

# BENNIE BOOK RESIDENTIAL LIFE POLICIES

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## CSB Residential Life Policies

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## Introduction

Within a community environment, certain guidelines are necessary to help ensure the living environment balances the needs of each individual as well as the needs of the community. Each resident has the responsibility as a member of the community to advocate for their needs including privacy, rest, cleanliness, a safe environment and a positive academic learning environment. Residents are expected to cooperate and collaborate with the residence hall staff and peers in creating a positive residential experience by following the policies outlined below.

The Association of College and University Housing Officers International (ACUHO-I) represents 800-plus institutional members and housing officers employed by colleges and universities globally. The College of Saint Benedict and Saint John's University Residential Life programs subscribe to and support the ACUHO-I Statement of Student Rights and Responsibilities as adapted below.

## Resident students have the right to:

- Express themselves creatively within established guidelines
- Expect enforcement of the housing agreement
- Directly access staff who can provide assistance, guidance and support as needed
- Host guests within established guidelines
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms without regard to race, gender, national origin, ability, age, religion, sexual orientation or political affiliation
- Participate in opportunities for leadership
- Access individual and group educational and developmental opportunities in their living community

## Resident students have the responsibility to:

- Know and adhere to rules and regulation of the the Institutions and Residential Life
- Abide by all local, state and federal laws and local ordinances
- Comply with reasonable requests made by staff or Institution officials
- Uphold building security
- Monitor and accept responsibility for the behavior of guests
- Report violations of rules and regulations to the appropriate staff
- Respect the rights of others
- Search for solutions to problems and participate in conflict resolution processes
- Participate actively in self-governance
- Participate in conduct proceedings to determine appropriate standards of behavior
- Contribute positively to the community by participating in educational and developmental activities

## Abandoned Property

Students are encouraged to keep personal items secure in their residence hall rooms. Public areas of the residence halls and apartments including lounges, community bathrooms, hallways, etc. are not intended for storage of personal belongings. If residents leave their personal belongings in these areas, they will be notified by a staff member to remove the items. If residents continue to leave items in public areas the items will be considered abandoned property and may be removed or disposed by the staff.

Personal items/property left in a room once residents move out of their room, either during the academic year, at the end of a semester, or following summer housing, will be considered abandoned property and may be removed and disposed of by college or university staff. Residential Life and Facilities are not responsible for any items left in the halls/apartments.

## Alcohol

Students residing in residence halls and apartments are expected to abide by the CSB and SJU Alcohol Policy.

## Animals

The only animals allowed in campus residence halls/apartments/townhouses/houses are fish within a tank no larger than 10 gallons, authorized service animals, and approved emotional support animals. Should an unauthorized pet/animal be found, the student must make arrangements for the unauthorized animal to be removed immediately

from campus. Charges may be applied to the student's account for any damages, cleaning, or other costs caused by or associated with the unauthorized animal.

Please also see: CSB Emotional Support Animal (ESA) Policy, Procedures for Requesting an Emotional Support Animal in Campus Housing; Animals in Residence Statement (<https://www.csbsju.edu/documents/CSB%20Residential%20Life/ESA%20policy%20Updated%20January%202018.pdf>); and Service Animal Policy (<https://www.csbsju.edu/documents/CSB%20Residential%20Life/handbook/SA%20Policy%20Final%20March2016.docx>).

## Appliances

The Institutions consider personal and community safety as well as building electrical needs and capacities when reviewing appliances appropriate for the variety of on-campus living environments. Appliances are provided in residential spaces by the Institutions that are appropriate for the living environment within a room, floor lounge, and/or campus apartment. Additionally, students may rent refrigerators and microwaves through the college and university approved vendor, [www.bedloft.com](http://www.bedloft.com) (<http://www.bedloft.com/>) or purchase their own. Before purchasing any appliance, please review the approved appliance list for restrictions or limitations.

If an appliance is brought from home, it must meet the standards outlined by the college and university regarding life safety and building electrical needs. Please review the approved appliance list prior to bringing any appliances on campus. If the appliance is not listed, please contact your respective Residential Life Office prior to bringing it in your living space.

