

## **Residence Hall Policies 2024-2025**

### **Abandoned Property Policy:**

Robert Morris University and the Office of Residence Life or any of its staff are 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 residence halls after the housing contract period is over, the property will be removed at the owner's expense. 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 the items remain after the scheduled move-out date per RMU and Residence Life policy. This typically means 24 hours after the student's last final of the spring semester.

### **Accommodation Policy:**

Robert Morris University makes every effort to accommodate specific housing requests and reserves the right to place restrictions, change housing assignments, change requests, and deny housing requests in the best interest of health, discipline or the general welfare of the student, other students, and the University. Housing requests are considered based upon capacity needs and at the discretion of the Director of Residence Life. Private rooms and apartments may be offered at an additional charge.

On-campus housing is generally available for first-time bachelors' level degree students who have graduated from high school less than five years from first term of housing occupancy. 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.

The University will provide an off-campus housing guide to assist students who do not meet the University's criteria for on-campus housing. These include students who have been out of high school five years or more, students enrolled in a second bachelor degree program, and students enrolled in part-time or full-time graduate degree programs.

### **Air Conditioning/Heating Policy:**

All RMU Residence Halls are air-conditioned. If there are any problems related to air-conditioning, students should contact Colonial Central at 412-397-4343 to request assistance. Do not place furniture within three feet 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 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 bong, 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 Life. 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 citation. Even if criminal justice authorities choose not to prosecute, the University reserves the right to pursue disciplinary action through the RMU Student Conduct Process.

#### **Arson Policy:**

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 possible criminal prosecution.

#### **Bathrooms:**

All bathrooms within residence rooms will need to be maintained and supplied (including toilet paper, soap, towels, personal items, etc.) by the students who live in these rooms. This includes students who live in Concord, Lexington, Salem, Washington Suites, and Yorktown.

#### **Compliance with University Officials and Staff:**

All students and their guests are expected to comply with all directives from University and Residence Life Staff. 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.

#### **Courtesy Hours Policy:**

Courtesy hours are in effect at all times and reasonable quiet must prevail in all residence halls. Residents in designated quiet study halls may agree to extend quiet hour periods. All visitors to the halls are expected to honor the community standards.

#### **Damages to University Property Policy:**

- Student agrees that he/she is liable for full payment for any loss or damage to the room or apartment, furnishings, or public use areas provided him/her by Robert Morris University. This includes, but is not limited to, acts of intentional or willful destruction, negligence, careless disregard, or accidental destruction.
- Student may be held accountable for damages associated with the property of other students

- Students are responsible for damage in the common areas in which they 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.
- Student may not remove University property from rooms or apartments, lounges, hallways, etc.
- Student is responsible for all his/her activities and his/her visitors' activities taking place on the premises. Student shall take good care of the premises and the furnishings, appliances, equipment and fixtures therein, and shall keep them in good sanitary condition, and shall return the same at the end or other termination of this contract in as good a condition as when received, ordinary wear and damage or destruction not caused by negligent or willful acts or omissions of student accepted.
- Student 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.
- Robert Morris University shall maintain and keep in good condition the roof, walls, structural parts, main hallways, elevators and all other commonly used parts and portions of the building, but Robert Morris University shall not be liable for failure to make any such repairs, including computers and other similar technology.

### **Personal Property Policy:**

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 Public Safety 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.

### **Residence Hall Damage Costs:**

When a room is vacated the Facilities Management Office will assess the room for damages. The cost for any damages to university property will be charged to the students university account. If a student believes the assessment of damages in their room is not correct the student will have the opportunity to appeal the charges through the appeal process during the designated timeframe and procedure which will be communicated to all students.

To ensure students are not charged for previous damages students must report any damages in their Room Condition Report when they move into their room. This form is online and found in the students Sentry account.

For a list of damage repair/replacement costs please visit:

[https://www.canva.com/design/DADmZdSQtnY/CZgRSRYP0531QPL-SbNgfA/view?utm\\_content=DADmZdSQtnY&utm\\_campaign=designshare&utm\\_medium=link&utm\\_source=sharebutton](https://www.canva.com/design/DADmZdSQtnY/CZgRSRYP0531QPL-SbNgfA/view?utm_content=DADmZdSQtnY&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton)

### **Student Room Condition Report Instructions:**

Colonial Central will contact all residential students during the first week of the fall semester to complete the Room Condition Report. In that email will be directions on how to complete this. Be aware that this report is only available to complete for approximately one week.

