

**Resident Student  
Policies and Guidelines  
2026 - 2027**



# **WELCOME HOME!**

We are excited to have you as a residential student for the 2026 - 2027 academic year. We look forward to providing you with a fun, safe and supportive residential experience. We want to help you be UNSTOPPABLE.

This resource was created for you as a reference for the policies and guidelines related to living on campus at RMU. It should be read in conjunction with your Housing Contract, our on-line [Guide to Residential Living](#), and the RMU [Code of Student Conduct](#). You can also access your Housing Contract and other Office of Residence Life resources online at [rmu.erezlife.com](http://rmu.erezlife.com)

## **OFFICE OF RESIDENCE LIFE**

**Washington Hall Lobby**

**412-397-5252**

**412-397-5242 (*after hours on-call*)**

**[reslife@rmu.edu](mailto:reslife@rmu.edu)**

### **Staff Directory**

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## **RESIDENCE LIFE POLICIES AND GUIDELINES**

*All residential students should be familiar with the policies and guidelines applicable to living in a campus residence hall at RMU.. It is necessary to emphasize the responsibility that each student must assume for his/her room. Each student can be held responsible for any activity or any violation that occurs in his/her room whether or not he/she is present. Familiarize yourself with the policies and guidelines outlined here. (Note: policies outlined here are subject to change.) Please contact a staff member in the office if you have additional questions or concerns.*

### **ABANDONED PROPERTY**

Robert Morris University is not responsible for any student property left in residence hall rooms or public areas of residence halls. In the event that student property is left in the residence halls after the housing contract period is over, the property will be removed. The Office of Facilities Management will not maintain abandoned property. The property will be discarded or turned over to a charitable organization in the community. Items are considered abandoned if they remain after the scheduled move-out date per RMU and Residence Life policy. This typically means 24 hours after the student's last final exam of a given semester or term.

### **AIR CONDITIONING/HEATING**

All RMU Residence Halls are air-conditioned. If there are any problems related to the operation of the air-conditioning, students should contact Colonial Central at 412-397-4343 to request assistance. Do not place furniture within three feet of any AC/Heating units. Units cannot circulate air when the vents are blocked and issues will arise. The units will function properly when items are not blocking them. Students are prohibited from using personal air conditioning units or space heaters without prior approval from the Office of Residence Life.

### **ALCOHOL POLICY:**

Alcohol use and possession must be in compliance with Commonwealth of Pennsylvania laws.

#### **Possession and Use of Alcohol**

- Only students of legal drinking age (21+) may possess or consume alcohol.
- Students must comply with Pennsylvania laws related to alcohol at all times.
- Possession, consumption or display of alcoholic beverages by students in classrooms or any public area of the University's buildings or grounds is strictly prohibited. Tailgating

is subject to rules and standards set by the University's Tailgating procedures and restrictions.

- Public drunkenness or disorderly behavior while under the influence – regardless of age – is prohibited and may result in arrest and further discipline pursuant to the RMU Code of Student Conduct.
- Substantial quantities of alcoholic beverage or common source containers such as kegs are prohibited unless being used by a licensed vendor affiliated with a University event.
- Drinking games are prohibited on campus. Students may not possess paraphernalia or equipment for drinking games. The definition of drinking games includes, but is not limited to, any activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol. Paraphernalia for easy alcohol consumption including, but not limited to beer bongs, funnels, or ice luges are prohibited.

### **Events with Alcohol**

- Consumption of alcoholic beverages will not be allowed at any student event on campus unless expressly approved in advance by the University.
- All events – on or off-campus – associated with a recognized student club, organization, or team where alcohol will be present must be registered with the Office of Student Experience. Alcohol should only be present through “BYOB” by legal age attendees or provided by a “third party” vendor.
- The University reserves the right to assign responsibility for an event to a recognized student club, organization, or team where a reasonable observer would associate the event with the club, organization, or team.
- Alcohol is prohibited from all student club or organization events related to the recruitment, training/education, and initiation of new members.
- Students or groups sponsoring formal or informal events off-campus are responsible for upholding Pennsylvania alcohol laws and any alcohol policies related to their affiliated national or international organizations.

Failure to abide by Pennsylvania alcohol laws could result in criminal charges or citations. Even if criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the RMU Student Conduct Process.

### **CLEANING POLICY**

In order to promote a healthy and safe environment, it is the responsibility of each resident to clean and maintain an assigned housing location. Custodial staff will clean and maintain all public areas and common area bathrooms. Rooms deemed to present a health or safety risk due to their condition may result in additional charges if professional cleaning and/or repairs are required.

Bathrooms within residence rooms will need to be maintained with products supplied (including toilet paper, soap, towels, personal items, etc.) by the student(s) who live in these rooms. This includes students who live in Concord, Lexington, Salem, Washington Suites, and Yorktown. The university will provide toilet paper and soap products in common area bathrooms located in our traditional residence halls.

## **COMMON AREA SPACES**

Lounges, study rooms, game tables and equipment are provided for the use of the hall residents and their escorted guests. Residents are responsible for keeping all areas neat and presentable. It is a violation of University policy to remove furniture or other provided equipment from building common areas. Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, the Office of Residence Life reserves the right to enter individual residence hall rooms to locate missing items. Any student who is found in possession of public area furniture will be subject to University disciplinary action. Any lounge furniture not accounted for may be assessed to the residents of a particular building and/or location.