Students can be held accountable for violations of policy and related damages if they bring prohibited items or unapproved appliances.

Please keep the following in mind:

- All appliances must be a United Laboratories (UL) certified appliance and a grounding type 3-wire cord.
- Any appliance that generates heat needs to be on a non-combustible surface.
- Appliances with open heating elements are not allowed in **traditional residence halls**. (e.g., oil popcorn maker, toaster, toaster oven, hot plate-burner type, countertop grill, pizza baker/carousel, countertop sandwich maker, broiler, hotplate, some models of air fryers, etc).
- Appliances will not be approved if there is a risk of:
  - severe damage/injury in the event of a malfunction;
  - unmonitored operation during use;
  - improper installation of equipment/appliance;
  - excessive demand on electrical system;
  - improper care and cleaning;
  - damage (immediate or continued) to college or university property through use of appliance.

## Bicycles

Bicycle storage is restricted to exterior bicycle racks. Most bike racks on the campuses are removed during Thanksgiving Break. Any bicycle left in an exterior bicycle rack after Thanksgiving Day will be confiscated. Bikes are to be taken home during the winter or stored in another off-campus location.

- Bikes are not allowed in any campus building, apartment or room due to the fire safety hazard they present.

- Bikes may not be stored on balconies, porches, hallways, accessway, or inside apartments, houses, or residence halls rooms.
- Bicycles are subject to confiscation if found in unauthorized public places (e.g., campus grounds, building corridors, laundry).
- No bikes of any kind are allowed on the SJU Abbey Arboretum woodland trails (add link).

**Any bicycle unclaimed after 30 days will be considered abandoned property and become College or University property subject to donation or disposal.**

## Break Policies

Please see Early Arrival, Late Stay, and Break Policies.

## Candles and Incense

Candles, decorative or otherwise, are not permitted in any residence area. Students who have candles in their rooms, suites, houses, or apartments receive an automatic college disciplinary warning, incur a fine of \$25-50 and will be required to take the candles home. Candles that cannot be or are not taken home when confiscated are put in storage until the end of the semester. Please see Fire Safety Policy for more information.

Incense is not permitted in any residence area. Students who have incense in their rooms, suites, houses, or apartments will be required to take it home. Students who do not comply with this policy will have their incense confiscated until the end of the semester and will receive an automatic College disciplinary warning. Individuals wishing to use incense for religious purposes are asked to contact Campus Ministry to make appropriate arrangements.

## Card Access Policy

### Residence Hall Card Access

- CSB students have card access to SJU residential buildings from 10:00am – 8:00pm each day.
- SJU students have card access to CSB residential buildings from 10:00am – 8:00pm each day.
- After 8:00 pm, students who are visiting a residence hall on the other campus must have a specific host who lives in that residence hall.

### Apartment/House Card Access

- CSB students have card access to SJU apartment buildings from 10:00am – 8:00pm each day.
- SJU students have card access to CSB apartment buildings from 10:00am – 8:00pm each day.
- After 8:00pm, students who are visiting an apartment on the other campus must have a specific host.

## Damages and Maintenance Work Orders

Students are expected to respect and maintain a reasonable level of cleanliness in campus residential facilities. This includes the student's assigned room or apartment, common areas (including lounges and study areas), and other spaces provided within the residential facilities. Furnishings provided in rooms, apartments, and common areas (beds, mattresses, couches, chairs, ottomans, amenities, etc.) must be cared for and maintained by students. No institutionally owned or provided furnishings may be removed from campus and no furnishings in common areas are permitted to be moved to student rooms or apartments. Any damage, including removal of furnishings, that occurs in the campus residential hall rooms, houses, apartments, or buildings because of

neglect or misuse will be charged to the student(s). This includes common area damage in shared spaces throughout the facilities. Students are also responsible for any damage caused by guests.

## Maintenance Work Orders

Students are expected to contact Facility maintenance to respond to and repair things that are the result of ordinary use through the online work order system at:

CSB Work Order Information (<https://www.csbsju.edu/csb-facilities-management/services/maintenance-request-forms/>)

SJU Work Order Information (<https://www.csbsju.edu/sju-physical-plant/work-order-requests/>)

In cases of normal wear and tear, students will not be held financially responsible.

