.edu/our-core-values-beliefs)) and has further adopted the following “SERVICE” value statement:

<table>
<thead>
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<th>Value</th>
<th>Description</th>
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<td>Stewardship</td>
<td>Careful management of our human, financial and physical resources.</td>
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<td>Engagement</td>
<td>Creating opportunities for everyone to interact and connect.</td>
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<td>Respect</td>
<td>Treat others the way you want to be treated.</td>
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<tr>
<td>Value</td>
<td>Providing what was promised.</td>
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<tr>
<td>Inclusivity</td>
<td>Everyone matters and will be included.</td>
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<tr>
<td>Collaboration</td>
<td>We work with each other, the campus and the community.</td>
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<tr>
<td>Ethical</td>
<td>Do the right thing.</td>
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**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
e-mail: housing@unl.edu
web: housing.unl.edu

**Questions**
If you have questions, check the University Housing website at: [housing.unl.edu](http://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](http://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.
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/uniresidency. Students who plan to live in university-approved fraternities or sororities should contact Greek Affairs 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, 2020.

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/uniresidency.

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 upperclass students with a shared academic interest 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. Upperclass Learning Communities are opportunities for second-year 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: https://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 unlrha@gmail.com.

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 initially 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. All of our staff work together to help facilitate your stay in the residence halls, and it’s important to us that you have opportunities and experiences that promote student academic success at the university.

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 the Residence Directors and the Residence Life Services Supervisor in a complex. They are responsible for a variety of administrative and programming functions, and serve as a resource and referral agent for all complex residents. If you need assistance, your ADRL is another staff member available to help you.

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.

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.

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.

Dining Services Staff:
Members of the Dining Services Management Team are always available during meals 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 the assistant director, Dining Services.

View the Dining FAQs on the University Housing website go.unl.edu/diningFAQs 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 common areas, public restrooms 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.

Learning Community Mentor:
Mentors are upperclass 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.

Residence Director (RD):
A full-time 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, serves as a university hearing officer, can administer room changes, provide personal or academic guidance and is very knowledgeable about campus resources.

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.

Resident Assistant (RA):
A resident assistant (RA) is an upperclass 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.
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 the guidelines outlined below, which have been created with the intent of maximizing the benefits of physical distancing and increased personal hygiene measures. Be mindful and use good judgement for the benefit of all members of the community.

Guests and Visitors:

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.).

Visitors are defined as people visiting a residence hall for any purpose other than to visit a specific student/resident who holds a contract assignment. (e.g. someone visiting a residence hall for an organizational meeting or for an academic reason).

Visitation Safety Guidelines:

For residents holding a housing contract and their guests (regardless of affiliation with UNL): To encourage the development of community within the residence halls and in alignment with the guidance of the CDC, UNMC, and local health services, we encourage guests to adhere to the following recommendations throughout the duration of their time in the residence halls:

- If experiencing any symptoms of COVID-19 (cough, fever, chills, etc.), please do not visit the residence halls in-person.
- Consider if the particular needs of the visit could be as meaningful on a virtual platform.
- Frequently wash hands with warm water and soap for at least 20 seconds.
- Utilize hand sanitizer that is available in residential buildings and elevators.
- Wear a face covering at all times when in the residence halls.
- Maintain a physical distance of at least 6 feet from all other individuals.
- Only gather in small groups when a physical distance of at least 6 feet can be maintained between all group members and participants

Furniture: Beds cannot be bunked and should remain at least 6 feet apart measured head-to-head.

Study rooms/lounges and other social spaces: Seating will be limited in these areas to promote physical distancing. We encourage you to continue connecting with others living in your community, and to do so in a way that maintains appropriate physical distancing at all times.

Elevators: Please consider physical distancing guidelines regarding the number of passengers in an elevator at any time.

It is critical that everyone does their part to keep physically apart from each other, or “physically distance.” This means staying at least 6 feet away from individuals with whom you do not share a room/unit.