### **Decorative Hanging Policy:**

Improper decorative hangings contribute to the rapid spread of fire. 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 other 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 to NOT take paint off the walls. **Students are not permitted to hang LED strip lights from their walls due to the excessive damage removing them causes.** If there is paint damage, charges will be billed to the student.

Discretion must be used in types 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 furniture in the residence halls.

Students are not permitted to paint any University property without prior written permission from the Office of Residence Life. Any questions regarding these matters should be directed to the Residence Life Professional Staff Member.

**Painting of Suite Policy (Washington Hall 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 the student's housing contracts being voided and other fines.

**Dress Code Policy:**

Students must be appropriately covered in hallways, lounges or any other public areas at all times. Behavior or activities determined by residence hall policy or the Student Code of Conduct as obscene or indecent are prohibited. This includes, but is not limited to: stripping, mooning, flashing and streaking.

**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.

### **Exterior Door Locking:**

All exterior residence hall doors are locked 24 hours a day. Propping of exterior doors and/or tampering with locks are considered a serious security violation. Residents involved in such activities may be removed from University housing.

### **Fire Safety & Prevention:**

The University Police Department and Safety Services asks for your help in eliminating campus fire hazards and false alarms.

- DO NOT overload electrical outlets in your rooms or offices. 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

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 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 Alarms:**

Most 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.

### **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 buildings 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 located throughout the building and gathering areas 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

### **Hall Sports:**



The playing of 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.

### **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

Hazing is any reckless or intentional act that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups that is expected or required of new and / or current members of a team, group, or organization. Permission or approval by the person(s) being hazed is never a defense to violations of this Policy.

#### Sanctions

In addition to criminal and civil penalties, students, teams, groups, or organizations found responsible for violating this policy will be sanctioned according to the RMU Code of Student Conduct. Possible sanctions range from probation to expulsion for individual students and probation to permanent revocation of recognition for teams, groups, and/or organizations. These sanctions shall be in addition to any other sanction imposed for violation of any other University rule to which the violator may be subject.

The University reserves the right to publish reports of confirmed violations of hazing and communicate these to any parent organization operating on campus.

### **Amnesty:**

The University promotes the safety and well-being of every member of its community. Therefore, the University will consider providing amnesty from Code of Student Conduct violations to a student who makes a best and first effort to seek emergency medical attention for any student(s) endangered by possible acts of hazing. Amnesty under this Policy may not prevent civil, criminal, or parent organization penalties.

### **Information Technology Copyright and File Sharing Policy:**

Robert Morris University respects and upholds the property rights of authors of copyrighted materials. It is a violation of RMU policy to engage in any activity that infringes on the intellectual property rights of others, including:

- Downloading music, movies, games, software or any copyrighted materials from illegal sites
- copying music, movies, games, software or any copyrighted materials in violation of license agreement
- hosting any sort of file-sharing system that allows illegal file sharing

All students are required to register their computers through the ResNet Registration process prior to accessing the campus network. Students will be prompted to complete this registration process the first time they attempt to access the network with their device. Antivirus software is required for all computers used to access the campus network. RMU recommends Sophos Home for students –<http://www.rmu.edu/antivirus>.

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. It is your responsibility to read the RMU Information Technology Policy on the web at – <http://www.rmu.edu/itpolicy>.

#### **Kitchen Policy:**

Kitchens are available for student use in Hamilton, Marshall and Yorktown Halls. Pots, pans, and other cooking utensils are not provided (Yorktown requires use of conduction 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 utensils from the kitchen. If items are not accounted for, the Office of Residence Life reserves the right to do a residence hall room search. Any student found in possession of items belonging in the kitchen will be subject to University disciplinary action. Any items not found will be assessed as a group billing.

#### **Lounge Policy:**

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

option to do a residence hall room search. Students who are found in possession of public area furniture will be subject to University disciplinary action. Any lounge furniture not accounted for will be assessed as a group billing.