## Decorating Rooms

CSB and SJU support the expression of diverse ideas and opinions as part of the residential experience while also keeping in mind that students reside in housing that is owned by the College and University. Decorations, images, and messages will be representing the floor/building and the CSB and SJU community to others including guests and families. As such, students are encouraged to make responsible and well-reasoned decisions about content before posting items that are visible to the public.

Students wishing to hang displays (posters, images, fliers, banners, flags, QR codes, Snapchat codes, etc.) in their rooms and on the exterior of the door to their living space must abide by the following:

- Postings or displays in windows of residential spaces are not permitted.
- Postings and displays cannot interfere with access to the living space or create a safety hazard.
- Postings and displays cannot contain material antithetical to institutional policies and values. This includes but is not limited to items such as the confederate flag, Nazi symbols or messages, and white supremacist images or messages as well as other messages and symbols that violate the CSB and SJU Bias and Anti-Discrimination Policy.

Residential Life & Housing staff reserve the final judgment of displays and postings in areas visible to the public and retain authority to remove displays or postings at their discretion. Students who do not comply with these requirements may be subject to disciplinary action.

Please keep the following in mind when decorating your room, apartment, townhouse, or house:

1. LED light strips or anything that requires adhesive strips or nails to hang are not allowed as they cause damage to walls and paint.
2. Removable wallpaper or other adhesive materials applied directly to walls, cabinets, heaters, etc., is not allowed within residential rooms or apartments as they cause damage to walls and paint.
3. The Fire Code prohibits the use of Christmas lights (or strand lighting) where they come in contact with flammable materials. Strand lighting may not be used to decorate around your door or in the hallways.
4. For your own safety, avoid creating "pinch points" when hanging your lights. Pinch points can occur when lights are placed through door frames, windows, near drawers, or run under or around bed frames/

lofts. Anytime a cord is pinched, the possibility of a short exists, which is a fire hazard.

5. Limit the number of paper materials used in decorating your room or apartment. You may only cover up to 75% of your door with paper or other flammable decorations. This helps to prevent the rapid spread of fire down the hallway from room to room.
6. When decorating your room, you may not remove any permanent or semi-permanent fixtures (e.g., shelves, lighting, furniture in room provided by the Institutions).
7. When decorating for holidays, natural and organic decorations, including but not limited to pumpkins, natural branches or trees are not permitted in any residence area. Only artificial items are permitted in individual student rooms, apartments, and lounges.
8. Non-outdoor furniture, including furniture owned by the Institutions and furniture belonging to a student, may not be used outside.
9. Campus-owned furniture, including both indoor and outdoor furnishings, must remain in the locations these furnishings are placed within campus.

## Early Arrival, Late Stay, and Break Policies

All CSB and SJU residential housing closes during break periods as outlined in the Campus Housing Agreement, with the exception of the campus apartments on the CSB campus. Residents of CSB campus apartments have access to their apartments for the full duration of the Campus Housing Agreement.

Students should make plans to go home or visit friends or relatives away from campus during break periods. During break periods, the communities are closed, and campus services are very limited. Students must request to remain on campus as per the instructions sent to them prior to each break via their campus email account.

Circumstances sometimes require that a student needs to reside on campus outside of the dates of the Campus Housing Agreement such as over official break periods (Thanksgiving, Semester, and Spring), or before (early arrival) or after residence halls close (summer break). Due to reduced staffing during these periods, only students who have a demonstrated need to be on campus are allowed to be present.

Students must request approval to remain in campus housing outside of the dates of the Campus Housing Agreement. Requests by students to remain on campus during break periods, or to arrive early or stay late, will be permitted if the student is from a distance of greater than 4 hours from campus, has an on-campus employment position in essential services, or is required to stay for an activity sponsored by CSB and/or SJU such as athletics or academics. Requests for other reasons will not be approved.

