

# **HOUSING & DINING POLICIES**



**2024-2025**



**HOUSING & DINING**

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## **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!

### **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](mailto:housing@unl.edu)

web: [housing.unl.edu](http://housing.unl.edu)

### **Purpose of this Document**

The purpose of this document is to transparently outline the policies associated with applying for, living in, and moving out of on-campus housing at the University of Nebraska-Lincoln (UNL). This document also includes policies governing meal plans at UNL.

### **Revisions to Policies in this Document**

This document was last updated as of November 1, 2023. Every effort has been made to ensure the accuracy of information contained in this electronic document. In general, the terms and conditions and associated processes are reviewed and adjusted annually. University Housing reserves the right to change processes, make corrections, or update information as necessary; if that were to occur, students would be notified of material changes through email.

### **Communications**

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

Once students receive their official Huskers email address, University Housing will communicate with the student using the official Huskers email address. Students are responsible for reading all information sent to them via this email account. Electronic communication sent by University Housing will be deemed received on the next university business day after the email was sent.

University Housing is not responsible for email communication blocked due to spam filters, restrictions imposed by the recipient's email service, or the student not checking and reading emails daily.

Students can provide a parent email address on the contract; however, all communication will go to the student's email of record at UNL. Once the contract is signed, parents may receive a copy of the monthly important information emails (February through August), if we have a parent email address on file.

## HOUSING/DINING CALENDAR

May 1, 2024	Recommended deadline to submit Fall 2024 housing accommodation requests to Services for Students with Disabilities
July 15, 2024	Last day to request cancellation for Fall 2024 with 100% refund
August 18-21, 2024 (tentative)	Move In Days for incoming Fall 2024 residents. Specific Dates and Times provided in July.
August 18, 2024	Fall Meal Plan Begins with Breakfast
November 15, 2024	Recommended deadline to submit Spring 2025 housing accommodation requests to Services for Students with Disabilities
December 21, 2024	Fall Meal Plan Ends after Breakfast for Premium, Big Red, Platinum, Diamond, and Sapphire meal plan holders. Deadline to move-out for students not returning for spring Last day to request cancellation for Spring 2025 with 100% refund
January 15, 2025	Incoming Spring 2025 residents may begin moving in this day at 1PM Spring Meal Plan Begins with Breakfast
May 17, 2025	Spring Meal Plan Ends after Breakfast Halls Close at 1PM. All residents must be checked out

### HOUSING SIGN-UP & ROOM PLACEMENT

#### LIVE ON CAMPUS REQUIREMENT AT UNIVERSITY OF NEBRASKA-LINCOLN

All incoming first-year students enrolled for six or more credit hours are required to reside in approved on-campus housing. This policy is in effect for the entire academic year. Every incoming first-year student must complete one of the following:

- Submit a housing application to live in the residence halls.
  - Access the housing application on the Housing Portal in MyRed.
- Submit confirmation of residency in university-approved Greek Housing.
  - Work directly with the Fraternity or Sorority Chapter to set up your housing accommodations in the Greek House.
  - Access the confirmation of residency form on the Housing Portal in MyRed.
- Submit a request for exemption to the on-campus residency requirement.
  - Access the exemption request form on the Housing Portal in MyRed.
  - Allow up to one week for a response to your request. If your request is not approved, you must complete a housing application to live in the residence halls.

Deadline to comply with the residency requirement is the first day of the housing contract period.

- Academic Year/Fall Admits: August 19, 2024
- Spring Only Admits: January 15, 2025

If a student is registered for coursework but does not submit one of the three items above by the associated deadline, the student will be charged for an unassigned traditional double bedroom and the Big Red meal plan.

### HALL/ROOM STYLES AND ELIGIBILITY

All contracts include:

- A bed, desk, chair and dresser/wardrobe
- Laundry facilities provided at no charge
- High-speed Ethernet (wired) and wireless Internet access
- Membership in the Residence Hall Association (RHA)
- Refrigerator (size differs by hall style)
- Utilities, including heat/AC, water, electricity, and garbage
- Study rooms
- TV lounges and game rooms
- Several meal plan options
- See each hall style for hall-specific information.

#### TRADITIONAL HALLS

Traditional-style halls are home to new first-year and returning students in double bedrooms and a limited amount of super double and single bedrooms. Depending on the hall, rooms may be same gender (one gender per room) or gender inclusive (see “Housing Assignments Gender”). A meal plan is required. Traditional halls are: Abel, Harper, Sandoz, Schramm, Smith, Selleck and Massengale (on East Campus).

The traditional residence hall contract includes all the amenities listed under “All Hall Contracts Include” and a mini refrigerator.

