# Wright State University Campus Housing Policies

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Welcome to Wright State University! Thank you for choosing to live on campus! This
document is a tool for you to utilize during your time living with the Department of
Residence Life & Housing. It provides guidelines on a myriad of topics and should help you
navigate the Do's and Don'ts of campus living. This document is comprehensive, but it is
impossible to cover each and every concern you may have in one document. Because of
this, the Department of Residence Life & Housing encourages you to reach out to the staff in
your community for assistance.

**Important Numbers**

**Hamilton Hall**
Community Director: 937-775-3309  
RA Duty Phone: 937-409-0907

**Forest Lane**
Assistant Community Director: 937-775-4209  
RA Duty Phone: 937-765-1100

**Laurel, Jacob, & Hickory Halls (The Woods)**
Community Director: 937-775-4550  
RA Duty Phone: 937-286-0439

**Boston, Cedar, & Hawthorn Halls (The Woods)**
Community Director: 937-775-4555  
RA Duty Phone: 937-409-0892

**Oak, Maple, & Pine Halls (The Woods)**
Community Director: 937-775-4554  
RA Duty Phone: 937-286-0438

**University Park**
Community Director: 937-775-2086  
RA Duty Phone: 937-409-0894

**The Village**
Community Director: 937-775-2086  
RA Duty Phone: 937-409-0894

**College Park**
Community Director: 937-775-2089  
RA Duty Phone: 937-409-0901

**Honors Hall**
Community Director: 937-775-3083  
RA Duty Phone: 937-409-0893
Students who live in campus housing are expected to follow all federal, state, and local laws as well as all rules outlined in the Code of Student Conduct in addition to the policies in this document. Violations of the Code of Student Conduct and/or Campus Housing Policies may result in disciplinary action via Residence Life & Housing and/or the Office of Community Standards and Student Conduct.

**Alcohol**

A. Wright State University Residence Life & Housing prohibits the use of alcohol by anyone under the age of 21. This prohibition is consistent with federal, state, local, and university regulations. Residence Life & Housing will enforce all federal, state, and local laws relative to the consumption of alcohol. The Ohio Revised Code states "...no person under the age of 21 years of age shall order, pay for, share the cost of, or attempt to purchase any beer or intoxicating liquor, or consume any beer or intoxicating liquor, either from a sealed or unsealed container or by the glass or by the drink, or possess any beer or intoxicating liquor, in any public or private place."
The complete text of state liquor law and related regulations can be found in the Ohio Revised Code. The university permits the use of alcoholic beverages in licensed university facilities and at policy-specified social events. Violators will be subject to university sanctions which may include suspension from the university and/or referral for treatment. This policy also applies to any location where university-related activities occur or when using university vehicles, or when using private vehicles on university business.

B. **In Multi Room Units (Apartments)**

a. A resident of legal drinking age may possess and consume alcohol in their personal bedroom with the door closed. If all occupants of the unit are of legal drinking age, alcohol may be consumed in a common space of the residential unit.

b. Students of legal age will be held responsible for policy violations if they do not take reasonable measures to ensure that underage residents do not gain access to the alcohol.
C. In Single Room Units (Residence Halls)
   a. A resident of legal drinking age may possess and consume alcohol in their bedroom. This resident is expected to take reasonable precautions to prevent their roommate (if underage) from accessing and consuming alcohol stored in the room.
   b. Students of legal age will be held responsible for policy violations if they do not take reasonable measures to ensure that underage residents do not gain access to the alcohol.

D. Open containers of alcohol are not permitted in any public areas or surrounding grounds. This includes, but is not limited to: parking lots, catwalks, gazebos, Village Pavilion, etc.

E. Closed containers of alcohol are allowed in public areas and on surrounding grounds only if they are being transported to the residential unit of a legal-aged resident.

F. Residents are not to possess alcohol beyond an amount for reasonable, personal consumption.

G. Large-group alcohol drinking parties are not permitted in residential units even if the residents attending are of legal age. Kegs, beer bongs (empty or filled in any portion), trash cans, coolers, or other large containers or quantities of alcohol are prohibited in campus housing. A large drinking party can be defined as a number of people which exceeds the occupancy limit of a residential living space and/or causes a disturbance which affects the surrounding area.