## During periods outside of the Campus Housing Agreement:

- Students' key card access to residential areas is deactivated unless approved to remain on campus.
- Residential Life and/or Security/Life Safety performs routine safety inspections of all on-campus residence hall rooms and apartments. Any observed policy violations will be documented and referred to student conduct for follow-up.
- Access to food service is limited or not available at times and other amenities and services may be unavailable.

## Student Expectations:

- Students should make their requests to be in residential housing outside of the dates in the Campus Housing Agreement in advance.
- Arriving prior to the start of the semester, staying over break, or staying after the semester has ended is a privilege.
- Students are required to follow all CSB and SJU policies during their time on campus
- All CSB and SJU students who are not approved for break housing are considered guests during break periods[EA1] (p. [redacted]) [TJ2] (p. [redacted]) and may visit from 9 am - 10 pm daily during break periods.
- Non-CSB and SJU guests are not allowed in residential areas during break periods.
- Break stay requests submitted after the deadline result in a \$25 administrative fee to accommodate processing the request on short notice.
- Students who request access to the residence halls without permission will be assessed a \$25 key-in fee to their student account.
- Staying in a residential area without approval results in a \$25 charge per day.
- **CSB Students: For details regarding breaks and closing policies, please go to our Break Information page.**
- **SJU Students: For details regarding breaks and closing policies, please go to our Break Information page.**

## Electrical Cords/Wiring

Extension cords are only allowed in dorms if they have a built-in surge protector or fuse in them. Extension cords not meeting this requirement result in a \$50 fine and cord confiscation. Students can pick up confiscated items at the end of the school year from the Fire Station.

Please note:

- Use surge protectors instead of regular extension cords.
- Do not plug one surge protector into another.
- Do not use multiple electrical adapters unless they have surge protection built into them and a UL sticker on the device.
- Reducer plugs are also not allowed since they eliminate the built-in ground.

## Energy Conservation and Stewardship

Please help save energy by shutting off lights and appliances. Keep your thermostat at a moderate temperature and adjust for personal preferences in temperature with clothing, blankets, etc. Please refrain from opening windows in the winter. This not only wastes energy, but cause the window to freeze open, resulting in damage. Students are expected to report concerns regarding heat or cooling in a timely fashion via a work order.

For more tips regarding conservation of energy please visit:

CSB students: <https://www.csbsju.edu/csb-facilities-management/energy> (<https://www.csbsju.edu/csb-facilities-management/energy/>)

SJU students: <https://www.csbsju.edu/sju-physical-plant/energy-and-sustainability> (<https://www.csbsju.edu/sju-physical-plant/energy-and-sustainability/>)

## Fire Drills and Fire Equipment

An emergency evacuation plan is located on the back of every residence hall room, apartment, and house door. Know the appropriate escape route. Fire drills are conducted each year. Your cooperation is expected and appreciated. Failure to evacuate in the event of a drill or actual fire may result in fines and follow-up with the conduct process. Tampering with fire safety equipment such as smoke detectors and fire extinguishers may result in fines and follow-up with the conduct process.

## Grill & Grilling Policy

Due to fire safety, personal grills and deep fryers are not allowed on campus property at any time. Grills are provided by CSB and SJU in designated locations for student use. Grilling is only allowed in the areas listed below where grills have been installed.

\*This policy excludes Monastic Private Property and the Watab Picnic Grounds Area which have separate policies in place.

**CSB locations:** Near Luetmer, McDonald, Idzerda Commons, and West Apartments

**SJU locations:** Emmaus Hall, Flyntown apartments, Prep School, Virgil Michel House, Saint Elizabeth Ann Seton Village, Saint Maur House, Saint Placid House, Saint Vincent Court, Saint Thomas Aquinas Hall Patio Area

Fines will be determined based on the severity of the violation and whether or not the fire department had to respond to extinguish the fire. Fines will be divided equally among all occupants of the space or members of a student group, unless the responsible party is identified and admits ownership.