Traditional-Style Hall Single Room Eligibility\*

To be eligible for a single bedroom, a student must:

- Have previously lived in a UNL residence hall, or
- Be a newly admitted transfer student, or
- Have a housing accommodation plan provided by the Services for Students with Disabilities Office.

## SUITE-STYLE HALLS

Suite-style halls are home to both new first-year and returning students in a combination of four-person, double-bedroom suites (shared bedrooms) and four-person, single-bedroom suites (individual bedrooms). A limited number of private suites may be available for students. Suite-style halls are connected to each other. Suites may be same gender (one gender per suite) or gender inclusive (see “Housing Assignments Gender”). A meal plan is required. Suite-style halls include: Knoll Residential Center (Honors Community), University Suites and Eastside Suites. All suite-style halls are located on city campus.

The suite-style residence hall contract includes all the amenities listed under “All Hall Contracts Include” and:

- A shared living room area with sofa, easy chair, and entertainment stand
- A shared snack prep area with a microwave and full-size refrigerator
- Suite bathroom areas with two sinks, separate toilet area and shower
- Suite bathrooms regularly cleaned by University Housing staff
- Suite-style hall single-bedroom suite (four individual bedrooms) eligibility\*

To be eligible for a single-bedroom suite, a student must:

- Have previously lived in a UNL residence hall, or
- Be a newly admitted transfer student, or
- Be accepted into the University Honors Residential Community (in Knoll), or
- Have a housing accommodation plan provided by the Services for Students with Disabilities Office.

## APARTMENT-STYLE HALLS

Apartment-style halls are home to upperclass and returning students in a combination of four-person, single-bedroom units (individual bedrooms) and two-person, single bedroom units (individual bedrooms). They are designed for students who are ready for a more independent living environment. A limited number of studio apartment units in Massengale may be available for students. Apartment units may be same gender (one gender per apartment unit) or gender inclusive (see “Housing Assignments Gender”). A meal plan is not required. Apartment-style halls include Village, Courtyards and Massengale (on East Campus).

The Apartment-style Residence Hall Contract includes all the amenities listed under “All Hall Contracts Include” and:

- A private bedroom
- A shared living room area with sofa, easy chair, and entertainment stand
- A shared kitchen with microwave, stove, and full-sized refrigerator
- Bathroom in apartment-style unit
- Apartment bathrooms regularly cleaned by University Housing staff
- Apartment-Style Halls Eligibility\*

To be eligible for an apartment-style room, a student must:

- Have previously lived in a UNL residence hall, or
- Be a newly admitted transfer student, or
- Have a housing accommodation plan provided by the Services for Students with Disabilities office.

*\*University Housing reserves the right to grant exceptions based on occupancy, among other reasons*

## ASSIGNMENT POLICIES AND PROCEDURES

By Federal law and University policy, room assignments

and room changes cannot be made based on race, color, religion, disability, national or ethnic origin, gender identity or sexual orientation.

Behaviors with the purpose to bully, intimidate, harass, and/or physically harm a potential roommate either in-person, verbally, or through electronic medium (including but not limited to social media websites, texts, email, and/or instant messaging) may result in one or all the following:

- Assignment to a different room and/or residence hall
- Cancellation of the housing contract\*
- Referral to the Office of Student Conduct and Community Standards.

*\*Cancellation of a student's housing contract by University Housing does not relieve that student of any fees and/or charges owed under this contract.*

## HALL AND ROOM PREFERENCES

All preferences submitted on the residence hall contract, including requests for single rooms and learning/residential communities, are subject to availability and University Housing Contract Policies and Procedures.

University Housing may need to:

- Assign students to any hall (East or City Campus), even if not requested by the student.
- Move a student to another hall/room or cancel a student's contract if the student does not adhere to University Housing policies.
- Alter room/unit and hall assignments when deemed necessary. This includes the consolidation of those students residing in a room with vacancies. (See section on “Consolidation Assignment Policy”).
- Assess applicable rate/fees associated with the room in which the student is residing. Students may request to be moved by contacting the University Housing Contracts office before August 1 or by contacting the residence director two weeks after the halls open.
- Convert single rooms to double room assignments.
- House three students in large end rooms not designated or furnished for permanent triple occupancy and/or assign to converted lounges. Students designated as a temporary assignee will be required to move as permanent space becomes available. Students who are involuntarily residing in such temporary spaces will be eligible for a reduction in their housing rate until offered a permanent space. Any expense incurred by the student moving from a temporary space to a permanent space will be borne by the student. Students who are going to be assigned to a temporary arrangement will be notified before arriving on campus.