H. Alcohol-related paraphernalia and alcohol related decorations including those that once served as containers for alcohol are not permitted in the residential units. Collections of bottle caps, alcohol cartons, alcohol cans, beer bongs, alcohol bottles, and similar paraphernalia are not permitted.
Automobiles/Motorcycles/Parking/Vehicles

A. Resident vehicles must be parked in a valid parking space and must have an appropriate, valid parking pass clearly visible inside the vehicle.

B. Motorcycles, mopeds, and similar vehicles may be parked in the lined corners at the end of rows in the parking lot.
   a. These vehicles may not be parked or stored inside residential units or under gazebos.
   b. These vehicles may not be parked in lined areas next to handicap spaces or fire lanes.

C. Automobile maintenance is not permitted in the community parking lots. Cars with expired tags or flat tires maybe removed and stored at the owner’s expense.

D. Residents and their guests are expected to park in designated spaces assigned by Parking & Transportation Services.

E. Vehicles located in staff assigned spots are subject to ticketing and towing.

F. Vehicles are not to be parked in front of recycling bins or dumpsters at any time.

Beds/Bedframes

A. Residents are not permitted to loft or alter the bed/bedframe provided by Residence Life & Housing. In addition, bed risers are also not permitted.

B. Students may not remove mattresses from their unit and may not disassemble bed frames in any way.

C. Waterbeds and water-filled furniture are not allowed in residential units. Students requiring waterbeds due to a medical condition may request permission for policy waiver by writing the Associate Director for Facilities at wray.vanvoorhis@wright.edu.

D. All bed/bedframe reconfigurations must be done by Housing Maintenance. To request a bed reconfiguration, contact Housing Maintenance.

E. Only residents who live in the Village may bring their own personal beds unless approved in advance by Residence Life & Housing.
F. **Bunking Beds**
   
a. Beds in The Woods, Honors and Hamilton Hall can be bunked. Students who desire bunked beds should request their beds be bunked by contacting Housing Maintenance.

b. Beds in College Park, University Park, Forest Lane, and The Village cannot be bunked.

**Bicycles**

A. Bicycles may be stored in residential units with permission of all residents in the space. They may also be stored on bike racks located outside in each residential community.

B. Bikes that have been chained to anything other than a bike rack may be subject to removal by grounds staff.

C. Residence Life & Housing cannot be held responsible for lost, stolen, or damaged bicycles.

**Bullying**

A. Residence Life & Housing has a zero tolerance approach to bullying.

B. All reports of bullying will be investigated to the fullest potential. Students found responsible of bullying may be subject to current and future housing agreement cancellations among other sanctions as determined by the Community Standards and Student Conduct office.

**Check-ins/Check-Outs**

A. Residents are expected to check in to their assigned space at their designated time and in their designated location. Room assignments are sent out ahead of Move In, but are subject to change.

B. During check-in, residents will receive keys, a room condition form, and any other pertinent information. Residents are expected to complete and return all necessary room condition audit paperwork once they move in.
C. During check out, each resident is expected to schedule a time with their Resident Assistant to facilitate a check out. More detailed check out procedures will be provided closer to check out time.
   a. Residents who fail to follow the proper procedures for checking out will be subject to fines.
   b. Failing to return keys at checkout or at the time of a contract cancellation will result in charges to replace the keys and locks.

Cleanliness
A. Residents are expected to maintain an acceptable standard of cleanliness and hygiene in residential units. Causes for concern include, but are not limited to: foul odors, excessive debris, rotting or spoiling food/drink, excessive trash, and clutter to the point that rapid egress from the residential unit is not possible.
B. Fire Health and Safety checks are conducted twice a semester to ensure cleanliness standards are met. More information about these checks can be found in the Fire Health and Safety section of this document.