## Grilling Rules and Expectations:

1. Formal approval is not required for grilling in the pre-approved locations listed above. However, students must notify the RD, FR, RA or CA for the residential area prior to starting the grill. At SJU, Life Safety must also be notified prior to grilling. Life Safety can be contacted at (320) 363-2144.
2. Grilling is not allowed when wind exceeds 20 mph. Individuals (including FRs, RDs, and RAs/CAs) are responsible for checking wind conditions prior to the start of a fire using this link: <https://www.noaa.gov/weather>
3. Students must remain present at the grill and monitor the grill at all times while in use.
4. Grills must be shut off and no longer emitting heat prior to leaving the site. All grills must be shut off no later than 12:00 a.m. Sunday – Thursday and 2:00 a.m. Friday and Saturday.
5. Students will have free access to the grills unless this privilege is abused.
6. Grills are available on a first-come, first-served basis.
7. The grill area must be cleaned up after each use including cleaning of the grate, removal of all food and trash, and ensuring the area is left the way it was found.
8. Storage of lighter fluid, charcoal or LP tanks in any residential building is strictly prohibited.
  - a. **First offense:** Occupants will receive a formal warning and directed to remove prohibited items and/or materials.
  - b. **Second offense:** Occupants will be fined a minimum of \$300, and directed to remove prohibited items and/or materials.

c. **Third offense:** Occupants will be fined a minimum of \$300, and the materials will be confiscated.

9. Residential Life will be responsible for maintaining the grill stations. Students are asked to report any operating issues or damage to a residential life staff member.

Violations of this policy may result in revocation of future usage by individual(s) or organization(s). A fine of \$300 may result depending on the severity of the violation.

Please see Saint John’s Fire Department Grill Policy for additional information regarding grills and grilling at SJU.

## Guest Policy for Residence Halls, Apartments, and Houses

Treating each person with dignity and respect are fundamental Benedictine Values. Equally important is the Benedictine Value of community that focuses on the common good of all who call the residence hall home. Balancing the competing interests of students as individuals and members of the community is at the heart of the guest policy.

For the purpose of this policy, a guest is defined as anyone who has been invited, allowed, or accompanied into any residential space to which they are not assigned. CSB students are considered guests in SJU residential spaces and SJU students are considered guests in CSB residential spaces. Guests also include non-CSB and SJU students such as family and friends.

A responsible host will have spoken to all roommates prior to inviting any guest and will understand they are responsible for their guest and the guest’s behavior. Should problems between roommates or a living group arise because of conflicts over guests, please contact your Residential Life staff for assistance. Guests who engage in behavior that is disruptive to the community will be asked to leave.

### Residence Hall Guest Policy

#### Residence Hall Guest Hours

CSB and SJU students and non-CSB and SJU student guests are welcome in CSB and SJU residential spaces during the following hours:

Sunday-Thursday: 10am-12 midnight  
 Friday-Saturday: 10am-2am

From 8pm – midnight (Sunday-Thursday) and 8pm – 2am (Friday-Saturday), card access is limited to residents of the building. Guests, including students who do not live in the residence hall or area, must have a specific host. The host must be a student who lives in the community.

#### Residence Hall Card Access

- CSB students have card access to SJU residential buildings from 10:00am – 8:00pm each day.
- SJU students have card access to CSB residential buildings from 10:00am – 8:00pm each day.
- After 8:00 pm, students who are visiting a residence hall on the other campus must have a specific host who lives in that residence hall.

#### Overnight Guests

At no time are SJU students or male-identifying guests permitted to stay overnight in any CSB campus residence halls to which

they are not assigned. Similarly, at no time are CSB students or female-identifying guests permitted to stay overnight in any SJU campus residence halls to which they are not assigned. [EA3] (p. ) [TJ4] (p. ) [TJ5] (p. )

### Number of Guests Allowed in Residence Hall Student Rooms

The total number of guests allowed in residence hall spaces must comply with fire code limits.

## Apartment Guest Policy

### Apartment/House Guest Hours

Apartment residents are able to set their own guest hours as part of their living group agreement. However, at no time are SJU students or male-identifying guests permitted to remain overnight in CSB student apartments. Similarly, at no time are CSB students or female-identifying guests permitted to remain overnight in SJU student apartments or houses.