## **COMMUNAL KITCHENS**

Communal Kitchens are available for student use in various residence halls. Pots, pans, and other cooking utensils are not provided (Yorktown requires use of induction cookware). Students who use the kitchen are responsible for cleaning all utensils used as well as returning the kitchen to the state in which it was found. Any maintenance requests or damages should be reported to Colonial Central. It is a violation to remove any provided items from the kitchen. If items are not accounted for, the Office of Residence Life reserves the right to enter residence hall rooms to search for missing items. Any student found in possession of items belonging in the kitchen will be subject to University disciplinary action. Any items not found may be assessed to the residents of a particular building and/or location.

## **COMPLIANCE WITH UNIVERSITY OFFICIALS**

All students and their registered guests are expected to comply with all directives from University officials, including but not limited to Residence Life staff, Police Officers, and Facilities Management department employees. All students and their guests are expected to show a valid picture ID when asked by a University official. Failure to identify yourself to a University staff member upon request is a violation of the Robert Morris University Code of Conduct.

## CONDUCT

Students are expected, at all times, to be courteous and respectful to all members of the university community and to conduct themselves in a manner consistent with our [Code of Student Conduct](#).

Students must be appropriately clothed in hallways, lounges or any other public areas at all times and should be mindful that guests, visitors, Residence Life staff members, and other university personnel may also be present in the residence halls.

Behavior or activities determined by Residence Life policy or the Code of Student Conduct as obscene or indecent are prohibited. Failure to do so may result in a report being referred to the Student Conduct process for resolution. Behavior inconsistent with the University's guidelines and expectations may result in disciplinary action which could impact a student's residential status.

## COURTESY HOURS

Courtesy hours are in effect at all times and reasonable quiet must prevail in all residence halls. All visitors to the halls are expected to honor our community standards.

## DECORATIVE/WALL HANGINGS

Improper decorative hangings can contribute to the rapid spread of fire and other safety issues. Curtains, draperies, wall hangings, blankets, banners, and other decorative materials suspended from walls, closets, or other vertical surfaces must be flame resistant or noncombustible.

Robert Morris University does not permit any combustible materials, such as posters, paper, or cardboard, to be on or hung around windows unless they are fire resistant. Mini blinds furnished by the University in the residence hall windows are fire resistant and meet the code requirements. Curtains or drapes that are purchased or made of flame resistant materials must have a manufacturer's tag verifying such.

Please be advised, if using Command products such as hooks or strips, this product is NOT guaranteed and may take paint off or cause damage to the walls and other surfaces. **Students are not permitted to hang LED strip lights from their walls due to the excessive damage removing them causes.** If there is excessive paint damage, damage charges will be billed to the student.

Discretion must be used in the type of materials displayed in rooms and on room doors for decorative purposes and should be of such a nature that will be a credit to the individual, the residence hall, and the University. Students are not permitted to inscribe, carve, glue or nail on any walls, doors, or into furniture in the residence halls.

## **DRUG POLICY**

The use, possession, manufacture or distribution of narcotics and other controlled substances is prohibited and is considered contrary to the Code of Student Conduct. Any exception will only be for instances expressly permitted by law. Paraphernalia associated with the use of illegal substances is not permitted on University property or at University sponsored events. Hookah pipes and/or other legal smoking devices are prohibited in the residence halls.

Athletes should be aware as well that a positive drug test constitutes a violation of the University drug policy. The University encourages all members of the Robert Morris community to be aware of the consequences of the use, possession or distribution of narcotics or other controlled substances.

Individuals charged with use, possession, manufacture or distribution of narcotics or other controlled substances can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which may result in dismissal from the University.

## **EARLY ARRIVAL / LATE DEPARTURE REQUESTS**

Students are advised to make the appropriate travel arrangements to align with the university's academic calendar. However, the university does recognize that some students may, from time to time, need to arrive on campus before the residence halls officially open for a semester or may need to request to remain on campus for a period of time when classes are not in session. During University break periods, the residence halls will be closed to those students not registered with the Office of Residence Life to stay during this period.

Requests for such early arrival, late departure, or break stays can be made via your Housing Portal at [rmu.erezlife.com](http://rmu.erezlife.com) during designated request periods. Students who are not approved for early arrival or an extended stay will be in violation of the terms of the Housing Contract and are subject to a daily charge of \$100.

## **EXTERIOR DOORS**

All exterior residence hall doors are locked 24 hours a day. Propping of exterior doors and/or tampering with locks are considered to be serious security violations. Any resident involved in such activities will be charged with violations of the university's Code of Student Conduct and subject to assigned sanctions as applicable.

## **FIRE SAFETY AND PREVENTION**

The University Police Department and Safety Services requires the following:

- DO NOT overload electrical outlets in your rooms. This can result in fire.
- Open flames, including the burning of incense and candles, is prohibited in all residence halls.
- Dispose of all waste as soon as possible. Do not leave bags or other materials in hallways or stairwells.
- Do not store bicycles, chairs, desks or any other items in exit ways. Blocked exits can cause “chain reaction” pile ups at an exit during emergency situations.
- Smoking is NOT permitted in the residence halls, including the use of electronic smoking devices.
- Do not tamper with, damage or hang anything from the sprinkler heads or smoke detectors as this could create a serious fire hazard.
- Do not cover smoke/heat detectors.
- Do not store electronic bikes, hoverboards, or other electronic mobile devices inside any residence hall.
- Setting any materials on fire in or around the residence halls will result in severe disciplinary action which may include suspension or expulsion from the hall or the University and could also result in possible criminal prosecution.

**If you discover smoke or a fire in a building: Do not panic. Follow the R.A.C.E. acronym**

RESCUE: If it is safe to do so, rescue anyone who may be in imminent danger of fire or smoke. Be aware of persons who may need assistance.