While physical distancing is difficult in a residence hall room/unit, attention should be paid to maintaining at least six feet of distance as much as possible. There are other measures that can be taken to ensure a safe space for all students involved, including the following:

- Vigorously wash your hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing your nose, coughing or sneezing.
- If soap and water are not readily available, use a hand sanitizer with at least 60% alcohol.
- Avoid gatherings of more than 10 people at one time.
- Avoid touching your eyes, nose or mouth with unwashed hands.
- Cover your nose and mouth with a tissue when coughing or sneezing; throw used tissues in the trash. If a tissue isn’t available, cough or sneeze into your elbow or sleeve, not your hands.
- Clean and disinfect frequently touched surfaces daily. This includes doorknobs/doors, light switches, desks, computers, phones, keyboards, sinks, toilets, faucets and countertops.
- Wear a face covering any time that you are not in your assigned residence hall room or the floor restroom.
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 your student calls you with concerns about their roommate.

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. Your son or daughter should contact their resident assistant (RA) or residence director (RD) 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

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 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 that 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
- 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 and Community Standards 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 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 the Office of Student Conduct and Community Standards for enforcement. 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 Student Code of Conduct violations referred to SCCS are:

- Possessing, using, or distributing alcohol or drugs
- Arson or tampering with fire safety equipment
- Threats, harassment, or physical violence directed at others
- Possessing fireworks, firearms, weapons, or explosives
- Theft or damaging property
- Trespassing or interfering with another person’s reasonable expectation of privacy

If you or your roommates are contacted by the Residence Life Staff or Community Service Officers regarding an alleged violation of the Student Code of Conduct, you should listen carefully to their requests and follow them. If you do not, you may be engaging in additional violations of the Student Code of Conduct.

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 happened; or
4. Ask residents to patiently wait while other staff or police are contacted to assist in resolving the concerning situation or condition.
**Student Conduct & Community Standards Response**

When residents’ alleged conduct is inconsistent with the Student Code of Conduct (Code), the process to resolve the allegations is established by the Code. The following steps will be used by Conduct Officers to work with residents who have been accused:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incident Report is Reviewed</td>
<td>RAs and RDs create an 'Incident Report' following an interaction with resident(s) that is indicative of a policy violation. The Conduct Officer carefully reads the report to determine if the information supports the accusation of a policy violation.</td>
</tr>
<tr>
<td>Notice Letter is Sent to Resident</td>
<td>When the Conduct Officer determines there is enough information to support the accusation, they draft a letter and send it to the resident inviting them to attend an ‘Informal Meeting.’ The ‘Notice Letter’ will include: (a) a brief statement of the alleged misconduct, (b) the policy(ies) citation that prohibits the misconduct, (c) the date, time, and location of the proposed informal meeting, (d) the option to have a support person accompany you to the meeting, (e) deadlines for rescheduling, and (f) the consequence for not participating in the meeting.</td>
</tr>
<tr>
<td>Informal Meeting with Conduct Officer</td>
<td>Most students are nervous about meeting with Student Conduct &amp; Community Standards. The Conduct Officer you meet with is mindful of this and will approach the meeting informally. The Conduct Officer will introduce themselves and then invite you to introduce yourself and your advisor, if you bring one with you. After that, the Conduct Officer will do the following: Talk with you about information that has been received suggesting you may have violated a campus policy. Explain the policy that is at issue. Ask you about how you experienced the situation that may have violated the policy. Clarify statements or concerns about ambiguous or vague information or statements. Discuss recommendations for how you can be accountable for choices that are inconsistent with University standards and values. If called for, have you review documents that are used to memorialize your meeting and reach an agreement about how to resolve any concerns related to your choices. Each Conduct Officer has their own style and approach to working with students, but you can expect your Conduct Officer to be calm, polite, knowledgeable and impartial.</td>
</tr>
<tr>
<td>Propose an Administrative Disposition</td>
<td>When the Conduct Officer determines it is more likely than not (preponderance of the evidence) the resident did, in fact, violate the policy, the Conduct Officer will prepare a document that is called an “Administrative Disposition.” The Administrative Disposition explains that the student has been found “in violation” of the policy, and that certain sanctions will enable the resident to be accountable for the misguided choice or mistake. The sanctions most often included in Administrative Dispositions are probation, a $100 administrative fee, and some type of educational programming that relates to the violation. For example, if a resident violated the University’s prohibition of alcohol, the resident will participate in an alcohol education course that focuses on risk awareness and reduction. The resident will be able to choose whether or not to agree to the Administrative Disposition. If they choose not to agree with the Disposition the case is forwarded to the University Conduct Board. If the resident agreements, they will need to complete the sanctions by the established deadlines.</td>
</tr>
<tr>
<td>Follow Up on Deadlines</td>
<td>Conduct Officers are regularly monitoring the deadlines for sanction completion. Residents that miss deadlines will be informed by the Conduct Officer that issued the sanction. If residents are late in completing or unwilling to complete the sanctions, a new conduct case will be opened based on the failure to timely complete.</td>
</tr>
</tbody>
</table>
The Informal Meeting
Student conduct meetings are administrative. Each student involved meets individually with a conduct officer. During the meeting:
- The resident and conduct officer will review the process, the incident report and the specific policies involved.
- The conduct officer listens to the resident’s explanation and asks questions to collect additional information before making a decision.
- 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 and our 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 the e-mail address you identify in MyRed.