## Housing Assignments Gender

University Housing is committed to providing spaces for students to feel at home and respecting their right to self-identify gender. For this reason, we offer students the option between living in same-gender or gender inclusive rooms.

Students signing up for same gender rooms search for and/or are assigned a roommate and room based on their self-identified gender (male or female).

Students signing up for gender inclusive rooms search for and/or are assigned a roommate and room regardless of gender. Gender inclusive rooms are not single gender. Gender inclusive housing strives to maintain a welcoming and inclusive environment and is available to students of any gender identity and allies to the LGBTQIA+ community. Read more about gender inclusive housing at:

[go.unl.edu/gender-inclusive-housing](http://go.unl.edu/gender-inclusive-housing).

## **RANDOM ASSIGNMENTS POLICY**

The University of Nebraska is committed to providing an equitable and inclusive process and environment to all students. University Housing's first-year students' assignments are processed randomly to provide equitable access to housing types for all students.

## **STUDENTS WITH DISABILITIES ROOM ACCOMMODATION PROCESS**

University Housing is committed to providing accommodations to students with disabilities. Students who require an accommodation due to a disability must have an accommodation plan issued by the Services for Students with Disabilities (SSD) Office. University Housing will contact students with their options once the SSD office sends housing the accommodation plan.

To ensure that appropriate arrangements can be made, students who need an accommodation in the residence halls must contact SSD at (402) 472-3787 by

- May 1 (for the fall semester) or
- November 15 (for the spring semester)

## **YOUR CONTRACT**

### **ACADEMIC YEAR CONTRACT TERM LENGTH**

Academic Year contract begins – August 18, 2024

Spring Only contract begins – January 15, 2025

Academic year and Spring Only contracts end – 1PM on May 17, 2025\*

*\*Students participating in May graduation can discuss a late checkout time with their residence director.*

The Residence Hall Contract covers the entire academic year (fall and spring semesters) or the portion that remains when a student contracts to enter the residence halls after the opening date. This contract is legally binding for the entire academic year. If the academic year calendar changes, University Housing will adjust the contract length accordingly.

Contracts effective on or after August 18, 2024 (fall semester) and January 15, 2025 (spring semester):

After finalizing the contract, the student must wait 24 hours to move into their assigned room. This allows time for staff to inform current residents of their new roommate. Housing will communicate with a student when their room space is ready.

No rate adjustment will be made for those who have contracted for space as of a certain date and enter the hall later.

### **CONTRACT TERMS**

Once a University Housing contract is signed, it is a legally binding document and is subject to a cancellation policy. It is in the student's best interest to be certain that they will live in a university residence hall before completing a housing contract to avoid accruing cancellation and/or other fees. If, for example, a student decides to live in a fraternity or sorority after signing a contract or if anticipated financial aid is not granted, etc., the cancellation policy will still apply.

All contracts for traditional and suite-style contracts include a required meal plan. Apartment-style contracts can opt out of the meal plan portion of the contract.

The student's signature on the contract indicates that the student has read, understands, and agrees to the contract, the policies outlined in this document, and the University of Nebraska Student Code of Conduct

([studentconduct.unl.edu/student-code-conduct](http://studentconduct.unl.edu/student-code-conduct)).

A student's room/bed may not be used by anyone other than the resident to whom it is assigned. Subletting one's contract/room is not permitted.

The online Residence Hall Contract is adopted and incorporated as if fully set forth herein.

### **ELIGIBILITY**

The University Housing contract is only for the student. Partners, family members, or children of students/residents with a University Housing contract are not permitted to reside in the residence halls.

To be eligible to live in the residence halls, a student must be:

- Enrolled in at least six semester credit hours . If during the contract term a student is not enrolled for at least six hours of classes, they must request and receive a waiver of this requirement to remain in the halls; otherwise, they need to cancel their contract online and check out.
- 17 years old or older. Students 16 years old or younger must get prior approval by the Executive Director of Housing & Dining or their designee.

### **COMPLETING A CONTRACT WHEN A STUDENT IS UNDER AGE 18**

A parent or guardian must co-sign as a guarantor if a student is under age 18, when they sign a contract. By affixing their signature as a co-signer and guarantor, the parent or guardian acknowledges responsibility for payment of room, meal plan, and other fees under the conditions of this contract should the student default on payment.