Decorations
A. Residents who wish to enhance the appearance of rooms/apartments with personal decorative items must do so while exercising reasonable care for the facilities and its furnishings. Only fire-resistant materials should be used.
B. A condition inventory for each unit will be completed upon move in. Residents are responsible for taking care of their living units and the common areas in residential buildings. Any damage to residential units or its furnishings will be charged to the resident(s) responsible and disciplinary action may result.
C. Items hung on doors should use a hook system placed over the top of the door and must not damage the door in any fashion.
   a. Mirrors, towel racks, and memo boards are not to be nailed, screwed, or adhered to doors in any fashion that compromises the condition of the door.
D. Items are not to be hung from the ceiling or sprinkler systems.
E. Unauthorized weather stripping or door sealing materials must not be installed.

F. Adhering Items to the Wall
   a. Covering the entirety of a wall is not allowed.
   b. Forest Lane, The Woods, Honors, College Park, The Village, and University Park:
      i. Wall decorations should be hung in place with pins, small tacks, or staples.
      ii. Residence Life & Housing does not recommend using double-sided tape because it often damages the drywall upon removal.
   c. Hamilton Hall:
      i. Wall Decorations should be hung in place with masking tape or hanging putty.
      ii. Residence Life & Housing does not recommend using double-sided tape because it often damages the wall upon removal.

G. Residents are responsible for any damage to university property in their residential unit and may be billed to repair/replace damaged property.

Destruction of Property/Vandalism
A. Damage to and vandalism of residential units including damage to any and all University/Residence Life & Housing property is strictly prohibited.
B. Any student who maliciously or accidentally damages property for any reason may be held responsible for the cost of the item or damage and/or the cost of the labor to repair or replace the damaged item.
C. Vandalism includes, but is not limited to: punching holes in walls, breaking windows or screens, destroying furniture, and damaging bulletin boards, white boards, or hall decorations.
D. Damaged or vandalized property should be reported to Residence Life & Housing immediately.
Disorderly/Disruptive Behavior

A. Maintaining a community environment conducive to learning, academic success, good citizenship and positive relationships is dependent upon the cooperative efforts of the community members. Any student, who interferes with the rights of others, disrupts the community and/or damages property is subject to disciplinary action. We will not tolerate or ignore any form of behavior pertaining to harassment, intimidation, threats or physical abuse.

B. Disorderly and/or disruptive behavior includes: physical abuse, intimidation, inappropriate behavior or a pattern of behavior (either in a succession of closely related disruptive acts or a series of actions over a period of time) which disregards the rights of individuals, animals, the community, causes physical damage to property or interferes with the normal functioning or safety of the Community.

C. Residents who engage in inappropriate behavior may be forwarded to the Office of Community Standards and Student Conduct for disciplinary action.

Drugs/Narcotics/Paraphernalia

A. Residence Life & Housing is committed to maintaining an educational environment free of illegal drugs. Wright State University prohibits the use, manufacturing, purchase of or possession of any controlled substance(s), prescription drug(s) that are not prescribed to the possessor, or other illegal drugs of any kind including drug paraphernalia.

B. Making available, giving away, selling, or serving any illegal drug(s) or drug paraphernalia or using any drug in a manner not legally prescribed is also prohibited.

Failure to Comply

A. Residents are expected to comply with reasonable requests from all administrative staff when these administrators are acting in an official capacity. The parties residents are expected to comply with include, but are not limited to: Resident
Assistants, Graduate Assistants, Community Directors, Maintenance and Custodial Staff, and Wright State Police.

B. Reasonable requests may include, but are not limited to: attending meetings, providing appropriate university and/or state identification, vacating a residential unit or community, and ceasing inappropriate behavior.

**Fire Health and Safety Checks**

A. Fire Health and Safety Checks are conducted twice a semester to ensure that all residential units are free of prohibited items and are in compliance with all university policies.

B. Residents may be notified in advance of Fire Health and Safety Checks. These checks will be conducted whether or not a resident is present in the unit. Should staff conduct their inspection while no residents are in the unit, a note will be left.

C. Any violations found during these checks will be documented and residents responsible may face disciplinary action.

**Fire Safety**

A. Tampering with fire equipment is strictly prohibited. This includes, but is not limited to: tampering with sprinkler systems, deactivating or removing smoke detectors, tampering with fire extinguishers, and falsely activating a fire alarm.