The Informal Meeting Summary
Following the informal meeting, you may receive a Disposition Letter, via e-mail, which will contain:
- A summary of your involvement in the misconduct. The RD you met with will determine your involvement based on the report(s), the conversation with you and, if needed, the outcome of any further investigation.
- A listing of any UNL Student Code of Conduct section, Housing Community Living Guide policy, and/or other written policies that were violated.
- Any disciplinary sanctions issued to you in response to the listed policy violations.

Residence Hall Sanctions
We view discipline as another part of the learning process. A sanction is an educational measure implemented by the Conduct Officer or Student 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 sanctions 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.

Possible sanctions include:
- University warning
- Behavior requirement
- Contract relocation
- Expulsion
- University probation
- Educational requirement
- Suspension
- Restitution

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 Student Code of Conduct (http://stuafs.unl.edu/dos/code) found in the Undergraduate Bulletin, which addresses sanctions and the appeal process.

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 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.

Secondary hosting: Individuals responsible for secondary hosting of a gathering at which alcohol is present are also in violation of University policy. Secondary 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 the 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. Residents in violation of this policy are subject to:
- Mandatory attendance in an alcohol education class as well as conduct warning or probation, discretionary sanctions, alcohol evaluation, relocation, 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 warmer or potpourri burner 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 on page 11.

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

In the Presence of: it is a University Housing policy violation to be in a room where drugs are present or being used. University conduct hearing officers will use preponderance of evidence as the basis for their conduct decision. 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, bongs, tobacco pipe, toilet paper/paper towel rolls with dryer sheets, rolling papers
- Signed incident reports from third parties such as roommates or floor mates

Residents in violation of this policy are subject to:

- Mandatory attendance in a drug education class as well as conduct probation, discretionary sanctions, drug use evaluation, relocation, full 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.”

Extension Cords
All extension cords must be UL approved. Multiple outlet plugs must be in good working order and contain a circuit breaker or surge protector.

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 charged for policies that your guests violate. These regulations apply to the residents of all residence halls, regardless of room type.

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.).

Visitation Safety Guidelines:
For residents holding a housing contract and their guests (regardless of affiliation with UNL): To encourage the development of community within the residence halls and in alignment with the guidance of the CDC, UNMC, and local health services, we encourage guests to adhere to the following recommendations throughout the duration of their time in the residence halls:

- If experiencing any symptoms of COVID-19 (cough, fever, chills, etc.), please do not visit the residence halls in-person.
- Consider if the particular needs of the visit could be as meaningful on a virtual platform.
- Frequently wash hands with warm water and soap for at least 20 seconds.
- Utilize hand sanitizer that is available in residential buildings and elevators.
- Wear a face covering at all times when in the residence halls.
- Maintain a physical distance of at least 6 feet from all other individuals.
- Only gather in small groups when a physical distance of at least 6 feet can be maintained between all group members and participants.