### **LANDLORD TENANT ACT DOES NOT APPLY**

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

### **FORCE MAJEURE**

In the event that any of the housing provided pursuant to this contract becomes unavailable or is no longer advisable for residents to remain in University Housing for any reason including fire; floods; embargoes; war; health epidemics or pandemics; quarantine; acts of war; riots; civil commotions; strikes, lockouts or other labor disturbances; acts of God; or acts, omissions or delays in acting by any governmental authority (including, without limitation declarations of emergency by the federal or state governments or by the university), then the university shall have the right to in its discretion (i) terminate this contract; (ii) encourage some or all residents to leave University Housing for some or all of the days remaining under this contract; (iii) relocate some or all residents to replacement housing; and/or (iv) take any other measure the university deems reasonable. In all such instances, the university may in its discretion issue any credit or refund the university deems appropriate under the circumstances and the university shall not be liable to the resident for any damages resulting from action(s) provided the university's action(s) were not arbitrary and capricious.

### **CONTRACT CHANGES AND CORRECTIONS**

The university has made every reasonable attempt to make sure the information contained herein is accurate at time of publication. However, we reserve the right to make corrections when necessary. University Housing tries to respond quickly to

student concerns and to facilitate the best possible housing and dining program. We further reserve the right to make changes in operations as needed. Such changes may include, but are not limited to, location and availability of certain special interest housing, and changes in dining service hours. Please refer to the University Housing and Dining website ([housing.unl.edu](http://housing.unl.edu), [dining.unl.edu](http://dining.unl.edu)) for changes and updates.

### **CONTRACT REINSTATEMENT POLICY**

Cancelled contracts may be reinstated. A student who wishes to reinstate the contract will be required to resubmit a \$100 application fee with the new contract. To reinstate a contract email [housing.contracts@unl.edu](mailto:housing.contracts@unl.edu) and include their name, NU ID and request to reinstate.

## **RATES & FEES**

### **BILLING PROCEDURE**

The University of Nebraska–Lincoln has a centralized billing system. After the contract processing fee has been sent to University Housing, remaining payments should be made to the Bursar’s Office. University Housing charges, fees and any other incidental University Housing charges will be billed to the student through this system. The monthly bills are generally posted around the 25th day of each month and due the 12th day of the following month. It is the student’s responsibility to view their account/bill through the University’s MyRed portal and make payments, as directed, to the Bursar’s office.

The Husker Deferred Payment Plan (HDPP) offers students and parents an alternative payment option to ease the burden of having to make one large payment each semester. Students can either pay the full amount of their semester bill on the semester’s first payment due date or pay it in two or three monthly installments. The plan is available for the first and second semesters to all enrolled UNL students and covers tuition, mandatory fees, and contracted University Housing charges. Go to [studentaccounts.unl.edu](http://studentaccounts.unl.edu) for more information.

The Office of Scholarships and Financial Aid will credit all awards to the student’s UNL Student Account to be applied against tuition, fees, housing, and other institutional charges that have been incurred. Payments made for University Housing are transferable to other charges on the centralized bill, which will have a summary page detailing the specific charges and telephone numbers to call for questions about those charges. Unpaid bills are subject to late fees and possible cancellation of the University Housing contract.

For further information on receipt of payments (excluding the contract processing fee) and financial aid, contact the Husker Hub (402) 472-2030.

### **ROOM & MEAL PLAN RATES**

For 2024-25, Housing & Dining projects a 3-5% increase from the 2023-24 rates, varying by room type and meal plan selection. Housing & Dining rates are approved by the University of Nebraska Board of Regents. We anticipate rates will be finalized early in the 2024 calendar year. At that time, rates will be available on the Housing & Dining website.

Room rates and meal plans are billed to the centralized student bill, once for each semester. If a student moves to a different room type or selects a different meal plan, the cost will be prorated for by the dates the student occupied each room. Please note that rates are subject to change if the academic year dates change.

## **RATES/FEES OF CONTRACT**

University Housing charges are applied to the student’s UNL Centralized Student Bill.

### **APPLICATION FEE**

A nonrefundable \$100 application fee is due with the application submission. Applications fees are due and payable to the University of Nebraska–Lincoln. Once the application fee is submitted, it is not refundable.

If the Admissions Enrollment fee is deferred to the centralized student bill, the \$100 application fee will automatically be deferred to the centralized student bill. The student will sign a deferment agreement within the application. Once the contract is signed, the student is responsible to pay the \$100 application fee even if they cancel their contract.

### **LEARNING COMMUNITY FEE**

The September bill will have a one-time, non-refundable \$95 charge for students participating in a first year Learning Community.

### **ROOMMATE READY/INCONVENIENCE FEE**

Students living in a double occupancy room without a roommate, must leave half of the room ready to be assigned a new roommate at any time. Housing staff may conduct regular checks to make sure that these vacant beds are open and clean. If the room is not deemed “move-in ready” and available to receive the new roommate, the occupant will be billed a \$50 inconvenience fee. A student who refuses to prepare the room for a new roommate may be subject to other action, which could include being moved to another room or having their contract converted to a single room contract and charged for the cost of a single room.