ALARM: Activate the closest fire alarm pull station. Most pull stations are located within a few feet of a stairwell or building exits.

CONTAIN: Close all doors and windows as you evacuate the area.

EVACUATE: All students must exit the building if they have seen a fire situation or hear an alarm, following the provided evacuation routes and use the stairs.

Call the University Police as soon as it is safe to do so at 412-397-2424, giving as many details as possible including location of fire, materials involved, any known injuries, etc.

Seek out the first arriving emergency personnel (police, fire, medical) and tell them the specific location of the fire.

Once you are out of the building, stay out! Never enter a burning building!

### **Fire and Protection Alarm**

Robert Morris University buildings are equipped with fire, elevator safety, and area intrusion alarms monitored by Guardian Protection Services 24 hours a day and 365 days a year. In case



of an alarm activation, the University Police Department is notified of the type of alarm along with the specific location and will direct the appropriate emergency response team to the call. The student is expected to vacate the building when an alarm activates until given permission to return to the building by RMU staff. Regular fire drills are conducted within our residential community and students are expected to comply accordingly.

### **Fire Pull Stations**

Fire alarm pull-stations are connected to a building fire alarm protection system that sends a signal to a designated monitoring company. Activating a fire pull-station will trigger the evacuation of the building and elicit a police and fire department response.

### **Fire Evacuation Maps**

Fire evacuation maps are located strategically throughout every building on campus depicting the building's floor plan along with primary and secondary evacuation routes in case of an emergency. These maps also show locations of all Fire Pull Stations, Fire extinguishers are located throughout the building and gathering areas are designated in case of evacuation.

### **Fire Extinguishers:**

Fire extinguishers are generally provided near the entrance to each stairwell on every floor. Some apartment kitchens are equipped with an ABC chemical extinguisher located under the sink.

## **ANTI-HAZING POLICY**

RMU maintains a zero-tolerance policy with respect to hazing within the University community. This Policy applies to each act conducted on or off-campus if such acts are deemed to constitute hazing under this Policy or Pennsylvania law.

### **Definition:**

A person commits the offense of hazing if the person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student into or with an organization, or for the purpose of continuing or enhancing a student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal or State criminal law.
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.

- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood or reasonable fear of bodily injury to the student

### **Reporting:**

Alleged hazing activities can be reported in a number of ways, including:

RMU Police Department - 412-397-2424

RMU Dean of Students Office - 412-397-6483

RMU On-line Reporting Form - [rmu.edu/report](http://rmu.edu/report)

If an incident occurs off-campus, contact 9-1-1

Organization's National Office

More information can be found [here](#)

## **HOUSING ACCOMMODATIONS**

Medical private rooms are reserved for students who require medical procedures to be done in their rooms, or for students who have a qualifying disability(es). Other types of housing accommodations are provided on a case-by-case basis to students with disabilities or medical conditions. Please Note: If a medical private room is approved by the University, the location of the medical private room is determined by the University. If you are interested in learning more, or need to make a request for a housing accommodation, please email [sas@rmu.edu](mailto:sas@rmu.edu) or visit [rmu.edu/sas](http://rmu.edu/sas) and fill out our Accommodations Questionnaire to get the process started.

## **INFORMATION TECHNOLOGY**

Information Technology has a lot of available resources and services for current students. Visit [rmu.edu/it](http://rmu.edu/it) for information related to IT support, printing on campus, computer labs and software, network connectivity, security, user accounts, and more.

All students are responsible for compliance with our Acceptable Use, Copyright Infringement, and Peer to Peer Policies. Violation of this policy will result in disciplinary action which may include loss of internet connectivity and/or judicial action. When requested, RMU will supply

authorities with information regarding anyone suspected of illegal activities. These policies are available for review at [rmu.edu/itpolicy](http://rmu.edu/itpolicy).

The IT Help Desk is located in Hale Center 205 and can be reached at 412-397-2211 or [help@rmu.edu](mailto:help@rmu.edu).

## **LAUNDRY SERVICES**

Washers and dryers are located in designated areas within each residence hall and there is no additional cost to you for their use. To ensure the equipment functions properly, follow the wash and dry directions posted in the Laundry Room. Set a timer on your phone, or stay in the laundry area, so you can remove your items promptly when the cycle ends so that the machines can be available for others to use.

For malfunctions or repair issues, contact Colonial Central at 412-397-4343 or [colonialcentral@rmu.edu](mailto:colonialcentral@rmu.edu) and provide the machine number, location, and a description of the problem.

## **LOCK OUT POLICY**

A lock out is defined as contacting any Community Advisor or Professional Staff member to be let back into your building or your room, or by coming into or calling the Office of Residence Life to obtain a spare key. If you are locked out of your room, please do one of the following: obtain a spare key from the Office of Residence Life during office hours (M-F: 8:30am - 5:00pm), contact your Community Advisor after office hours, or contact the Professional Staff member on duty (412-397-5242) after office hours for assistance.

The first time a student is locked out of his/her room or building and is let back in by one of the resources listed above, the student will not be charged. Charges will follow accordingly for additional instances:

Second instance - \$5.00 Charge

Third instance - \$10.00 Charge

Fourth instance - \$20.00 Charge

Fifth instance - \$25.00 Charge

Each lockout after the fifth will result in a \$25 charge. Charges will be reset at the end of each year. Students will be billed monthly for their lockouts as appropriate.

After the fifth lock out, the student will be required to bring his/her assigned housing key(s)/Student ID card to the Office of Residence within three business days in order to show proof of ownership. If the student is unable to do so, the student will be charged for a Student ID card, key replacement, and/or core changes as necessary in addition to any lock out fees.