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. After the fall term commences, any floor may vote to create a “no visitation” time block each day if two-thirds of the occupants of that floor agree.

Bathroom facilities in residence halls are designated either for men or women. Persons may only use bathrooms in the residence halls that are designated for their gender identity. Under no circumstances is any person permitted to enter the bathroom of the opposite gender. 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 disciplinary sanctions 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 his or her safety, are in violation of the harassment policy and will be subject to severe disciplinary action.

Hoverboards & Electric Propulsion Devices
The use of hoverboards 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 being used inside University Housing buildings is subject to removal or confiscation.

Noise
Residents are expected to use discretion where noise is concerned both in and around the residential areas. Therefore, excessive noise is prohibited at all times.

Courtesy Hours
Courtesy Hours are always in effect, and students are asked to be considerate of others’ rights to study and sleep, see section on Quiet Hours. 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 the front desk or the RA on call for that building/area.

Quiet Hours:
Residents of your hall floor establish study hours that are monitored by the residents with staff assistance. Since everyone has the right to sleep and study, it is expected that everyone be considerate and keep noise to a minimum. Stereos, TVs, etc., can be a source of enjoyment to the listener; however, if played too loudly, they can also disrupt others’ activities.

- You 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.
- During final examinations and dead week each semester, 24-hour quiet hours will be enforced.

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 in toilets or drains.
Pranks
Practical jokes and pranks may damage property, injure other students, and can also increase the noise level and disturb noninvolved 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 for disciplinary action.

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 non-student groups, agencies, and on-campus organizations, except the Residence Hall Association (RHA) and the Association of Students of the University of Nebraska (ASUN), must seek permission from the hall government, or the Associate Director for 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).

Smoke-Free Campus Policy
Beginning January 1, 2018, the University of Nebraska-Lincoln became smoke-free, tobacco-free and vapor-free. For more information, go to go.unl.edu/quit.

Small Appliances 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 burner 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.

Windows & Doors
For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by residents. 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 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, Wellness Advocate, 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. Failure to comply 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 serious disciplinary action and/or arrest. If you are aware of anyone who misuses fire safety equipment, report this to the staff and you may receive a cash reward provided by the Residence Hall Association.
- 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.

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.

Windows & Doors
For safety reasons, windows and doorways may not be obstructed. Screens may not be removed by residents. 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.

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 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 or Room Card/Key
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, a temporary loaner key/card may be checked out from the complex main desk three times. After the third time, or in the case of late return of the loaner key/card, a $10 service fee will be charged per check out.

If you lose your room key/card, you are expected to report this loss immediately to the hall/complex desk. You will be billed for the cost of key replacement, which is:

• $30 for brass keys (which includes physical door lock recore).
• $10 for plastic key cards (includes automated lock recore).

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 off of a balcony, physical assault, or threat of physical altercation.

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

Discretionary responses will be applied according to displayed attitude, cooperation level and severity of violation. Failure to comply with the sanctions will result in a hold being placed on your future registration and may result in termination of your housing contract. Any deviations from the sanctions must have prior approval from the Associate Director of University Housing for Residence Life. Initial response by the university includes an administrative hearing with a student judicial officer. Documentation regarding all sanctions will be recorded in the University of Nebraska–Lincoln Office of Student Conduct and Community Standards or with the Office of Residence Life.