### **IMPROPER CHECKOUT FEE**

If the steps for moving out and/or changing rooms is not followed, an improper check-out fee of \$50 will be posted to the student’s account.

### **CANCELLATION FEES**

See the Cancellation Policy and Procedures sections for all fees and charges relating to cancelling the University Housing contract.

### **HALL/ROOM CLEANING, DAMAGE AND REPLACEMENT FEES**

Residents will be liable for fees relating to:

- Cleaning of any hall and/or room/unit left unclean.
- Damage to the hall and/or unit, including, but not limited to: paint, walls, cabinets, carpets, floors, furniture, and appliances resulting from failure to exercise reasonable care.
- Replacement of damaged furniture.

### **LATE CLOSING/CHECK-OUT FEE**

Students living in halls are required to leave by 1 p.m., Saturday, May 17, 2025.

It is important to make transportation and other arrangements accordingly. Students needing an exception due to participation in graduation ceremonies or have other reasons for requesting additional time should contact the hall residence director.

In cases of inclement weather, University Housing will monitor travel conditions and will, if warranted, announce extended closing times.

Because unapproved late closing and checkout can adversely affect hall staff travel arrangements and cleaning schedules, students who do not clear the premises by the announced

scheduled date/time will be charged. The fee for not removing your items will be \$50 per day. It should be noted that access may be limited once the hall is closed. If the room needs to be cleaned, as it will be reused immediately, the charge may also include a charge for staff boxing belongings and a storage fee for those items.

## **LIVING IN COMMUNITY**

### **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.

### **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](http://fixit.unl.edu).

## **YOUR ROOM AND ROOMMATES**

Change Requests – Hall/Room

By July 1

- Incoming First Year Students: Students will have an option to put their name on a waitlist for a room in a different building. This process will be detailed in your initial room assignment email.
- Returning Students: Return to the Housing Portal and select an available open room.

July 2 through September 8 // December 9 through February 3

As University Housing prepares to move students into their Husker Home at semester, requests to change room assignments will not be taken and/or accommodated during this timeframe.

September 9 through December 8 // February 4 through May 4

Any student wishing to make changes to their room assignment must get permission and complete paperwork from their current residence director.

No room moves will be processed after May 4.

### **CONSOLIDATION ASSIGNMENT POLICY**

Room consolidation is necessary to provide the maximum amount of space to students in the residence halls. The process affects students who live in a unit or bedroom that is not completely occupied because of a roommate not arriving, cancelling, being assigned to a different room, or moving out of the room.

While most students are being afforded the opportunity to select their living space, University Housing reserves the right to relocate and consolidate students to maximize occupancy. The consolidation process ensures fairness to all residents.

### **PEOPLE IN YOUR SPACE**

#### **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.

## **ITEMS IN YOUR SPACE**

### **FURNISHINGS**

Each room/suite/unit comes fully furnished. 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.

Students may not modify their beds beyond what the beds are designed to accommodate.

### **LOFTABLE BEDS, GUARDRAILS, & BED ENDS**

Students are not allowed to bring their own lofts. Loftable/ adjustable beds are provided in all halls. 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. By lofting your bed, you

understand there is some risk of injury and you voluntarily choose to assume this risk. Students may not modify their beds beyond what the beds are designed to accommodate.

### **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.

Cut greenery, trees or branches are NOT permitted in rooms/suites/units, and light strings are not allowed in hallways.

### **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.

### **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.

### **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 residence hall public area kitchens and apartment style halls.

### **ANIMALS**

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.

Other animals may be permitted in housing units with prior approval from Services for Students with Disabilities and Housing & Dining (i.e. emotional support animals). Owners

of such animals are required to ensure the animal is well cared for at all times. University Housing may require an animal be removed, temporarily or permanently, from any of its facilities if:

- The animal is out of control and the owner does not take effective action to control it;
- The animal is not housebroken;
- The animal is unhealthy, neglected, mistreated, abused, or poorly cared for;
- The animal is infested with fleas, ticks, or other pests;
- The animal is loose in or around university housing facilities;
- The animal poses a direct threat to the health or safety of others; or
- The animal's behavior is unreasonably disruptive to others, such as barking/whining, destroying property, etc.

## **MAINTENANCE OF YOUR SPACE**

### **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](http://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.