### Apartment/House Card Access

- CSB students have card access to SJU apartment buildings from 10:00am – 8:00pm each day.
- SJU students have card access to CSB apartment buildings from 10:00am – 8:00pm each day.
- After 8:00pm, students who are visiting an apartment on the other campus must have a specific host.

### Overnight Guests

At no time are SJU students or male-identifying guests permitted to stay overnight in any CSB campus residence halls to which they are not assigned. Similarly, at no time are CSB students or female-identifying guests permitted to stay overnight in any SJU campus residence halls to which they are not assigned.[EA6] (p. )

### Number of Guests Allowed in Student Apartments/Houses

The total number of guests allowed in residence hall spaces must comply with fire code limits:

## Guest Policy for Breaks, Summer, Inclement Weather

- During designated college and university breaks during the academic year, guests are NOT allowed in the residence halls/apartments/townhomes/houses.
- During the summer and long weekends, residence hall and apartment guest hours are **11:00am–10:00pm**.

## Harassing Phone Calls

Any calls that are threatening, harassing, repetitive, or unusual should be reported immediately to either CSB Security 320-363-5000 or SJU Life Safety 320-363-2144. These calls may not seem dangerous but should be reported.

## Holiday Decorations

Holiday decorations are allowed in hallways of the residence halls on campus. The requirements for decorations are as follows:

1. No flammable decorations are allowed in the hallways.
2. No electrical cords of any kind can be run over/under the room door or any other doors.
3. Cords used for lights must be secured using removable non-damage tape/3M hooks to walls and or floors and cannot be hanging loose.
4. Decorations cannot be on ceilings, across hallways, or on sprinklers or alarm systems.
5. Decorations cannot impede egress or traffic flow in hallways or other areas
6. No natural or organic decorating material allowed. This includes but is not limited to pumpkins, Christmas trees, straw, snow, etc.

Decorations that violate the above rules will be removed and given to a Residential Life staff member. Resident will be responsible for any damage caused by holiday decorations.

## ID Cards

Every CSB student is issued an ID card. This card is your access to your meal plan, security doors on campus, and library privileges. If you lose your ID card, the replacement fee is \$25. If your ID card is lost or stolen, please report it as soon as possible to Security. New ID cards can be obtained from the Security Office. It is a violation of policy to allow another person to use your ID card.

## Loft Policy

The only lofts allowed in the residence halls are those rented through the approved vendor, Bedloft.com (<http://www.bedloft.com/>). CSB and SJU students may not construct lofts, bring lofts from home, or purchase a loft to use in any CSB and SJU residential area.

## Maintenance Work Orders

Students are expected to contact Facility maintenance to respond to and repair things that are the result of ordinary use through the online work order system at:

CSB Work Order Information (<https://www.csbsju.edu/csb-facilities-management/services/maintenance-request-forms/>)

SJU Work Order Information (<https://www.csbsju.edu/sju-physical-plant/work-order-requests/>)

In cases of normal wear and tear, students will not be held financially responsible.

## Noise Policy

We value a community that balances individual and group needs. **Courtesy, respect, and consideration are the normal expectations, in effect 24 hours a day, in all CSB and SJU apartments, houses, townhouses, and residence halls.**

To support academic achievement and recognize personal and group needs, please be considerate of neighbors and monitor your noise level.

### Courtesy Hours:

Courtesy hours are always in effect. If you are being disturbed by others' noise at any time, it is expected that you will go directly to them and request that they lower their noise level. Students who are notified that their noise is disturbing others are expected to respond

respectfully and adjust their behavior accordingly. If the problem is not resolved in this manner, contact the CA/RA on duty.

### Quiet Hours:

Noise should not be heard outside of a student's door or in adjacent rooms where others may be disrupted. Music, video games, and televisions should be at a lower level, so they are not likely to be heard outside of the student room or from open windows. All residents are expected to abide by the following quiet hours designated to support academic achievement and recognize personal and group needs:

- Sunday-Thursday: 9:00 pm - 10:00 am
- Friday-Saturday: 12:00 midnight - 10:00 am

### Finals:

The weekend before Finals (starting Friday at 6:00 p.m.) and throughout the Finals week, all residential communities observe a **24 hours Quiet/Study Hour Policy** to support academic achievement. No parties or social gatherings are allowed during this time.