**Lockout 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 coming into or calling the Office of Residence Life to obtain a spare key. When a student is locked out of their room, they may do one of the following: obtain a spare key from the Office of Residence Life during office hours (M-R: 8:30am-6:00pm, F: 8:30am-5:00pm), contact their Community Advisor after office hours, or contact the Professional Staff member on duty (412-397-5242) after office hours.

The first time a student is locked out of their room or building and is let back in by one of the resources listed above, the student will not be charged. The second time a student is locked out and let back in the student will be charged \$5, the third time they will be charged \$10, the fourth time they will be charged \$20, and the fifth time they will be charged \$25. 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 their assigned housing key(s)/freedom 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 freedom card, key replacement and/or core changes as necessary in addition to any lock out fees.

**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.

1. 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.

2. 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.

### **Microwave and Appliance Policy:**

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 residence halls only on those days and times designated by the Residence Life Director. The terms of the contract include only those times during the academic year when classes are in session. Students who need to remain in the residence halls during break periods must request permission in writing with the Office of Residence Life.

### **Pet and Animal Policy:**

#### 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 Coordinator, Services for Students with Disabilities, located in the Nicholson Center, Room 280.

#### Assistance Animals/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, located in the Nicholson Center, Room 418. 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.

## 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.

## Questions

Requests for service animals and assistance animals must be documented and approved by Students Accessibility Services, located in the Nicholson Center, Room 423.

To start the request process for a service or assistance animal at RMU, please email [SAS@RMU.edu](mailto:SAS@RMU.edu). The telephone number is 412-397-6884.

Questions about the Robert Morris University Pet and Animal Policy may be directed to the Office of Student Life at 412-397-6483.

## **Housing Accommodations at RMU:**

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 is approved by the University, the location of the medical private is determined by the University.

If you are interested in learning more, or need to make a request for a housing accommodation, please email [SSD@RMU.edu](mailto:SSD@RMU.edu) or visit [RMU.edu/SSD](http://RMU.edu/SSD) and fill out our Accommodations Questionnaire.

## **Private Room and Consolidation Policy:**

All students who live in a single room must pay Robert Morris' private room rate. 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.) 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 not paying for the single room, they are 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.

### **Prohibited Items:**

The following items are prohibited in the 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. Residents who are found in violation of this policy may be referred to the student conduct process, charged sanction fees and/or be removed from housing.
- 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 of any kind
  - Possession, use, or throwing firecrackers, bottle rockets or anything from a window is strictly forbidden since this can lead to a serious incident. Disciplinary action may result in suspension or expulsion from the university.
- Fog machines
- Gas grills
- Gas power tools
- Halogen lamps
- Hand-held laser pointers
- Herbal cigarettes

- Hookahs
- Hoverboards, Segways, Swagways, IO Hawks, Skywalks, and other personal mobility devices (PMD's)
  - In order to ensure the safety to our campus community the use, possession, and/or storage of the following or similar devices is prohibited: Hoverboards, Segways, Swagways, IO Hawks, Skywalks, and other personal mobility devices (PMD's). The use of any of the above devices is strictly prohibited on any RMU property including residence halls, classrooms, office buildings, the Charles L. Sewall Center, and the Island Sports Center.
- LED Lights
- 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 (for example 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 of Suite policy)
- Paintball, BB, Air-soft or pellet guns
- Refrigerators larger than four (4) cubic feet capacity
- Vapes
- Weapons and/or ammunition
- Water beds
- Weight lifting equipment

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 immediately discarded.

### **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 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 Office of Student Life at 412-397-6483 for additional information or direction. Complete Protection of Minors Policy information is located at [intranet.rmu.edu//protection-of-minors](http://intranet.rmu.edu//protection-of-minors).

### **Quiet Hours Policy:**

Quiet Hours are established in order to give students in the residence halls an opportunity to study and rest. Televisions, radios, stereos, and 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, 24/7 quiet hours will be in effect.