B. Residents must not obstruct entry or exit from their residential units or any public spaces of common access.

C. Failure to evacuate a building when a fire alarm sounds – whether during a drill or actual fire – is prohibited and may result in disciplinary action through the university as well as considerable fines or prosecution at the local, state, or federal level.

D. Specific instructions about safety and evacuation procedures are located in each residential unit.
E. Flammable and combustible items are not permitted in any residential areas. Examples of these items can be found in the Prohibited Items section of this document.

Furniture/Residential Units
A. Public area furniture is intended for use by all members of the community and must remain in its respective locations at all times. Lounge furniture is not to be placed in personal residential units.
B. Each residential unit is furnished with necessary items. These items are not permitted to leave the residential units at any time unless authorized by Residence Life & Housing.
   a. Furniture in apartments is not to be placed outside on balconies or patios at any time.
C. If furniture is damaged, residents will be charged for repair and/or replacement.
D. University furniture may be moved to accommodate hospital beds, etc. Should this be needed, arrangements must be made in advance of arrival with Residence Life & Housing.
E. Any malicious or accidental damage to residential units, including balconies and patios is prohibited and may result in disciplinary action.
F. Balconies, patios, and hallways are considered extensions of residential units and as such, all policies found in this document are in place for these spaces.
G. Window screens are not to be removed at any time except for evacuation during an emergency such as a fire.
H. Hallway doors should not be propped open or sealed at any time.

Gambling
A. Gambling of any type is prohibited in university housing. This includes, but is not limited to: any game of chance or skill played for currency/exchange of goods/services of any kind both in person and electronically.
B. Prohibited gambling activities include, but are not limited to: blackjack, poker, euchre, spades, any other card games, craps, roulette, and other games as determined by Residence Life & Housing.

Grease Disposal

A. Cooking grease should be poured into an old jar, sealed, and placed in dumpsters. It should not be poured out outside or down drains.

B. Residents found to be disposing of grease improperly will be documented and may be billed for clean-up costs.

Group Gatherings/Parties

A. Any group gathering/party must not exceed the number of guests allowed in a residential unit at any time. The occupancy limits can be found in the Guest Policy Section of this document.

B. The host of any gathering is responsible for the actions and behaviors of their guests.

C. Large-group alcohol drinking parties are not permitted in residential units even if residents are of legal drinking age. More information regarding the alcohol policy can be found in the Alcohol section of this document.

Guest Policy

A. Residents are permitted to have guests at any time so long as they are considerate of rights and privacy of other roommates, suitemates, and neighbors. All roommates must approve of guests prior to the guest’s arrival in a residential unit.

B. The right of a roommate to occupy their residential unit without the presence of a guest takes precedence over the privilege of another roommate to host a guest.

C. Guests are defined as “any person who does not hold a residential contract or lease for the particular residential unit they are occupying at the time.”

D. Maximum occupancy limits are in effect at all times and are as follows:
   a. Single Residential Unit – 4 people total.
b. Double and Triple Residential Unit – 8 people total.

c. Quad Residential Unit (apartments) – 12 people total.

E. The host of a guest is responsible for the conduct of the guest at all times and must not leave their guest unattended at any point during the guest’s visit.

F. Hosts are not to give their keys to a guest at any point.

G. Overnight guests are not permitted to stay consecutive weekdays or consecutive weekends.

H. This guest policy applies to all residents including those who live alone.

I. If a guest is asked to leave by a university official, they must comply. Failure to do so will result in police assistance.

J. Residents must obtain prior approval by Residence Life & Housing if they wish to have guests under the age of 18 in a residential area or unit past posted quiet hours. The minor must have a parent or legal guardian fill out the minor guest registration form found on our website.

K. Residents are expected to respectfully and politely confront their roommates if they are having problems with a roommate’s guest. If this does not resolve the issue, they should contact a Resident Assistant or Community Director for assistance.

Harassment

A. Harassment in any form is strictly prohibited in all residential areas. This includes, but is not limited to: verbal, written, or electronic harassment and can be sexually, ethnically, racially, religiously, or identity based.

B. All reports of harassment will be investigated to the furthest potential.

C. Any resident found responsible of harassment may be subject to cancellation of current and future housing contracts in addition to university sanctions.