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<tr>
<th>Violation</th>
<th>Minimum Response</th>
<th>Additional Consequences</th>
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<tbody>
<tr>
<td>In the Presence of Alcohol/ Marijuana</td>
<td>• Warning or probation (6 mo. - 18 mo.);</td>
<td>• Extension of University Probation;</td>
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<td></td>
<td>• Financial recoupment ($100);</td>
<td>• Housing Relocation.</td>
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<td>• Mandatory education ($60);</td>
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<td>• Substance Abuse Evaluation;</td>
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<td>• Suspension - Removal from University Housing;</td>
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<td></td>
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<td>• Extension of University Probation through duration of enrollment;</td>
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<td></td>
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<td>• 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)**;</td>
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<tr>
<td></td>
<td></td>
<td>• Parental notification.</td>
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<tr>
<td>Minor in Possession (MIP)</td>
<td>• Warning or probation (6 mo. - 18 mo.);</td>
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<td>Public Intoxication</td>
<td>• Warning or probation (6 mo. - 18 mo.);</td>
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<td>• Further extension of University Probation;</td>
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<td>• Relocation, Suspension or Expulsion from University Housing OR Community Service;</td>
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<tr>
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<td>Possession of Marijuana and/or Paraphernalia</td>
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<td>• Financial recoupment ($100);</td>
<td>• Extension of University Probation through duration of enrollment;</td>
</tr>
<tr>
<td></td>
<td>• Mandatory education ($60);</td>
<td>• University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance.**</td>
</tr>
<tr>
<td>Possession of other Drugs and/or Paraphernalia</td>
<td>• Warning or probation (6 mo. - 18 mo.);</td>
<td>• Expulsion;</td>
</tr>
<tr>
<td></td>
<td>• Financial recoupment ($100);</td>
<td>• University Police (UNLPD) notified; appropriate legal charges may be filed by UNLPD, e.g., possession of a controlled substance.**</td>
</tr>
<tr>
<td></td>
<td>• Mandatory education ($60);</td>
<td></td>
</tr>
</tbody>
</table>

*An administrative fee of $100.00 is assessed to all University Housing students who have been found responsible for a second 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/Residence Manager.
Facilities Misuse/Cleanliness

Removal and disposal of belongings left behind the unit. The unit.

improper checkout fee and any costs associated with abandoned. University Housing will bill the resident an 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 behind the unit.

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 behind the 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 subject to disciplinary action. 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 sanctions may result from your disrupting the community. Contact Facilities in your assigned hall/complex if you require a “Sharps” container.

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.

Hazards 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.
Loftable Beds, Guardrails, & Bed Ends
Students are not allowed to bring their own lofts. Loftable/adjustable beds are provided in most halls. University Housing can set your bed configuration at one of the following heights – regular, captain or lofted.
- Abel, Harper, Sandoz, Schramm, Selleck, Smith
- Halls, Massengale Residential Center and Eastside Suites, University Suites, Knoll Residential Center are furnished with a loftable/adjustable bed in each room for each student.
- Apartment-style buildings (Courtyards, Village, Massengale) have loftable/adjustable beds in all bedrooms.
- These beds can be set at three different heights: regular height, captain’s height (approximately 24 inches off the floor), or lofted height (approximately 67 inches off the floor).
Bed ends are intentionally designed to be used as ladders to get into and out of your bed. If you do not feel comfortable using bed ends this way, University Housing can provide you with a special ladder which attaches to the side of your bed. Guardrails are also available which may help you avoid rolling out of bed.

By lofting your bed, you understand there is some risk of injury and you voluntarily choose to assume this risk.

To request a bed ladder, guardrail installation or lofting option, log into MyRed and submit a maintenance request in the Housing Portal under the “Fixit” tab. Choose “Category” then “Furniture” to make a request. If you no longer wish to use the equipment or change bed height, submit a maintenance request for removal or reconfiguration by University Housing staff. If any part of your bed or assembly breaks, or appears faulty, submit a maintenance request for repair. Students may not modify their beds beyond what the beds are designed to accommodate.

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. 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 checkout purposes;
- To respond to health and safety issues, to ensure the safety of people and facilities, and for any emergency reason (e.g. spray for insects, fire or broken pipes, etc.)

In Suite-style and Apartment-style Buildings:
University Housing Facilities staff will enter suites/units every other week 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 included and must remain within your suite. 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, 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. All machines are run on a credit/debit card system called WaveRider. 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 subject to disciplinary action. 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.

Space Reservations
Recognized, non-residential student organizations, including campus religious groups, may reserve space on a weekly basis in multipurpose space in the halls for organization activities. Contact the Residence Life Services Supervisor of the complex in which you desire to reserve space.