## **MAINTENANCE REQUESTS**

Residents should report any maintenance issues (i.e. plumbing concerns, heating or cooling systems issues, equipment malfunctions, etc.) or requests to the University's Colonial Central via email at [colonialcentral@rmu.edu](mailto:colonialcentral@rmu.edu) or by phone at 412-397-4343. Emergencies should be reported promptly on on-call personnel for the Office of Residence Life.

## **MISSING STUDENT NOTIFICATION POLICY**

This policy contains the official notification procedures for Robert Morris University concerning missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008 (HEOA). The purpose of this policy is to promote the safety and welfare of members of the university community through compliance with HEOA requirements. This policy should be adhered to by all faculty, staff, and students.

During the course of the investigation, University Police will determine if the student has been missing more than 24 hours. In such an event the surrounding law enforcement agencies and the student's emergency listed contact will be notified of the missing student. If the missing student is under the age of 18 and not emancipated, University staff will notify the student's parent or legal guardian immediately after they determine that the student has been missing for more than 24 hours.

In addition to registering emergency contacts, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by University Police in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Robert Morris will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so by completing the appropriate paperwork during check-in procedures.

### **Practice:**

- A resident student shall be deemed missing when he or she is reportedly absent from the University for more than 24 hours without any known reason.
- All reports of missing students shall be directed to the University Police Department. Police will work with Residence Life to determine whether the student is missing in accordance with this policy.

- Upon check-in to the campus residence halls, suites, or apartments, all students will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing.
- For students under the age of 18, that notification will be made to the student's parent or guardian within 24 hours of the time that the student is determined to be missing.
- Any notification to parents, guardians, or designated contacts will be made by the Dean of Students.

### **Procedure:**

Any report of a missing student should immediately be directed to University Police. University Police will notify Residence Life and the two departments will work in conjunction to do the following:

Residence Life will notify the Director of Residence Life in conjunction with the Chief Student Life Officer and Dean of Students will initiate whatever action deemed appropriate under the specific incident's circumstances.

- If it is determined that 24 hours have passed with no known whereabouts—the Dean of Students or designee will notify the missing student's designated contact-or-if the student is under 18, their custodial parent or guardian.
- If it has been less than 24 hours, and the student's absence does not appear irregular or suspicious, a note will be left at the student's room requesting that they contact University Police immediately upon their return. If at the 24 hour mark the student still has not returned, then the above stated actions will take place.
- If the reporting party believes or is concerned for the missing student's wellbeing, harmful to self or others, then notification to the Police Department should be immediate.

### **MICROWAVES AND APPLIANCES**

Students are permitted to have small microwaves in the residence halls. Microwaves should never be left unattended while in use and appropriate caution should be observed to avoid cooking fires. Microwaves must be U.L. approved and may not exceed a stated FCC rating of 700 watts (FCC rating must be intact). Students are not permitted to have any open-source cooking appliances which **includes George Foreman grills, air fryers, griddles/hot plate, and anything else deemed to cause a safety hazard.**

### **OCCUPANCY POLICY**

Students may move into the residence halls only on those days and times designated by the Office of Residence Life. The terms of the contract includes only those times during the

academic year when classes are in session. The Office of Residence Life reserves the right to limit the number of individuals in a room or at a residence hall event in cases where the safety of occupants may be a concern or where the noise level in the room violates either the Quiet Hours or Courtesy Hours policies.

Only students assigned to a room may live in the residence hall room. Any person found staying overnight in a residence hall room outside of a Friday and/or Saturday overnight will be assumed to be living in the residence hall and be considered as trespassing.

Students who are not changing housing assignments between semesters are able to leave items in their residence hall room. We encourage students to take home any items they will need over the break and also take any valuable items.

### **ON-CAMPUS HOUSING ELIGIBILITY**

On-campus housing is generally available for full-time students enrolled in a first-time bachelors' degree program who have graduated from high school less than five years from first term of housing occupancy. Housing is not available for part-time students and students enrolled in graduate programs. Exemptions may include, but are not limited to graduate assistants, students enrolled in the BS/MS integrated programs, and athletes completing their NCAA competition eligibility at the discretion of the Office of Residence Life.

Robert Morris University has an established minimum age requirement of 17 years of age to be considered eligible for on-campus housing. An enrolled student under the age of 17 is exempt from the applicable university's housing requirement for at least one academic year.

RMU reserves the right to place restrictions, change housing assignments, and deny housing requests in the best interest of health, discipline, or the general welfare of the student, other students, and the University. The University will provide an off-campus housing guide to assist students who do not meet the university's criteria for on-campus housing.

### **PAINTING POLICY**

Students are not permitted to paint in any residential hall location except as outlined here. Any questions should be directed to the Residence Life Professional Staff Member for your assigned residence hall.

#### **Washington Hall Suites Only:**

The painting or modification of University housing must be approved by Robert Morris University's Office of Residence Life. The requesting student group must submit a request to the Office of Residence Life by email. Upon approval by the Director, the requesting student group shall incur all costs related to supplies and labor necessary. Painting is limited to the common

room of the suite. All painting must be completed through the RMU Facilities Department. The painting of a suite in no way guarantees suite assignments following years. If the suite is surrendered, then the suite will be repainted at the end of the academic term at the expense of the University. Failure to comply with the previously stated terms of this contract may result in a student(s) housing contracts being voided and other fines.