### **WINDOWS, DOORS, PATIOS & BALCONIES**

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.
- Residents 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.
- Patios should be uncluttered and swept clean. In addition, the following guidelines apply:
  - Only outdoor patio furnishings are allowed on patio areas. 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 all, no sitting on, hanging from, or climbing on railings, or throwing items from balconies is allowed.

### **ROOM ENTRY, INSPECTION, & MAINTENANCE**

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.

### **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.

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.

### **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.

### **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.

## **MOVE IN AND MOVE OUT**

### **ARRIVAL POLICIES**

Fall move-in dates are projected to be August 19-21, 2024. We aim to provide curbside move-in during assigned move-in times during this window. Curbside move-in is available only on these dates during those hours, not during rescheduled appointments. More information on arrival policies, dates, and times will be provided in May 2024.

Students who need to arrive later than the first day of classes, need to email University Housing at [housing.contracts@unl.edu](mailto:housing.contracts@unl.edu) to give an official delay of arrival statement, to avoid contract cancellation and applicable fees, due to the no-show policy. See “No-Show” section for more information.

### **NO-SHOW POLICY**

A student falls under our no-show policy if they did not:

- Complete the online cancellation request and
- Check into (pick up keys) their room by 6 p.m. on the first day of classes.

Once a student is considered to fall under the no-show policy, the contract will be cancelled as of the first day of classes unless an official notification of delay of arrival has been emailed to [housing.contracts@unl.edu](mailto:housing.contracts@unl.edu) by 6 p.m. on the first day of classes. These students will be assessed room and meal charges according to the cancellation policy.

## CANCELLATION

Any student who has signed a Housing & Dining contract has a valid/legally binding contract. If a student decides to not reside in university housing, they will be subject to the cancellation policy and procedures.

Eligible students may request to cancel their housing contract via the housing portal on MyRed. Before submitting a request, students should ensure eligibility.

To cancel your housing contract, you must meet at least one of the following criteria:

- Graduation
- Approved exemption to the on-campus residency requirement
- Not Enrolled at UNL
- Life event (Marriage, Birth of Child, Significant Incident, Medical)
- Military Service
- Students not subject to the on-campus residency requirement (generally, second year students and beyond)
- Study abroad

Submitting a cancellation request is not an automatic release from your contract, nor does it guarantee a release. Each request is reviewed on a case-by-case basis. Requests will be responded to within one week of submission. If approved, and depending upon the details submitted in your cancellation request, you may be responsible for a cancellation fee and/or a portion of the contracted rate.

## GENERALIZED CANCELLATION/MOVE-OUT TIMELINE (HOUSING)

### Fall Semester

On or before July 15, 2024	100% refund
July 16, 2024 to October 20, 2024	Eligible for partial refund based on refund schedule.
On or after October 21, 2024	No refund

### Spring Semester

On or before December 21, 2024	100% refund
December 22, 2024 to March 16, 2025	Eligible for partial refund based on refund schedule.
On or after March 17, 2025	No refund

## GENERALIZED CANCELLATION/MOVE-OUT TIMELINE (MEAL PLANS)

### Fall Semester

On or before August 17, 2024	100% refund
August 18, 2024 to December 8, 2024	Eligible for partial refund based on refund schedule.
December 9 to December 21, 2024	No refund

### Spring Semester

On or before January 14, 2025	100% refund
January 15, 2025 to May 4, 2025	Eligible for partial refund based on refund schedule.
May 5, 2025 to May 17, 2025	No refund

*A student's meal plan is automatically cancelled when a student moves out of the residence halls.*

### Steps to Move Out of the Halls

- Student should notify their Resident Assistant (RA) and schedule an appointment to check out.
  - If the RA is not available at the time of check out, the RA will work with the student to find another staff member to check the student out.
- Clean room and remove belongings.
- Meet staff member at agreed upon time to check out. They will inspect the unit with the student and help them turn in room keys.
- On the Housing Portal in MyRed, enter a mail forwarding address by selecting "Mail Forwarding."

If the student does not make an appointment with an RA in advance, report to the front desk. The front desk staff will work on finding a staff member to help with the checkout within an hour.

Please note, if the steps below are not followed, an improper check-out fee of \$50 may be posted to the student's account.

### **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 emailed to the student's university email account. 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 date of the email 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 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.

## **MEAL PLANS**

### **DINING/MEAL PLAN POLICIES**

#### **Meal Plan Eligibility**

Residents of traditional and suite-style halls are required to have a meal plan. Love Memorial residents are not required to have a meal plan, but are instead charged a food allowance. Apartment-style residents and students not living in the residence halls can purchase any available meal plan, but it is not required.