Keys/Lockouts

A. The duplication of keys is not permitted.
B. Residents are not to give their keys to anyone at any time. This includes, but is not limited to: friends, parents, guardians, family members, and significant others.

C. If keys are lost or not returned upon check out, the resident the keys were issued to will be billed a replacement charge.

D. Residents should always lock and secure their residential units.

E. If keys are lost or stolen, residents should contact their Resident Assistant and/or Community Director immediately so appropriate steps can be taken to ensure safety and security of the residential community.

F. Personal Assistants will be issued keys by the resident they assist. Residents are responsible for distributing and collecting keys to be turned in upon check-out. Residents will be billed should they fail to return keys.

G. Lockouts
   a. Should a resident become locked out during the hours of 8:00am-7:00pm Monday-Friday, they should go to the Residence Life & Housing Main Office to retrieve a spare key. Spare keys are to be returned within 2 business days of checking them out.
   b. Should a resident become locked out during the weekend or during the hours of 7:00pm-8:00am Monday to Friday, they should contact the RA Duty Phone in their respective community to be let into their residential unit.
   c. Residents will be documented during their third lockout and for any subsequent lockouts.

Littering/Trash Removal

A. Trash is to be disposed of in the proper receptacles. Dumpsters and recycling bins are readily available in each residential community.

B. Room/apartment trash must not be left outside, placed in the stairwell, or disposed of in lounge trash cans.
C. Residents who dispose of trash improperly will be subject to fines and possible disciplinary action.

Medical Transport

A. Any resident who is transported for medical treatment by EMTs or other similar transporting service may be asked to attend a Care & Concern meeting upon their return to campus to determine if any additional accommodations are needed.

B. The cost of transportation and any associated service charges may be charged back to the resident’s Bursar account.

Mental Health Concerns

A. The Director or designee may require a student to participate in a Health and Wellness conference when an alleged violation of the Code of Student Conduct has occurred (either A or B violations) in which the student demonstrates evidence of a physical and/or emotional condition which would preclude an effective resolution of the situation through the conduct process. Any student who participates in a Health and Wellness conference is entitled to the same rights and has the same responsibilities as any other student who participates in any other conduct conference, hearing, or appeal.

B. Failure to participate in a Health and Wellness conference will result in an administrator making a determination without the resident present. This determination may include removal from campus housing and/or the university at large.

C. Mental health concerns will be handled with utmost care for the student experiencing distress and their information will only be shared with those who are directly able to support the student and their needs.

Pets

A. Pets – with the exception of fish and documented, preapproved service animals/emotional support animals are strictly prohibited.

B. Visiting pets or temporary pets are not allowed in residential units at any time.
C. Fish Tanks up to a total capacity of 20 gallons are permitted in residential units, but may only possess fish – turtles, frogs, and any other animal other than fish may not be in the tanks at any time.

D. Students who have a service animal or emotional support animal must contact the Office of Disability Services and Residence Life & Housing and must provide proper and adequate documentation as outlined by these offices. Approval must be granted prior to the animal being housed in a residential unit.

Posting/Solicitation

A. Residential community members and residential community groups (RCA, AARC, NRHH, and Community Councils) may post/hand out materials in residential areas with permission from the appropriate Community Director.

B. Nonresidential individuals and groups (campus or non-campus affiliated) must obtain permission to post/hand out materials from the Residence Life & Housing Main Office.

C. Individuals who post unapproved materials may be subject to fines or disciplinary action.

D. Door to door canvassing must be approved prior to doing so by the Residence Life & Housing Office.

E. Residents may invite a salesperson to their residential unit to host an in home sales party only if approved by all tenants of the residential unit.
   a. Sales parties are not allowed in public residential areas at any time.

F. Residents are prohibited from advertising or operating business out of their residential units. This includes advertising said business on the entry doors of a residential unit.