All students and their guests are expected to respect these quiet hours so that other students who are preparing for their final examinations are not disturbed. Students who engage in disruptive behavior during this time period will be referred to the conduct process.

## Recreational Burn Policy – SJU Campus Only

- Recreational fires are not permitted on the CSB campus
- This policy excludes Monastic Private Property, Sugar Shack, and the Watab Picnic Grounds Area which have separate policies already in place.

Recreational fires at SJU are only allowed in fixed fire pits which have been installed at pre-approved locations. Moveable fire pits are not allowed on the campus under any circumstance except as noted above. Fixed fire pits may not exceed 36" in accordance with Minnesota Department of Natural Resources guidelines.

Approved fire pit locations at SJU include: Watab Picnic Grounds, Prep School (for Prep School use only), and the Mckeown Patio. Special requests for other locations can be made to the Saint John's Fire Chief, but may not be approved.

### Recreational Fire Rules and Expectations:

1. A Recreational Fire Request must be obtained before any fire is ignited and requests should be made to Life Safety between 8:00am and 5:00pm. The request is valid for only one day (8:00am – 12:00am) and will only be granted on the day of the recreational fire. The request must be made by the individual(s) that will be responsible for the usage of the location.
2. Only wood provided by the Arboretum is allowed on campus. Burning of wood brought in from off-campus is strictly prohibited. Students will have free access to the firewood supply unless the privilege is abused.
3. Trees/branches/other vegetation/furniture/other items may not be burned in the fire pit.
4. Recreational fires are not permitted when wind exceeds 15 mph. Students are responsible for checking wind conditions prior to

the start of a fire. Use the following link: <https://www.noaa.gov/weather> (<https://www.noaa.gov/weather/>).

5. Fires must be completely extinguished before leaving the area.
6. Fires must be monitored at all times.
7. Burning of trash/cooking of food in the fire pit is not permitted.
8. Fire pits will be available on a first-come, first-served basis.

## Room Change Policy (including switching roommates)

Living with a roommate can be both a challenge and an opportunity for growth and friendship. In general, students are encouraged to talk with roommate(s) about concerns and conflicts and find a resolution. Our conflict-resolution process emphasizes listening, communication, and respect. Students with roommate concerns can seek support from Resident Assistants and Faculty Residents. Occasionally, moving to a new apartment or room is the best option for resolving a conflict. Before an apartment or room change is requested or approved, talk to your RA, CA, or FR/RD/AC about helping you resolve the conflict in some other manner.

Students who wish to move from their current room into another room should understand that such a move may not be possible due to limited space and resources. Room change request forms are available from your FR/RD/AC. This form must be signed by the RA/CA and FR/RD/AC before any move can take place. Please be aware there is a \$25 administrative fee for a room change. Students who change rooms without approval will be assessed a \$50 fine and may be required to move out of the space.

Unoccupied bedrooms in any unit, including apartments, will be locked by CSB Security, SJU Life Safety or Residential Life staff, and are not to be used by residents in the community. Entering and/or using empty spaces is considered unauthorized entry and is a violation of the Code of Conduct.

For safety reasons, Residential Life and Housing must maintain accurate records regarding occupancy per room in each apartment.

## Sports and Equipment Policy

Due to the potential for damages to facilities, personal injury, and disruption of the sleep/study atmosphere in the residence halls and apartments, the playing of sports within the residence halls, apartments, townhouses, and houses is strictly prohibited.

This policy specifically includes, but is not limited to the following: playing ball, in-line skating, skateboards, mechanized self-balancing devices, bowling, throwing Frisbees or other objects, water/food fights, roller blades, weights or exercise equipment that required mounting on walls and/or ceilings, etc.

Weights and exercise equipment that require being mounting to walls, floors or ceilings is prohibited.

Residents are encouraged to use the Haehn Campus Center field house at CSB, the Warner Palestra at SJU, and local parks/recreational fields for recreational activities.