#### **First-year students living in the residence halls (except Love Memorial) are required to choose one of the following meal plan options:**

- Premium Meal Plan – Provides 18 meals per week + \$300 Dining Dollars per semester
- Big Red Meal Plan – Provides 14 meals per week + \$200 Dining Dollars per semester
- Platinum Meal Plan – Provides 12 meal swipes per week + \$400 Dining Dollars per semester
- Diamond Meal Plan – Provides 10 meal swipes per week + \$600 Dining Dollars per semester
- Sapphire Meal Plan – Provides 8 meal swipes per week + \$800 Dining Dollars per semester

#### **Returning and off-campus/apartment-style student meal plan options include:**

- Any of the five first-year options (Premium, Big Red, Platinum, Diamond and Sapphire)
- Gold Meal Plan – Provides 125 meal swipes + \$500 Dining Dollars per semester
- Silver Meal Plan – Provides 75 meal swipes + \$500 Dining Dollars per semester
- Bronze Meal Plan – Provides 50 meal swipes + \$250 Dining Dollars per semester
- Herbie 25 Meal Pack Add-On – 25 swipes may be purchased and added to any meal plan.

### **HOW TO USE MEAL PLAN**

A student must scan their NCard to access their meal plan at the traditional dining centers and Herbie's Markets. A student can use the mobile ordering app ([dining.unl.edu/mobile-ordering](https://dining.unl.edu/mobile-ordering)) to use their meal plans at various campus locations. Only dining dollars can only be used at the Union restaurants and Yes Chef Café – and you must order through the mobile app. (Swiping your NCard at any of these locations will add a charge to your centralized student account.)

### **MEAL PLAN ELIGIBLE PLACES**

The University Dining meal plans are valid at the:

- Four city campus residence hall dining areas (Abel, Cather, Harper and Selleck)
- Nebraska East Union Dining
- Two city campus Husker Heroes (Abel and Cather)
- Five city campus Herbie's Markets (Knoll, Cather, Abel, Selleck, Village)
- Nebraska East Union Herbie's Market
- Nebraska Union vendors (dining dollars only, through the mobile app)
- Yes Chef Café in the College of Business (dining dollars only, through the mobile app)

### **MEAL PLAN TERMS**

Any student living on campus must have a meal plan except for students living in apartment-style spaces or in Love Memorial.

The fall meal contract begins August 18, 2024. The spring meal contract begins January 15, 2025.

Hours of operation for all dining locations, including changes, will be posted on the University Housing website.

#### **Premium, Big Red, Platinum, Diamond, and Sapphire meal plans:**

- There is a limit of two (2) card scans per meal period at any combination of restaurants.
- Meal swipes are refreshed weekly on Sunday morning.
- Meal swipes do not carry over from week to week or from fall to spring semester.
- Fall Meal Plan: Starts August 18, 2024, Ends December 21, 2024
- Spring Meal Plan: Starts January 15, 2025, Ends May 17, 2025
- If a student is on-campus over the winter break period, options include:
  - Credit/Debit Card
  - Utilize dining dollars left from Fall semester, or purchase \$100 dining dollar reload
  - Use NCard to charge to the centralized student bill
  - Purchase a Herbie 25 add on meal pack
- For Weekly Meal Plans: Unused Dining Dollars from the Fall semester will expire the day before the Spring meal plan begins. Dining Dollars from the Spring semester will expire at the end of the semester. No refunds.
- All meal swipes and dining dollars expire on the last day of spring service and are not refundable.

#### **Gold, Silver, and Bronze meal plans:**

- There is a limit of two (2) card scans per meal period at any combination of restaurants.
- For Block Meal Plans: Unused meal swipes and Dining Dollars from Fall semester will carry over to the Spring semester with a valid meal plan for the duration. All meal swipes and Dining Dollars then expire at the end of Spring semester. No refunds.
- Meal Plan: Starts August 18, 2024, Ends May 17, 2025

- All meal swipes and dining dollars expire on the last day of spring service and are not refundable.

- Applied for within two weeks of the end of the illness
- Send an email with a letter from a doctor to Student Advocacy and Support at [studentadvocacy@unl.edu](mailto:studentadvocacy@unl.edu)

### MISSED MEALS POLICY

The meal plans allow great flexibility both in dining times and locations. They presuppose occasional absenteeism, therefore, no refunds will be granted for missed meals. In the case of prolonged illness, a credit (applied against future payments) may be given for days surpassing the first 14 days of illness. All requests for meal refunds due to prolonged illness must be:

### MEAL PLAN CHANGE POLICY

There will be an opportunity to change meal plans at the beginning of the Fall and Spring semester. Housing & Dining staff will communicate this change period to students via email. Please note there may be a difference in price when switching meal plans.