## **PET AND ANIMAL POLICIES**

Our Service Assistance Animals Policy can be located [here](#). Requests for emotional support animals must be documented and approved by Students Accessibility Services, located in Solution Central. To inquire about the request process, contact our Student Accessibility Services Office by email at [sas@rmu.edu](mailto:sas@rmu.edu) or by phone at 412-397-6884.

### **Service Animals:**

Service animals are permitted in all university facilities. “Service animals” are defined as dogs (or in some cases miniature horses) that are individually trained to do work or perform tasks for people with disabilities. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or task that the service animal performs must be directly related to the individual’s disability. Service animals must be documented with the Student Accessibility Services Office.

### **Emotional Support Animals (ESAs):**

“Assistance animals” also known as “Emotional Support Animals (ESAs) are animals that work, provide assistance, perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates one or more identified symptoms or effects of a person’s disability. Assistance animals must be documented and approved by Students Accessibility Services. Assistance animals are only permitted in the student’s private residence and are not permitted general access to campus or access to other residential areas. An ESA is not permitted in the residence hall until he/she has been fully approved. Students will be asked to take an ESA off-campus until the approval process has been fully completed.

### **Other Animals:**

With the exception of service and assistance animals and small fish (maximum 10 gallon tank), no pets or animals are permitted in University residence halls. Unauthorized animals and pets will be removed immediately and the student may be found in violation of university policy and required to pay restitution for costs incurred.

## PROHIBITED ITEMS AND ACTIVITIES

The following items and activities are prohibited in Robert Morris University Residence Halls:

- Any item suspended from walls or ceilings, or placed on or above the ceiling
- Any items hanging from the sprinkler pipes or electrical conduits
- Bed risers or lofts (other than loft kits provided by RMU)
- Camping stoves
- Candles and Incense - *For fire safety reasons, possession and/or burning of candles or incense or the use of other open-flame devices are prohibited in University housing and will be confiscated if found.*
- Cinder blocks
- Electrical Power Strips and Extension Cords - *When additional electrical outlets are needed, residents must use U.L. approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. Power strips should never be plugged into another power strip. Power strips should never be placed on the ceiling, underneath carpet or stapled or pinched in any way. Running extension cords underneath mattresses is prohibited.*
- Fireworks - *Possession, use, or throwing firecrackers, bottle rockets or anything from a window is strictly forbidden since this can lead to a serious incident. Residents who are found to be in violation will face sanctions as determined by the university's Student Conduct process*
- Fog machines
- Gas grills
- Gas power tools
- Halogen lamps
- Hand-held laser pointers
- Herbal cigarettes
- Hookahs
- Hoverboards, Electric scooters, Segways, and other personal mobility devices (PMDs).  
**Exceptions:** If you have a documented need for one of these devices, an accommodation may be approved through the university's Student Accessibility Services Office in compliance with applicable law.
- LED Lights or LED Light Strips
- Live trees
- Locks or alarms not provided by the University
- Motor/motorized vehicles
- Non-UL-approved appliances
- Open flames, including burning incense and potpourri



- Open-source heating devices - *(space heaters, George Foreman grills, air fryers, and anything else deemed to cause a fire hazard. This also includes candle warmers and coffee pots that heat by sitting on an open-source heating device.*
- Wall paint (see Painting Policy)
- Paintball, BB, Air-soft or pellet guns
- Refrigerators larger than four (4) cubic feet capacity
- Ring doorbells and security monitoring devices
- Sports *(e.g., baseball, basketball, football, hockey, soccer, frisbee, the riding of a skateboard, bicycle, roller skates, rollerblades, etc.), and the throwing of water in the living area is prohibited. Storage of sporting equipment (i.e. bicycles, hoverboards, hockey equipment, etc.) is not permitted in public areas (i.e. lounges, hallways, bathrooms, stairways, etc.). Students will be asked to remove sports equipment from public areas.*
- Vapes
- Weapons and/or ammunition
- Water beds
- Weight lifting equipment

The Office of Residence Life staff may prohibit any other items that may cause a health and/or safety concern. All prohibited items found will be confiscated and held until the provided deadline to remove them from campus. At such time, the university will discard the item(s). This may also result in a report to student conduct.

## **PROPERTY DAMAGE**

### **Guidelines:**

- As a student you agree that you are liable for full payment for any loss or damage to the room or apartment, furnishings, or public use areas provided to you by Robert Morris University. This includes, but is not limited to, acts of intentional or willful destruction, negligence, careless disregard, or accidental destruction.
- You may be held accountable for damages associated with the property of other students.
- You are responsible for damage in the common areas in which you live and may be charged on a prorated basis for public area damages where responsible parties cannot be identified. The University reserves the right to fine all students on the floor where damage occurs in a common area that cannot be traced to a specific person, group, or incident.
- You may not remove University property from rooms or apartments, lounges, hallways, etc.
- You are responsible for all activities and your visitors' activities taking place on the premises. You should take good care of the premises and the furnishings, appliances,

equipment and fixtures therein, and shall keep them in good sanitary condition and in as good a condition as when received. This does not include ordinary wear and damage or destruction not caused by negligent or willful acts or omissions.

- You shall use, operate, and maintain the equipment furnished by Robert Morris University in accordance with the directions of the manufacturer and such additional instructions as the University may give.
- When a room is vacated the Facilities Management Office will assess the room for damages. The cost for any damages to University property may be charged back to the student. If a student believes the assessment of any damages is not correct, the student will have the opportunity to appeal the charges through the appeal process during the designated timeframe and communicated procedures.