Prohibited Items

A. The following is a list of items which are not permitted in residential units at any time. This list is lengthy, but not comprehensive and Residence Life & Housing reserves the right to deem other items as prohibited.
a. Additional A/C Units
b. Alcohol if Under 21
c. Bed Risers
d. Blow Torches
e. Bows/Arrows
f. Broilers
g. Candles with wicks
h. Charcoal/Lighter Fluid
i. Combustibles
j. Darts/Dart Boards
k. Deep Fryers
l. Firearms/Weapons
m. Fire Cannons
n. Fireworks
o. Flammable Fluids
p. Fuel Driven Engines
q. Halogen/Lava Lamps
r. Hazardous Liquids
s. Homemade Bed Lofts
t. Hookahs
u. Hoverboards
v. Incense
w. Induction Burners
x. Open Flames
y. Appliances With Open Heating Elements
z. Pizza Ovens
aa. Poles that extend floor to ceiling
bb. Pressure Cookers
cc. Scuba Tanks
dd. Space Heaters With Exposed Coils
e. Toy Guns of Any Type
ff. Wireless Routers/Servers
gg. Mace
hh. Knives with blades over 3 inches long (except standard kitchen utensils that are exclusively used for food preparation)

Quiet Hours/Courtesy Hours

A. Courtesy hours are in effect at all times. Courtesy hours mean that residents are expected to maintain a reasonable noise level.

B. Quiet Hours are in effect during the evening and at night as well as 24 hours during Finals Week beginning the Friday prior to finals each semester. The times of Quiet Hours can be seen below:
a. All Residential Areas except The Village:
   i. Sunday to Thursday 10:00pm to 9:00am
   ii. Friday and Saturday 12:00am to 9:00am
b. The Village:
   i. Sunday to Thursday 8:00pm to 9:00am
   ii. Friday and Saturday 10:00pm to 9:00am
C. Quiet Hours apply to all residential areas including outdoor property such as the
   basketball courts, volleyball courts, and gazebos.
D. Generally, if noise can be heard outside a residential unit with the door closed then
   the noise is too loud and should be minimized.
E. It is expected that residents engage with one another to resolve disturbances in a
   respectful manner prior to involving Residence Life & Housing Staff.
F. If a serious disturbance such as a physical altercation, threat of violence, or threat of
   harm occurs, residents should contact Wright State Police at 931-775-2111
   immediately and contact Resident Assistants secondarily.

Recreational Activity

A. Indoor
   a. Engaging in sports activities inside residential buildings is prohibited.
   b. The use of workout DVDs and other exercise tapes is permitted as long as
      they do not include weight lifting and do not cause a disturbance to
      neighbors/other community members.

B. Outdoor
   a. Engaging in sports activities within 20 feet of a residential building is
      prohibited. The use of sport balls, Frisbees, bicycles, and other sporting
      equipment is permitted in designated areas. Playing sporting games or
      engaging in similar activities in parking lots is considered a safety hazard and
      is prohibited.
b. Skateboarding and rollerblading is allowed on the ground only – residents may not utilize any university building or property such as benches and railings when engaging in skateboarding or rollerblading.

Roommate Agreements/Roommate Conduct

A. Residents are expected to work with their Resident Assistant to complete a roommate agreement at the start of the academic year. This agreement is designed to provide guidelines of behavior and allow roommates to discuss matters such as guests, sharing of food, and expectations for pleasant living among other items.

B. It is expected that roommates engage with one another – and the entire residential community – in a respectful manner.

C. Roommate issues may arise, and residents should utilize their Resident Assistant or Community Director to assist in solving these issues if they cannot be resolved initially in a respectful manner among the involved parties.

Smoking

A. Residence Life & Housing, maintains a smoke/tobacco free policy, including electronic cigarettes, in all facilities and on campus properties. This policy is consistent with the smoke/tobacco free policy in place across the university.

Water-Based Activities

A. Residents are not permitted to store or use squirt guns, water guns, or water balloons in residential units. This prohibition includes water fights of any sort.

B. Individuals and/or groups who wish to facilitate a water-based activity must seek approval before the activity from Residence Life & Housing. Water-based activities are only permitted in the Village Field near the Village Pavilion.
Weapons, Firearms, Ammunition, or Fireworks

A. The possession of firearms, ammunition, firecrackers, explosives, other weapons, or combustible materials is strictly prohibited.

B. Residents found to be in possession of a firearm or injury threatening weapon are subject to immediate cancellation of their Housing Contract and will face further disciplinary and/or criminal charges.