	<b>PREMIUM 18/300</b>	<b>BIG RED 14/200</b>	<b>PLATINUM 12/400</b>	<b>DIAMOND 10/600</b>	<b>SAPPHIRE 8/800</b>	<b>GOLD 125/500</b>	<b>SILVER 75/500</b>	<b>BRONZE 50/275</b>	<b>HERBIE 25 ADD-ON*</b>
All first-year students living on campus	✓	✓	✓	✓	✓	X	X	X	✓
All returning students	✓	✓	✓	✓	✓	✓	✓	✓	✓
All students living off campus	✓	✓	✓	✓	✓	✓	✓	✓	✓
Any student living in a sorority or fraternity	✓	✓	✓	✓	✓	✓	✓	✓	✓
Meals break down	18 meal swipes per semester	14 meal swipes per semester	12 meal swipes per semester	10 meal swipes per semester	8 meal swipes per semester	125 meals per semester	75 meals per semester	50 meals per semester	25 meals per pack
	\$300 per semester	\$200 per semester	\$400 per semester	\$600 per semester	\$800 per semester	\$500 per semester	\$500 per semester	\$250 per semester	
Dining Dollars	For Weekly Meal Plans: Unused Dining Dollars from the Fall semester will expire the day before the Spring meal plan begins. Dining Dollars from the Spring semester will expire at the end of the semester. No refunds.					For Block Meal Plans: Unused meal swipes and Dining Dollars from Fall semester will carry over to the Spring semester with a valid meal plan for the duration. All meal swipes and Dining Dollars then expire at the end of Spring semester. No refunds.			
Dining Dollars reload	\$100 Dining Dollar reload blocks can be added to any meal plan. Multiple Dining Dollar reload blocks can be purchased.**								
Guests, limits & lockouts	Swipes can be used in any combination at any dining center, Husker Heroes, or Herbie's Market location. Up to two (2) meal plan swipes per meal period.					Students who use their two (2) meal plan swipes are prevented from eating elsewhere during the same meal period unless they use their Dining Dollars.			Multiple packs can be purchased.

\*Can be added to any meal plan

\*\*Reload Dining Dollars in the Housing Portal on MyRed

## **MEAL PLAN CANCELLATION POLICY**

Please see cancellation policy section of this document.

## **CONDUCT POLICY VIOLATIONS**

### **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.

You are responsible to know what the rules and expectations are and what you must do to follow them. Refer to this document, as well as the University of Nebraska Student Code of Conduct. If you are not sure, please ask your resident assistant (RA) or residence director (RD).

If staff observe or learn about residents acting in ways that are inconsistent with this handbook or with the University of Nebraska Student Code of Conduct, staff will respond by confronting and documenting the situation or condition. 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. Once they have completed their incident report, it will be sent to the Office of Student Conduct and Community Standards. Residents will then be contacted by a Conduct Officer regarding next steps.

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](http://studentconduct.unl.edu).

### **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.

Your guests are subject to this policy; residents will be held similarly accountable for the actions of their guests.

Alleged violations of the alcohol policy will be referred to the Office of Student Conduct & Community Standards.

### **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.

Your guests are likewise subject to this policy, and residents will be held similarly accountable for the actions of their guests.

Alleged violations of the drug policy will be referred to the Office of Student Conduct & Community Standards.

### **WEAPONS POLICY**

Possessing or using weapons (including imitations or replicas) in a campus residence regardless of permit status is prohibited.

- 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](http://bf.unl.edu/policies/weapons).

### **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 Executive Director of Housing & Dining or their designee 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).

## **SAFETY & EMERGENCY PROCEDURES**

### **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.

### **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.

### **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 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.

### **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. Each resident will be issued NCard access rights to other residence halls (not including Love Memorial or Kauffman), which allows access from 6:30 a.m. – midnight daily.

### **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 front desk.

### **THEFT/PROPERTY LOSS**

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. Please note, University Housing assumes no responsibility for students' personal belongings and does not provide personal property insurance. University Housing strongly encourages all students living on campus to have an active renter's insurance policy.

### **EMERGENCY PROCEDURES**

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

### **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.

### **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.

### **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 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.

## **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.

## **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.

## **UNSAFE ACTIVITIES**

Any activity deemed by Housing staff to be a threat to the health and safety of residents is strictly prohibited. This includes, but is not limited to:

- 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.
- 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.
- 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.
- Possessing or using fireworks.

## **VEHICLES OR ELECTRIC PROPULSION DEVICES**

- Mopeds, motorcycles and gasoline powered scooters may not be stored in rooms/ buildings.
- 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.