### **Personal Property:**

Students agree to assume and bear the risk of loss to all personal property kept or maintained in the residence halls. RMU assumes no responsibility or liability for damage to student personal property as a result of natural disaster, act of nature, negligent/accidental act of another student or any other act which may cause damage to student personal property. All such losses should however be immediately reported to the University Police Department and the Office of Residence Life so that every attempt may be made to recover the property where possible.

RMU does not carry insurance covering any such loss and assumes no responsibility or liability for the payment of such loss. Students are strongly encouraged to secure rental/property insurance as appropriate. All students are strongly encouraged to inform their parent(s) or legal guardian(s) to determine if coverage for student personal property is afforded under their homeowner's insurance policy. All students are encouraged to keep their rooms, suites and/or apartments locked and their valuables secured at all times.

### **PROTECTION OF MINORS POLICY**

Robert Morris University is committed to the safety of all individuals within its community. The University has particular concern for those who are more vulnerable, including minor children, who require special attention and protection. This Policy establishes guidelines for those in, and external to, the University community who may work or interact with individuals under 18 years of age on RMU property or while conducting University business, with the goal of promoting the safety and well-being of minors.

This policy applies to all individuals who interact with minors in the course of university operations, including students, vendors, and contractors. It provides guidelines and standards as to how one is to behave and interact with minors. In addition, it sets forth requirements for registration of events with minors and clearance and other requirements for those who participate in these events.

This Policy provides guidelines that apply broadly to interactions between minors and University students, faculty, staff, and volunteers in University-sponsored or -affiliated programs or activities. This Policy also establishes requirements for non-University organizations and entities that operate programs or activities involving minors on campus, at other University locations, and University agreements with such organizations and entities shall reflect these requirements. Independent contractors who have routine contact with minors on campus or at other University locations are also subject to this Policy.

All Robert Morris University students, faculty, staff, volunteers, and third parties are responsible for understanding and complying with this Policy. Appendices to this Policy set forth specific requirements and procedures. This Policy does not apply to general public events where parents/guardians are expected to provide supervision of minors. The guidelines contained in the Policy do not and cannot outline every situation or circumstance that may be encountered involving minors on campus or at other University locations. This Policy is administered by the Human Resources Department. Students can contact the Dean of Students Office at 412-397-6483 for additional information or direction.

## **QUIET HOURS**

Quiet Hours are established in order to give students in the residence halls an opportunity to study and rest. Televisions, radios, stereos, video, and electronic equipment must be turned down so that other residents will not be disturbed. Students must observe reasonable quiet at all times, both inside and outside the residence halls, and must exercise special care when returning to the residence halls late in the evening. Unless otherwise noted, quiet hours are:

Sunday - Thursday: 10:00 PM to 10:00 AM

Friday - Saturday: Midnight to 10:00 AM

Starting on the last Friday of classes each semester, 24/7 quiet hours will be in effect during the Final Exam period.

## **PARKING**

All vehicles must have an appropriate permit displayed to park in University lots. The only acceptable placement for parking permits is on your rear view mirror (hang tag permit).

All residential students that wish to have a vehicle on campus must pay the current annual rate for the period covering August through August of each academic year. Students issued overnight parking permits will have a valid permit from August through April. In limited situations, a student will be permitted to purchase a permit for a single term (fall, spring, summer) based on verification of graduation date and enrollment.

Residential students are required to park in a location that is associated with the type of parking pass obtained and in adherence with all parking regulations. Citations and fines will be issued for parking violations.

Overnight parking is prohibited anywhere on campus except for the designated areas, or by expressed permission of the Police Department, under limited circumstances. Overnight parking is considered to be from 2 AM to 7 AM in any space on campus.

If you have a guest visiting you on campus, he/she must stop at the Barry Center to receive a visitor pass and are required to park in the designated locations.

### **REFRIGERATORS**

Students are permitted to bring their own personal-size refrigerators into the residence halls. Larger units designed for apartments or private residences will not be permitted. Refrigerators must be U.L. approved and the total size of the refrigerator and freezer combined may not exceed four (4) cubic feet. Refrigerators must be kept clean for sanitary reasons.

### **REMOVAL OF DINING SERVICES PROPERTY**

Students may not remove silverware, dinnerware, napkin holders, or other items from the RMU Dining Services, except as allowed by RMU Dining Services. Dining service items found in Residence Hall Rooms will be immediately confiscated. Student removal of any dining services item(s) may result in disciplinary action.

### **RESIDENCE HALL SECURITY**

For reasons of safety and security residence halls doors should be locked at all times. It is against University policy to prop open residence hall entry doors. It is against local, state and federal regulations to prop open a fire-rated door.

All room windows should be closed and locked when students are not in the rooms. Window stops are installed in all hall windows for safety and security reasons. Students are NOT permitted to remove window stops. Students who remove the security stops may be billed for their repair/replacement and may face disciplinary action.

The University is not responsible for loss of, theft of, or damage to personal property; therefore, any item left in a room is at the student's own risk. This includes periods when the University is not in session, i.e. break periods. Any incidents of theft or loss should be reported immediately to the Office of Residence Life and the University Police Department so that an attempt can be made to recover the items and/or apprehend the person(s) responsible as appropriate.

## **ROOM CHANGES**

You are required to occupy your assigned room and/or space as issued by the Office of Residence Life.

A specific date is established each semester for approved room changes to begin. A student wishing to change rooms must complete a Room Change Request Form which is available online at [rmu.erezlife.com](http://rmu.erezlife.com).

Any student changing rooms without the written approval of the Residence Life Professional Staff Member or the Director of Residence Life may be subject to University disciplinary action and disapproval of any subsequent requests to change rooms.