### **Refrigerator Policy:**

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 Policy:**

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 judicial 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. vacation periods. Any incidents of theft or loss, etc. should be reported immediately to Residence Life Professional Staff and University Police so that an attempt can be made to recover the items and/or apprehend the person(s) responsible as appropriate. It is strongly recommended that all students carry personal property insurance to protect themselves against loss of or damage to their personal property while in the residence hall rooms. In most cases, this insurance can be provided as part of a guardian's homeowner insurance policy. In all other cases, a separate policy should be maintained.

### **Room Change Policy and Procedure:**

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 from the Office of Residence Life. Professional Staff Member of the area(s) involved in the change must sign this form before the student will be permitted to move. 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 those students who are in a room that is currently housing less than the capacity of said room. The University reserves the right to make administrative room changes which are believed to be in the best interests of those involved and the University.

When problems with roommates occur, students are encouraged to make an effort to resolve their conflicts. 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 the 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 Furnishing Policy:**

The residence hall rooms are furnished with beds (single XI 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 will 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). Loft kits are available from Colonial Central 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. Dangerous electrical devices, including halogen lamps, hot plates, etc., are NOT permitted in the residence halls. In addition, students are NOT permitted to install black lights in any residence hall light fixture provided by the University. Many cooking appliances are only permitted in 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.

Upon taking occupancy of a room, a student accepts, in writing, the condition as being in good repair. Any exception must be reported to Facilities Management personnel for inclusion on the Room Condition Report or it will be considered damaged by the occupant(s). When a room is vacated the Facilities Management Office will assess the room for damages. The cost for any damages to university property will be charged to the student's university account. If a student believes the assessment of damages in their room is not correct the student will have the opportunity to appeal the charges through the appeal process during the designated timeframe and procedure which will be communicated to all students.

To ensure students are not charged for previous damages they must report any damages in their Room Condition Report when they move into their room. This form is online and found in the student's Sentry account.

#### **Room Key and Card Access Policy:**

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 Freedom 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 \$50. In Washington, Lexington, Concord and Salem Halls the charge will be a flat rate of \$75 for a new room lock core due to the multiple keying of the entry door to accept all suite/apartment room keys. 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 against the student's damage deposit. 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 Occupancy:**

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

**Room Responsibility:**

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.

**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 reservation or refund. You must have a letter or formal notification from the related University office confirming your trip.

**Search and Seizure Policy:**

The University, through its administrative staff, University Police and/or in conjunction with appropriate law enforcement officials, shall have the absolute right to conduct searches, inspections and/or seizures in and about the University, in order to protect and secure the rights, privileges and property of the students, faculty, staff and the University and in order to secure and protect the policies of the University.

**(Residence Hall) Security Policy:**

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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 judicial action.

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### **Smoking Policy:**

It is Robert Morris University policy that no smoking is 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 the 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 Office of Student Life. Additionally, student organizations may not sponsor or arrange for sales or presentations by vendors without permission in advance from the Office of Student Life.

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.

### **Student Conduct Information:**

Students should refer to the Code of Student Conduct for details regarding any 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 Student Conduct Process should contact the Director of Special Programs and Student Community Standards at (412) 397-6487.

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 their guests are expected to comply with all directives from university and Residence Life staff.

**Trash Removal Policy:**

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. Washington Suites will not be provided with garbage cans.

**Vacating Room Policy:**

Student withdrawing and/or dismissed from the University must vacate his/her room not more than 24 hours after date of withdrawal or dismissal as instructed by the Director of the Office 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 removed at the owner's expense. 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.

During University break periods, the residence halls will be closed to those students not registered with the Office of Residence Life to stay during the break. Students who are not changing their housing assignment 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.

**Visitation 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 4:00 PM on Fridays. Forms may be obtained in the Office of Residence Life and must be signed by all room occupants. All overnight guests must be at least 18 years of age.

All guests of RMU students must be escorted by their hosts at all times. It is the responsibility of the host student to ensure that their guests abide 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 the guest. Any violation of policy may result in the guest being asked to leave the campus immediately, the guest being barred from future visits to campus, and the host being processed through the University Student Conduct Process.

In general, the residence halls are not an appropriate environment for minors (with the exception of special circumstances such as recruiting and "Little Sibs Weekend"); any minor guests of resident students must be registered in accordance with Residence Life guidelines during these "special circumstances." In no circumstances may resident students "babysit" minors in their rooms. Please also refer to the 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.