The University reserves the right to consolidate students who are in a room that is currently housing less than the capacity of said room. The University also reserves the right to make administrative room changes which are believed to be in the best interests of those involved and the University.

When concerns with roommates occur, students are encouraged to make an effort to resolve their conflicts. Residence Life staff members can assist students through a conflict resolution and/or mediation process. Before a room change can be made, the following procedure must be followed:

- It is the resident's responsibility to present a room change alternative.
- All residents involved in a prospective room change must have prior knowledge of the impending change and agree to the proposed change.
- No room change can be made without approval by the Office of Residence Life.

## **ROOM CONSOLIDATION POLICY**

The Office of Residence Life has the authority to require students, if they are the only student living in a double occupancy room, to take a roommate or consolidate. (The process of consolidation means a student can relocate to another room where a student lives with an open space or accept a new roommate. Students can proactively talk to a Professional Staff member of the Office of Residence Life to find a roommate before being assigned one.)

All students who live in a single room must pay Robert Morris' private room rate. If the option is available, students who refuse a roommate will automatically be charged for a single room. The cost of the room may be prorated to coincide with the time the student lived in a single. To avoid this, a student has one week to select a new roommate before being charged a single rate. However, the Office of Residence Life is not required to provide this option to students.

If a student is residing in a room with an open space and is not paying for the single room, he/she is not permitted to take over the furniture (bed, desk, dresser, closet, space) of that empty spot. These areas must be ready in case a student is assigned to that room.

## **ROOM ENTRY POLICY**

The University reserves the right for authorized staff representatives to enter the premises for housekeeping, repairs and maintenance, damage and/or cleanliness inspections, to ensure the wellbeing and safety of the community, or for any other reasonable purpose. Additionally, rooms may be entered when there is a reason to believe that a violation of University policy or applicable law is occurring.

Items such as stolen property, prohibited belongings, contraband, and/or items that pose a danger to the community, if found to be in a student's possession, will be removed by University personnel. Examples include, but are not limited to furniture designated for other locations, candles, weapons, certain types of appliances, e-scooters, illegal drugs or drug paraphernalia, etc.. and are subject to adjudication under the University's Student Conduct process or criminal prosecutive (if applicable). Some confiscated items may be retrieved by a resident so that they can be permanently removed from the campus.

University Police and/or appropriate law enforcement officials may enter residential hall rooms in accordance with applicable law.

## **ROOM FURNISHINGS**

The residence hall rooms are furnished with beds (single Xl or double), closets, study desks, chairs, dressers, or mini-blinds and mattresses. Blankets, pillows, bedspreads, sheets, pillowcases, and towels are to be furnished by the student.

Furniture assigned to a specific room must remain there. Desks, chairs, dressers, bed frames, closet doors and all other pieces of University furniture may not be removed from the room. Mattresses may not be removed from the beds except for cleaning purposes and beds are not permitted to be placed on tops of dressers or any other furniture items. In addition, beds are not to be dismantled or flipped. If a bed is dismantled or flipped, the student may be charged to correct the problem. University supplied lofts are the only lofts permitted in the residence halls. There are a limited number of university lofts available for per-determined room spaces.

Residents may arrange furniture within their room in any reasonable manner. Furniture must remain in the room, rest on the floor, and may not be suspended or placed on supporters (including but not limited to bed risers or concrete blocks). A limited number of Loft kits are available from Colonial Central. Requests are processed on a first-come, first-served basis if you would like to have your bed lofted.

Students may bring additional items for their room such as clocks, radios, stereos, lamps, bookcases, televisions, etc. A list of prohibited items is provided in this guide. In addition, students are NOT permitted to install black lights in any residence hall light fixture provided by the University. Students may not mount or hang any television on university walls or from ceilings. Many cooking appliances are only permitted in Salem, Lexington and Concord Halls.

Students are responsible for keeping their rooms clean and in good order at all times and are advised to bring their own cleaning supplies (if applicable).

Upon taking occupancy of a room, a student accepts, in writing, the condition as being in good repair. Any concerns should be promptly reported to Colonial Central so they can be addressed. When a room is vacated, the Facilities Management Office will assess the room for damages. The cost for any damages to university property may be charged to the student. If a student believes the assessment of damages is not correct, the student will have the opportunity to appeal the charges through the appeal process during the designated timeframe and in accordance with outlined procedures.

## **ROOM KEY AND CARD ACCESS**

Upon moving into a residence hall, every student must check-in with the Office of Residence Life. The student will be issued a building key and a room key as appropriate. In buildings where card access is used, a student's ID Card will be programmed to permit entry. If a student's keys are lost or stolen, the loss should be reported to Residence Life immediately. Likewise, if a student's ID Card that has been programmed for building access is lost or stolen, the loss should be reported to Residence Life immediately. A new building key will be issued for a replacement fee of \$10. A new lock core will be installed on the room door (if required), new keys will be issued, and the responsible party will be charged the following:

\$50 for Adams, Gallatin, Hamilton, Hancock, Madison, Marshall, Monroe, Ross, and Washington;

\$165 for Concord and Salem; and

\$240 for Lexington Hall.

Lost ID Cards should be replaced through the ID Card Office and brought to the Office of Residence Life to be programmed for appropriate building access. Key replacement fees will be charged. If the student fails to return the building key and/or the room key to Residence Life at the end of the semester or before withdrawing from housing for any reason, the same fees will apply.

Students are forbidden to have any University key or access card duplicated commercially. Possession of an unauthorized access card, key or duplicate key could subject the student to

immediate suspension from the University. In addition, keys and access cards are non-transferable. Students transferring keys or access cards will be subject to disciplinary action in accordance with the University Student Conduct Process. Students should carry their room key at all times. Students are not permitted to allow anyone else to use their room keys or to use a room key that does not belong to them.

## **ROOM SELECTION PROCESS**

Continuing students will have the opportunity to participate in the room selection process each spring semester for the upcoming academic year. A completed housing contract and deposit by the published deadline will be required to participate in this process. Process information and the related timeline will be provided in advance. The online process will be completed via [rmu.erezlife.com](http://rmu.erezlife.com)

## **STUDY ABROAD**

If you plan to participate in the Study Abroad Program at Robert Morris University, you will need to contact the Office of Residence Life for specific guidelines regarding your future housing assignment or refund. You must have a letter or formal notification from the related University office which provides confirmation of your travel.

## **SMOKING POLICY**

It is Robert Morris University policy that smoking is not permitted at any time inside University buildings, residence halls, offices, University vehicles or any other interior space. This policy includes any form of electronic cigarette or smoking device. Smoking is not permitted within 15 feet of any entrance door, open window, or air intake. Individuals desiring to smoke may do so in designated areas where ash receptacles are located. Violators of this policy are subject to appropriate disciplinary action.

## **SOLICITATION POLICY**

Students, organizations, vendors, and other individuals who wish to sell or market items or services to students on campus must receive written permission in advance from the Dean of Students Office. This policy also applies to any social, political, or religious organization that would attempt to solicit our community members for any reason. Additionally, student organizations may not sponsor or arrange for sales or presentations by vendors or outside organizations without permission in advance from the Student Experience Office. The University prohibits and will not approve any request for credit card marketing on campus.

Approved solicitations are only permitted in designated campus locations. No form of solicitation is permitted in any university residence hall. Any individual(s) attempting to solicit



in the residence hall community will be escorted from the halls and/or the campus property immediately. Campus residency does not exempt individuals from this policy.

Individual(s) not in compliance with this policy may be barred from future visits to campus, as well as cited for unauthorized trespass.

Members of the campus community who encounter individual(s) conducting a solicitation of individuals on the campus may ask to view their written authorization. Contact University Police immediately if there is a concern regarding the legitimacy and/or authorization of any individual, organization or vendor encountered on campus.

## **STUDENT CONDUCT**

Students should refer to the Code of Student Conduct for details regarding university disciplinary policies and procedures. Information about the Student Conduct Process is also available to students, parents, and families on the RMU web site on the [Student Conduct](#) page. Students with questions about the process should contact the Dean of Students Office at 412-397-6483.

It is important to note that students or their guest(s) who are found to be violating University policy or knowingly and willingly in the presence of a violation of University policy, may be held responsible for their actions according to the University Student Conduct Process. All students and guests are expected to comply with all directives from university and Residence Life staff.

## **TRASH REMOVAL**

Students are required to place all trash in the University provided trash receptacles located outside their residence halls. Directions are located in each of the residence halls.

## **VACATING YOUR ROOM**

A student who is leaving University must vacate his/her room not more than 24 hours after the date of withdrawal, or as instructed by the Director of Residence Life.

All students must vacate the residence halls within 24 hours of their last examination each semester or by the specified closing time—whichever comes first. A student terminates residence hall occupancy by removing all belongings from the room, cleaning his/her room space, and returning the room and building keys to the Office of Residence Life.

In the event that student property is left in residence halls after the housing contract period is over, the property will be discarded. Failure to meet these required deadlines will result in the improper check-out being applied of \$100 per day.

## **VISITATION AND GUEST POLICY**

Resident students are permitted to have guests during the following times:

Sunday – Thursday 10:00 AM to Midnight

Friday & Saturday 10:00 AM to 2:00 AM

Overnight guests are permitted, with the consent of all roommates, only on Friday and Saturday nights. Overnight guests are defined as any individual (student or non-student) who is not the assigned and designated resident of a residence hall room at Robert Morris University. All overnight guests must be registered with the Office of Residence Life by 3:00 PM on Fridays. Students may fill out a guest registration form by visiting [rmu.erezlife.com](http://rmu.erezlife.com). Guests are not permitted to come to campus until an approval is received. All overnight guests must be at least 18 years of age.

All guests must be escorted by their RMU student host at all times. It is the responsibility of the host student to ensure that their guest abides by all Residence Life and University policies. The host student assumes full responsibility for their guest's actions. Guests should not be left in the host's residence hall room when the host can not be with them. Any violation of policy may result in a guest being asked to leave the campus immediately, the guest being barred from future visits to campus, and the host being cited for violations of the RMU Code of Student Conduct.

In general, the residence halls are not an appropriate environment for minors. In no circumstances may resident students "babysit" minor individuals in their rooms. Please refer to the University's Protection of Minors Policy.

## **WEAPONS POLICY**

Possession of weapons, including firearms, ammunition, knives, pellet guns, BB guns, paintball guns, bows and arrows, explosives, other weapons or dangerous chemicals on University premises is considered contrary to the Code of Student Conduct. Using any object as a weapon is considered a violation of this policy. Possession/use of fireworks is also prohibited on University property. The University encourages all members of the University community to be aware of the consequences of possession of firearms. Individuals charged with possession of firearms, weapons, or fireworks can be disciplined under the University Student Conduct Process and may be prosecuted under Pennsylvania criminal statutes. Even if the criminal justice authorities choose not to prosecute, the University can pursue disciplinary action, which

could result in dismissal from the University. The University reserves the right to confiscate any weapon pending student conduct review and/or federal and state laws. A valid Pennsylvania License to Carry Firearms (concealed firearms permit) does not supersede this policy.